

# Job Description

February 2025



## Paralegal

**Reports to: Senior Legal Counsel**

**Direct Report: N/A**

### **SBS Values, Vision and Purpose**

*The Paralegal is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.*

### **Division Purpose – Legal**

*The Legal Division is an award-winning, high performing and engaged cross-disciplinary team of lawyers, rights experts, archivists and information governance specialists. Our purpose is to provide proactive, enabling advice and support to manage risk and contribute to SBS to achieving its goals.*

### **Role Purpose**

*As part of the SBS Legal team, the role provides effective paralegal support to lawyers to enable the delivery of legal advice, services and training to all SBS teams in an efficient and effective manner.*

### **Key attributes**

*This role would suit an experienced, proactive paralegal or someone with relevant other legal experience with an enabling and collaborative approach to supporting the efficient delivery of legal services; has a thirst for knowledge; a curiosity about the world around them, strong and clear communication style, and a genuine interest in media and creative industries. Wellbeing and inclusivity are valued highly within the team.*



## **Main Responsibilities**

### **Paralegal Support**

- Undertake legal research, fact gathering/checking and information retrieval.
- Draft, review and edit legal documents and correspondence.
- Review, analyse and summarise information and documents.
- Assist SBS lawyers with tasks related to dispute resolution and the legislative reform process, including preparation of briefs and submissions, organisation of files and diarising key dates.
- Assist with the preparation of legal training materials and resources, including presentations and online modules.
- Establish and maintain collaborative working relationships with key stakeholders both internally and externally.

### **Operational support**

- Support the SBS Legal division's record keeping, databases and compliance obligations including via its electronic document management system.
- Manage and support the updating of the SBS legal templates, documentation and intranet resources.
- Facilitate and manage knowledge management hubs to capture and provide access to legal knowledge and insights.
- Support the implementation of matter management and operational processes to optimise the delivery of legal services.

### **Values**

- Undertake work in a way that - reflects and upholds SBS's Charter, Vision and Values, fosters a positive and proactive work environment and complies with SBS's policies, procedures and practices

## **Minimum Requirements of the role**

### **Criteria 1 - SBS Charter, Purpose & values**



The successful candidate will need to demonstrate an awareness and connection to the SBS Purpose and alignment with values. They will have an understanding of the SBS Charter and the role that SBS plays in the Australian media landscape.

### **Criteria 2 – Legal environment experience**

The successful candidate will need to have experience working or operating in a legal environment, law firm or in-house, and be able to demonstrate exposure to and understanding of legal documents and information (e.g. contracts, legislation, court judgments).

### **Criteria 3 – Communication & Critical Thinking**

The successful candidate will need to be able to demonstrate strong and effective communication (written and verbal) skills, research and knowledge retrieval experience and good attention to detail. Being able to apply critical and curious thinking is an important skill, as is delivering information in a manner appropriate to the audience.

### **Criteria 4 – Collaboration**

The successful candidate will need to demonstrate their ability to effectively collaborate with team members to achieve the desired outcomes.

### **Criteria 5 – Time Management**

The successful candidate will need to demonstrate their ability to meet deadlines and manage conflicting priorities

<b>Key Capability</b>		
<b>Capability</b>	<b>Level</b>	<b>Behaviour</b>
<u>Adaptability and Flexibility</u>	Self	<ul style="list-style-type: none"><li>• Smoothly handles multiple demands and shifting priorities</li><li>• Deals with interruptions positively</li><li>• Modifies approach to suit different people</li><li>• Is open to different points of view</li><li>• Copes with organisational change positively</li><li>• Deals with a minimal degree of ambiguity in own role</li></ul>



<u>Communication</u>	Self	<ul style="list-style-type: none"><li>• Uses appropriate grammar</li><li>• Uses appropriate vocabulary</li><li>• Uses a suitable tone</li><li>• Speaks at a suitable pace</li><li>• Speaks clearly using minimal language</li><li>• Changes language to suit audience</li><li>• Provides full responses to questions</li><li>• Provides accurate responses to questions</li></ul>
<u>Client Focus</u>	Self	<ul style="list-style-type: none"><li>• Follows through on client inquiries, requests or complaints</li><li>• Distributes useful and up to date information to the client</li><li>• Determines the needs of the client through probing and listening</li><li>• Provides friendly, helpful service to the client</li><li>• Makes sure there is a clear understanding of the client's needs</li><li>• Offers appropriate solutions to the /client</li><li>• Prioritises work goals that impact the client directly</li><li>• Diffuses client problems</li></ul>
<u>Influence and Persuasion</u>	Self	<ul style="list-style-type: none"><li>• Uses reason, data, facts and figures to express ideas and opinions</li><li>• Provides well-reasoned arguments</li><li>• Presents features and benefits of an idea, plan, product or service</li><li>• Is persuasive when required</li><li>• Identifies points of agreement and/or disagreement</li><li>• Clarifies understanding &amp; seeks commitment</li><li>• States own point of view whilst acknowledging &amp; respecting the views of others</li></ul>
<u>Relationship Building</u>	Self	<ul style="list-style-type: none"><li>• Establishes a connection with others</li><li>• Builds friendly, warm relationships that are mutually beneficial</li><li>• Maintains ongoing relationships that are mutually beneficial</li><li>• Shares relevant information with others</li><li>• Recognises the value of building and maintaining relationships</li><li>• Helps others achieve common goals</li><li>• Openly communicates with others</li></ul>

## Workplace Health & Safety



In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
  - made aware of their WH&S responsibilities
  - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
  - follow safe work practices