

Melton City Council

# Paralegal

Position Description

PD: 00463

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Title          | Paralegal                                                                                       |
| Directorate             | Office of the CEO                                                                               |
| Business Unit           | Governance                                                                                      |
| Position Classification | Band 6                                                                                          |
| Enterprise Agreement    | Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement. |

## 2. Organisational relationships

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to        | Senior Lawyer and Property Advisor                                                                                                                                                                                                                                                                                                                                                                                                 |
| Supervises        | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Internal liaisons | <ul style="list-style-type: none"><li>• CEO</li><li>• Executive Group</li><li>• Managers</li><li>• Councillors</li><li>• All Staff</li></ul>                                                                                                                                                                                                                                                                                       |
| External liaisons | <ul style="list-style-type: none"><li>• External Solicitors</li><li>• Court Officials</li><li>• Other Councils</li><li>• Staff from the Offices of the Victorian Information Commissioner, Victorian Ombudsman, Local Government Inspectorate, and other government agencies</li><li>• Members of the public, including residents and ratepayers of Melton City Council.</li><li>• Customers of and Suppliers to Council</li></ul> |

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to



familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

#### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

#### 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

#### 4. Position objectives

- Provide accurate, timely and effective paralegal support and administration support to the Senior Lawyer and Property Advisor, Lawyer, and FOI & Legal Support Officer in all matters relating to Legal Services.
- Contribute to the achievement of Council and Wellbeing Plan objectives and the strategic and service level goals of the Legal and Property Team, within the Governance Business Unit.

#### 5. Key responsibility areas

- Provide a range of confidential administrative legal support services to the Legal Team including maintaining accurate records, the preparation of correspondence and legal documentation, answering incoming subpoenas and administration of legal services requests (including the financial administration associated with same when involving the engagement of External Solicitors or other expenditure).
- Process Legal Services and Freedom of Information requests and make decisions in accordance with the *Freedom of Information Act 1982*, Professional Standards and Council's Freedom of Information Procedure.
- Provide input into policy development and prepare, maintain and implement procedures as required.
- Undertake legal research and analysis on a range of issues and prepare case summaries as directed.
- Respond to incoming requests for information, including requests from the Victoria Police, the Victorian Ombudsman, Local Government Inspectorate and other government agencies with consideration to whether this information is able to be released in accordance with the *Privacy and Data Protection Act 2014* in conjunction with other relevant teams
- Undertake other duties and projects as directed.

#### 6. Accountability and extent of authority

- Efficient management under the Senior Lawyer & Property Advisor's direction of the engagement of external legal providers required by council.
- Adherence with any statutory requirement including amendments to relevant legislation including Freedom of Information Act 1982, Privacy and Data Protection Act 2014, Health Records Act 2010 and Infringements Act 2006.
- Action financial requisitions and invoices within financial delegation and policy parameters.



- Maintain a high level of confidentiality and discretion in the handling of a wide range of sensitive information.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

## 7. Judgement and decision making

- Exercise judgment, initiative and innovation in all duties, including appropriate prioritising of tasks in the face of competing demands
- Read and interpret (with assistance if required) legislation and associated regulations including but not limited to Freedom of Information Act 1982, Privacy and Data Protection Act 2014, Health Records Act 2010 and Infringements Act 2006 and make decisions based on that interpretation.
- Problem solving may involve adapting previous experience to new situations with guidance and advice usually available.
- Exercise a high degree of confidentiality to both internal and external customers whilst always demonstrating a high level of ethical standards.
- Participate in the development, implementation and review of policies and procedures.

## 8. Specialist skills and knowledge

- Understanding of court procedures including answering subpoenas and the ability to assist in preparing staff for court appearances.
- Prepare various legal documents across all jurisdictions such as, but not limited to, memorandum to counsel, affidavits, witness statements, notice of appearance, consent orders, notice of appeal, subpoenas and leases.
- Establish and maintain collaborative working relationships with internal and external stakeholders.
- Highly developed computer skills and sound knowledge of Windows based applications and databases.
- Well-developed written and oral communication skills, with strong attention to detail.
- Analytical and conceptual skills including the ability to investigate issues, develop options and make recommendations.
- Interpret legislation (with assistance if required) and perform legal research, including comparative and electronic research, in both existing and emerging areas of law.
- Work independently, displaying initiative in decision making.

## 9. Management skills

- Work autonomously, skills in managing time, including setting priorities, planning and organising one's own work to complete the assigned tasks in accordance with specified deadlines.
- Work as an effective team member and achieve council objectives.
- Identify improvements in systems, procedures and service outcomes.
- Advise, support, and instruct staff on internal legal matters in particular in relation to Freedom of Information, privacy and answering subpoenas.

## 10. Interpersonal skills

- Liaise with both internal and external customers to discuss legal matters to resolve problems.



- Gain co-operation and assistance to meet objectives.
- Exercise high level of discretion and confidentiality and experience in dealing with sensitive issues with both internal and external customers.
- Work as part of a team and provide excellent customer service.

## 11. Qualifications and experience

- Tertiary qualification in legal administration or substantial experience in a paralegal role.
- Highly developed computer skills and sound knowledge of Windows based applications and databases.

## 12. Key Selection Criteria

1. Tertiary qualification in legal administration or substantial experience in a paralegal role highly desirable.
2. Work autonomously and to manage time, including setting priorities, planning and organising one's own work to complete the assigned tasks in accordance with specified deadlines.
3. Interpret legislation (with assistance if required) and perform legal research, including comparative and electronic research, in both existing and emerging areas of law.
4. Exercise a high degree of confidentiality to both internal and external customers whilst always demonstrating a high level of ethical standards.
5. Adherence with any statutory requirement including amendments to relevant legislation including *Freedom of Information Act 1982*, *Privacy and Data Protection Act 2014*, *Health Records Act 2010* and *Infringements Act 2006*.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Head of Governance

Approved by Position Title

June 2025

Date Approved

Incumbent's name

Signature

Date

