



Position Description

Statement	
Diabetes NSW is focused on supporting people living with (and at risk of) diabetes every step of the way.	
Position Details	
Title	Legal Assistant
Department	Corporate Services
Business Unit	
Location	Glebe
Employment Type	Part Time, Fixed Term Contract
Position Purpose	
The Legal Assistant is responsible for the co-ordination of all of the legal matters within Diabetes NSW. The role will involve liaising with the Executive team and External lawyers on a wide range of legal matters, and in the development and review of contracts and policies within the organisation	
Major Responsibility Areas and KRAs	
Contracts	
<ul style="list-style-type: none"> Assist with editing, developing, and drafting agreements; Assist and contribute to each department's performance and compliance with contracts; Assist with the development and maintenance of contract management documentation and procedures; and Contribute to the effective management of contracts. 	
Policy	
<ul style="list-style-type: none"> Assisting each department with interpreting and converting legislative requirements into policies and processes for the organisation; Reviewing, interpreting, and editing internal policy for the purpose of assisting departments with regulatory compliance; and Assisting with research and navigation of government agencies regulations and procedures 	
Liaison	
<ul style="list-style-type: none"> Liaising with, and preparing correspondence for, external lawyers, including drafting executive requests for legal work and preparing WIP updates for executive staff; and Monitoring and assisting external lawyers with the organisations legal projects. 	



Business Awareness

- Demonstrate an understanding of the organisation business processes and plans, including its people practices, organisational structures and people policies and can translate this into operational practical initiatives.

Relationship Management

- Develop, expand and maintain cooperative relationships within the team, Business Unit and throughout the organisation.
- Create a sense of cohesiveness, trust, integrity and honesty within the team, Business Unit and throughout the organisation so that energies and abilities are focused on team effectiveness and the accomplishment of business results.

General

- Ability to undertake the duties of the role in accordance with Diabetes NSW’s Mission, Vision , Values and Code of Conduct
- Comply with all company policies and procedures.
- Comply with the Work Health & Safety Act 2011 and its applicable Codes of Practice and Australian standards.
- Assist with ad hoc duties as required.
- Represent Diabetes NSW at appropriate functions and events and be a Diabetes NSW ambassador.

Selection Criteria

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Additional Information and Requirements

- This position is based primarily at the Diabetes NSW office in Glebe. Some travel may be required to various locations throughout metropolitan Sydney and regional NSW.
- Any offer of employment will be subject to a satisfactory National Police Records Check and Working with Children Check.
- Some after hours work may be required for this role.

Organisation Chart

Reports To	Head of Corporate Services
Reporting to this Position	
Dotted Line report	

Confirmation

Employee’s Name:		Date:	Sign:
Manager’s Name:		Date:	Sign: