

# Position Description

<b>Position title</b>	Paralegal
<b>Document ID</b>	TBA
<b>Program/Unit</b>	Corporate Services
<b>Classification</b>	Common Law
<b>Position reports to</b>	General Counsel

## Organisational Context

On 1 July 1997, MacKillop Family Services was formed as a new organisation by re-founding seven agencies operated by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph of the Sacred Heart in Victoria. However, our legacy and inspiration is much older. From the 1850s, these three congregations, respectively founded by Catherine McAuley, Edmund Rice and Mary MacKillop, worked in Victoria to establish homes for children who were orphaned, destitute or neglected, and for families who were in need of care and support. Throughout the years, the original model of institutional care evolved into different forms of residential care, foster care, education, family support and disability services.

The purpose and character of MacKillop Family Services as a Catholic organisation, continues to draw from the lives, works and inspiration of the three founders who provide a living model for the way our staff and volunteers approach their work. Woven through this ethos is the acknowledgement and recognition of the inherent Aboriginal spirituality of this country and respect for the cultures that have lived here for thousands of generations.

Today, we continue this work within the framework of Catholic social teaching and in the spirit of the Gospel - one of radical inclusion, restoration and accompaniment. MacKillop Family Services is now a national organisation and a leading provider of services for children, young people and families across Victoria, New South Wales, ACT, Western Australia and to other organisations in every state and beyond. We offer services and programs in family support, foster care, residential care, disability services, youth support, education and training, parenting, family therapy, mental health, family violence, early childhood, and support to women and men who, as children, were in the care of our founding agencies.

At MacKillop Family Services we pay respect to all Aboriginal and Torres Strait Islander peoples and their Elders - past, present and emerging - and acknowledge the importance of their stories, history and wisdom. They hold the memories, traditions, cultures, hopes and aspirations of all Aboriginal and Torres Strait Islander peoples. We are strongly committed to the ongoing work of Aboriginal self-determination, reconciliation, and cultural safety for our Aboriginal and Torres Strait Islander clients, staff and stakeholders.

MacKillop has almost 1,400 staff, operating out of more than 50 administration sites, and has forecast annual revenue for the 2020/21 financial year of over \$165 million.

## Our Purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our Vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

## Our Values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

**JUSTICE.** We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. *We believe in the right of all people to be treated justly and fairly.*

**HOPE.** We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. *We seek to foster hope that assists people to find meaning.*

**COLLABORATION.** In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. *We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.*

**COMPASSION.** Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. *We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.*

**RESPECT.** We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. *We seek to act with respect with regard to each other, the earth and all creation.*

## Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

## Position Purpose

The Paralegal will assist MacKillop's General Counsel to deliver legal services across MacKillop as well as general administration across the functions of the Office of General Counsel.

The Paralegal will be responsible for the central coordination and management of MacKillop's legal requests, from initial engagement with internal and external stakeholders to drafting documents and assisting with matter management, contract management and committee and working group papers. This hands on role will require the Paralegal to be proactive, take initiative and manage a wide scope of responsibility across the Office of General Counsel.

## Primary Objectives

The Paralegal, will:

1. Provide high level and timely paralegal and administrative support to Mackillop's General Counsel.
2. Manage and coordinate incoming requests to the Office of General Counsel.
3. Manage MacKillop's Legal Registers, Contracts Register and database.
4. Reporting as required.

## Key Result Areas and Responsibilities

The duties of the Paralegal include the following duties:

1. Provide paralegal and administrative support to Mackillop's General Counsel.
2. Triage incoming requests to the Office of General Counsel.
3. Assist General Counsel in matter planning, development, and management, including database management.
4. Liaise with internal and external parties to progress matters and requests made to the Office of General Counsel.
5. Legal research, fact gathering and information retrieval.
6. Drafting, review and management of correspondence, contracts and other documents, including amending documents using tracking changes and proofreading.
7. Contract Management.
8. Conducting company searches, Trade Mark searches and obtaining documents lodged with Government.
9. Manage the administration of MacKillop's Legal Registers.
10. Preparing and disseminating Committee and working group meeting materials and agendas.
11. Attending Committee and working group meetings, taking minutes of these meetings and following up tasks arising out of Committee and working group meetings.
12. Diary management and organising meetings.
13. Email management.
14. Processing of Invoices.
15. Other duties which are incidental and to the functioning of the Office of General Counsel.

## Key Selection Criteria

### *Qualifications and Experience*

1. Completion of or progress towards a qualification in legal services or law desirable, or equivalent work experience.
2. Proven experience working as a Paralegal, preferably within a corporate or not-for-profit organisation.
3. In-house experience preferred, but not essential.

## Knowledge, Skills and Abilities

1. Ability to work autonomously and take initiative.
2. Ability to flexibly manage competing priorities and stressful situations, in a complex and deadline driven environment.
1. Highly organised with the ability to prioritise work within expectations and established guidelines and procedures.
2. Exceptional attention to detail.
3. Analytical and solutions focussed with the ability to think strategically and in the best interests of the organisation.
4. Excellent interpersonal, analytical and written and oral communication skills (including public speaking, presentation and report writing).
5. Excellent relationship management skills.
6. Ability to provide customer solutions and positively resolve issues while maintaining diplomacy, patience, tact and sensitivity.
7. Proficiency in MS Office suite (intermediate).

## Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Observe and fulfil health and safety responsibilities as contained within 'WHS-P-001 Responsibility Statements' document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

•

<b>Approver's full name:</b>	Faten Awad	<b>Date:</b>	January 2021
<b>Approver's position title:</b>	General Counsel		
<b>Incumbent's full name:</b>			
<b>Incumbent's signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*