



Australian Government

Australian Financial Security Authority

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Position Description



Position title / number	Senior Legal Support Officer
Classification	APS Level 6
Location	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Division / section	Legal
Reports to	Executive Officer
Position status	Ongoing / Non-Ongoing
Direct reports	Nil
FTE / hours	37:30 Full time
Security clearance	Baseline vetting

AFSA acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and we pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land, sea and communities throughout Australia, and the contributions to the lives of all Australians.

We are committed to advancing reconciliation and recognise the importance of empowering Aboriginal and Torres Strait Islander people to achieve greater equity and equality as a society.

Organisational context

The Australian Financial Security Authority (AFSA) is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The Legal Division provides legal advice, legal and litigation support to all areas of our operations. In addition to providing specialist advice on bankruptcy, personal property securities and proceeds of crime legislation, the division advises on administrative law, contracts, and other matters relevant to our corporate governance.

Purpose of the position

The Senior Legal Support Officer contributes to the provision of executive, administrative and coordination services, as part of a small team in the General Counsel's Office. The Senior Legal Support Officer efficiently handles busy workloads and manages competing priorities effectively, whilst providing administrative and practical support with a high level of attention to detail, proven ability to work in a team environment and a strong client focus.

Accountabilities

As an APS6 Senior Legal Support Officer, you will work under the direction and supervision of the Executive Officer and be responsible for:

- Providing high-level legal administrative support including document management and review, record keeping, database management and workforce management
- Providing oversight and maintenance of our legal practice management system through undertaking audits and quality assurance checks, and producing regular reports for the leadership team
- Drafting internal governance documentation (e.g. procedures, guidelines) and various internal and external communications
- Managing group mailboxes, responding to client enquiries in the first instance and escalating complex items
- Identifying and contributing to continuous improvement activities to ensure the Legal division is operating efficiently and effectively.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Core skills and capabilities

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

Uses information to make evidence-based decisions

- Researches, identifies, and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive, and accurate advice to others.
- Uses experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Qualifications, accreditations and experience

- Experience in administrative support in a legal practice, preferably in a government environment.
- Proficient IT skills in the Microsoft Office suite.

Budget managed: N/A.

Delegations exercised:

- AFSA delegations
- *Public Service Act 1999*
- *Public Governance Performance and Accountability (PGPA) Act 2013*

HR use only:

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