

Position Description

POSITION DETAILS	
Position Title: Legal Support Officer	Department / Team: Legal
Reports to (Title): General Counsel	Number of Direct Reports (and Titles): Nil
Next up Leader: Chief Financial Officer	Number of Indirect Reports: Nil
Location: Brisbane	Salary Banding: AO5

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

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

OUR VALUES & 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 curious, asking questions to understand.
- We work through issues together and help each



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 in to 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

ROLE OVERVIEW

The purpose this position is to provide a broad range of administrative support functions to the General Counsel and broader Legal team (currently comprising 13 team members) of the Cross River Rail Delivery Authority. Duties include providing contracts administration and coordination support for the management of an external legal panel (currently comprising 11 firms), including estimate and invoice management, legal record management, assisting with legal correspondence, updating budgets and risk registers. More general administrative responsibilities include mailbox and diary management, organising meetings, minute taking, document control, and reporting.

KEY RESPONSIBILITIES

Legal Team Support

- Prepare internal reporting and briefing material regarding legal matters and budgets, including monthly dashboard.
- Support the General Counsel with management and coordination of legal correspondence, including with external stakeholders and third-party claimants.
- Prepare and edit reports or briefing notes to assist the Legal team as required.
- Coordinating and preparation of briefs of information for Legal team and external suppliers as directed, including to meet obligations regarding litigious and Right to Information matters.
- Support the General Counsel with implementing and supporting systems, procedures and training.
- Support professional membership renewals and CPD recording for Legal team.
- Provide general administrative support to the broader team including ad hoc requests including creating spreadsheets, PowerPoints, procedures and flowcharts.
- Assist in the management of shared inboxes ensuring the correct allocation of emails to team members and registration and tracking of correspondence if required.
- As requested, undertake research on various issues or topics and provide meaningful summaries and advice to the General Counsel and broader Legal team.

Legal Panel Coordination and Contract Administration Support:

- Coordinate approval and recording of fee estimates associated with external briefed legal matters.
- Coordinate the review of reports and invoices received from suppliers against approved estimates / budgets.
- Engage with the Finance Business Partners to ensure relevant budget management, including updating budgets in conjunction with payment and Briefing Note processes.
- Edit and draft correspondence for the General Counsel regarding external legal panel contracts.

General Administrative and Executive Assistance Support

- Assist in the management of executive staff workload including coordinating and prioritising diary management and incoming emails.
- Secretariat and administrative support of various internal and external Program Delivery governance bodies (including compilation and distribution of agenda papers, provision of reports, minute/note taking and follow up of issues raised).
- File team correspondence and documents ensuring they are correctly saved in TRIM or other document management systems following CRRDA policy, procedures and document control standards.

- Develop “super user” skills with TRIM, Tech-One and other key technology systems.
- Consult, liaise and negotiate with internal and external stakeholders, partners and suppliers to deliver allocated tasks and activities.
- Develop positive working relationships across the Delivery Authority to ensure information sharing on complex and emerging issues.
- Assist with the fostering of a culture based on good governance, commitment to excellence and a high standard of professional ethics ensuring that any interaction operates in an environment based on high transparency, open communication, consultation and trust (subject to legal and commercial confidentiality).

KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Previous experience providing administrative support in a legal setting including supporting the creating, editing and review of legal correspondence.
- Intermediate to advanced skills in the Microsoft Office suite of programs with demonstrated ability to perform a broad range of team administrative support functions.
- Sound interpersonal skills, including the ability to build and maintain productive working relationships with internal and external stakeholders.
- Previous experience in providing executive level support including diary and mailbox management and meeting support.
- Proven time management and prioritisation skills with the ability to manage conflicting demands to deliver outputs and outcomes within a fast-paced project environment with tight deadlines.
- Previous experience dealing with external legal supply panels is viewed favourably but not essential.