



Position Description – Legal Support Officer

POSITION DETAILS

Department / Team: Legal Delivery and Commercial	Reports to (title): Senior Legal Support Services Advisor
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO5

THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

Further Information: www.crossriverrail.qld.gov.au

OUR VALUES AND BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curios, asking questions to understand.
- We work through issues together and help each other.



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.



ROLE OVERVIEW

The Legal Support Officer provides a broad range of administrative support to the Legal Delivery and Commercial team. Responsibilities include diary and mailbox management, document production and records management. The role also supports commercial correspondence processes and assists with the administration and coordination of contractual matters.

The Legal Support Officer reports to the Senior Legal Support Services Advisor and is primarily office-based, enabling strong collaboration and the consistent delivery of timely, high-quality support.

KEY RESPONSIBILITIES

- Deliver high-quality administrative support to the Legal Delivery and Commercial team, including preparing correspondence, spreadsheets, presentations and responding to ad hoc requests in a timely manner
- Assist with diary and mailbox management, including coordinating meetings, managing competing priorities, and ensuring effective allocation and tracking of correspondence
- Support the preparation of internal reports, briefing materials and documentation related to legal matters, including contributing to briefing notes as required
- Coordinate the preparation of briefs for the Legal team and external service providers, in line with established processes
- Support the coordination of approvals and maintain accurate records of fee estimates for externally briefed legal matters
- Assist in reviewing invoices and reports from external suppliers to ensure alignment with approved fee estimates and budgets
- Support the preparation of correspondence on behalf of the General Counsel in relation to external legal panel arrangements and contracts
- Support the Commercial team with the coordination of contractual correspondence
- Create and maintain project registers and trackers, proactively monitoring actions and following up with stakeholders to meet deadlines
- Maintain accurate and compliant records in TRIM in accordance with CRRDA policies, procedures and document control requirements
- Undertake research and gather information on relevant issues, providing clear and concise summaries to support decision-making
- Build and maintain positive working relationships across the Delivery Authority to support effective collaboration
- Develop strong capability in TRIM and other key systems to support efficient records and workflow management

KEY COMPETENCIES

- Demonstrated experience working within a legal environment, with an understanding of legal processes, documentation and professional standards
- Demonstrated billing and financial management capability, including monitoring legal expenditure, processing invoices, and tracking fee estimates against budgets
- Strong administrative and organisational skills, with the ability to prioritise, manage competing demands, and meet deadlines in a fast-paced environment
- Well developed initiative and problem solving skills, with the ability to work autonomously with minimal direction
- Experience providing executive level support, including diary and mailbox management
- Advanced proficiency in Microsoft Office, including PowerPoint
- Strong attention to detail with the ability to monitor workflows, track actions, and ensure completion
- Ability to work collaboratively and contribute positively to team outcomes