

Administrative Officer

Protection Visa Appeals Program

Civil Law Division

The Organisation

The Legal Services Commission is passionate about ensuring justice is available and accessible for all South Australians. As the largest legal assistance service in SA, we ensure that South Australians have access to a trusted lawyer when they need help to be heard, provide them with easy ways to learn about their rights and responsibilities, and answer their legal questions.

Each year over 140,000 South Australians benefit from the services we deliver.

The Role

The Administrative Officer will provide administrative support service to the migration lawyers, with a focus on support for the Protection Visa Appeals program.

This role will liaise with the AAT regarding client referrals, allocate matters to lawyers, arrange appointments, book interpreters, manage room allocations and collate the data for regular reporting.

The Administrative Officer will also provide secretarial and administrative support services to the other lawyers working within Civil Law.

If you feel you have what it takes to be successful in this role, apply now!

Total Indicative Remuneration Package

\$65,294 - \$70,154 per annum pro rata including salary, superannuation and leave loading..

As a not-for-profit organisation, the Legal Services Commission is able to offer its employees attractive salary sacrifice arrangements, including up to \$15,900 pre-tax each Fringe Benefit Tax (FBT) year for general living expenses.

Term of Employment Contract

Temporary contract for 2 years

What You Need For Success

The ideal candidate will be able to demonstrate the following:

- Ability to work with a degree of autonomy in providing administrative support to lawyers working in the Protection Visa Appeals Program.
- An understanding of confidentiality and an ability to be discrete in dealing with confidential and sensitive matters.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

- Experience in the performance of a clerical or administration support service in a legal or office setting.
- Knowledge and understanding of processes and protocols adhered to in a legal environment.

Workplace Benefits

We provide a range of financial and non-financial benefits to our employees that include:

- The opportunity to work alongside passionate and dedicated colleagues in a supportive workplace that is concerned about employee well-being.
- Generous salary sacrifice benefits (as outlined above).
- Flexible working arrangements.
- Payment of Practising Certificate for legal staff.
- Payment of relevant professional memberships.
- Support for employees and their families through our inclusive Employee Assistance Program.
- Supported training and development opportunities in areas including working with vulnerable clients, cultural sensitivity and trauma informed practice.
- Access to a comprehensive in-house legal Continuing Professional Development (CPD) program.
- Contemporary workplace accommodation.
- Career development opportunities within the team and the organisation.
- Payment of employment screening checks.

Next Steps

To apply for this role please detail your relevant experience via a cover letter (no more than two pages) and supporting résumé. All applications are to be submitted to HR@lsc.sa.gov.au by 5pm Thursday 25 April 2024.

Please refer to the Position Description for further details. Should you require any further information please direct your query to Alice Rolls on (08) 8111 5784.

We welcome applications from everyone. We are an inclusive employer, and support diversity and inclusion by recognising our staff for their unique qualities, ideas, and insights. Workplace benefits include flexible working conditions as well as access to very generous salary packaging benefits through Maxxia (<https://www.maxxia.com.au/>), reducing the income tax you pay.