

## POSITION DESCRIPTION

# Executive Assistant - Legal

<b>Division</b>	Legal
<b>Location</b>	Various
<b>Classification</b>	Water Award 2020 Level 8
<b>Employment Status</b>	Permanent, Part Time
<b>Direct Reports</b>	N/A
<b>Reports To</b>	General Counsel

## ORGANISATION

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for operating and developing irrigation schemes funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 15 new irrigation projects, and advanced planning on a further six projects.

Tasmanian Irrigation now oversees 25,000 individual infrastructure assets with a replacement value of approximately \$500 million across 18 operational schemes and has the capacity to deliver more than 133,000 megalitres of irrigation water each year.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

## POSITION OBJECTIVE

The primary objective of this position is to provide an effective and efficient administrative support function to the General Counsel & Company Secretary.

## KEY DUTIES

The Executive Assistant will provide a range of both administrative and paralegal support to the General Counsel & Company Secretary.

**Calendar Management:** Scheduling appointments, meetings, ensuring no conflicts arise and all necessary parties are available.

**Communication Handling:** Managing incoming calls, emails, and other correspondence, prioritising urgent matters and ensuring important messages reach the appropriate recipients promptly.

**Document Preparation and Management:** Drafting, editing, and formatting legal documents such as contracts, briefs, pleadings, and memos. Organising and maintaining digital and physical filing systems to ensure easy access to important documents.

**Meeting and Travel Arrangements:** Coordinating travel arrangements, including flights, accommodations, and transportation. Additionally, organising meeting logistics such as room bookings, catering, and audiovisual equipment setup.

**Client Relations:** Serving as a liaison between staff, external solicitors and staff of various government departments as and when required.

**Legal Research:** Conducting legal research using online databases and libraries to gather information relevant to cases, statutes, regulations, and legal precedents.

**Administrative Support:** Providing general administrative support such as managing expense reports, processing invoices, ordering office supplies, and maintaining office equipment.

**Confidentiality Management:** Handling sensitive and confidential information with discretion and maintaining confidentiality at all times.

**Assistance with Case Management:** Assisting the general counsel with case management tasks such as deadlines, tracking court filings, and organising case files.

**Proofreading and Editing:** Reviewing legal documents and correspondence for accuracy, grammar, and formatting, ensuring they adhere to professional standards.

**Technology Proficiency:** Proficiency in legal software and tools such as document management systems, timekeeping software, and electronic filing systems.

**Adaptability:** Being flexible and able to handle a variety of tasks and responsibilities in a fast-paced legal environment.

**Professionalism:** Maintaining a professional demeanor in all interactions and representing the firm in a positive light.

**Continuing Education:** Staying updated on developments in the legal field and participating in relevant training and professional development opportunities.

These duties may vary depending on the specific needs of the business. Flexibility, attention to detail, and strong organisational skills are essential for success in this role. Other additional and/or alternative duties as assigned from time to time.

## ORGANISATIONAL ENVIRONMENT

- Work with all employees to proactively maintain a positive, enduring culture and work environment.
- Act with integrity and fairness in dealings with internal and external stakeholders.
- Ensure all work carried out retains its simplicity while being of the highest standard.
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.

## SELECTION CRITERIA

### **Essential:**

- Must be familiar with reading and understanding legislation and legal research;
- Must have experience with contracts and other legal documentation;
- Must have initiative, be a self-starter with prior experience and be able to work independently without supervision;
- Must have sound judgement and be able to execute tasks efficiently and accurately under pressure.
- Exercise judgement and initiative in decision making, proactively identifying and acting on potential problem and developing appropriate standards.
- Must have strong organisation skills, excellent communication skills (both written and verbal) and have attention to detail and problem solving skills.
- Excellent time management skills and be able to prioritise tasks effectively and be comfortable liaising with people at all levels within the business.
- Ability to pay attention to detail
- Resourceful, can-do attitude
- Excellent computer skills, including Microsoft office suite, outlook, word, power point and excel
- Exceptional writing, editing and proofreading skills

### **Desirable:**

- Have at least ten years in a similar role

## KEY WORKING RELATIONSHIPS

- Working the General Counsel & Company Secretary.
- Assist other members of the senior leadership team where capacity allows.

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- This role is office based with flexibility for remote working.
- Required to pass a pre-employment medical assessment.

## PERFORMANCE CRITERIA

- Communicates with Influence
- Cultivates Productive Working Relationships
- Shapes Strategic Thinking
- Exemplifies Personal Drive and Integrity
- Achieves Results

APPROVAL

Position Holder: \_\_\_\_\_

Dated: \_\_\_\_\_

CEO: \_\_\_\_\_

Dated: \_\_\_\_\_