

Position Title:	Paralegal	Employee Name:	
Location:	Melbourne – Hybrid	Reports to:	Principal Lawyer
Direct Reports:	N/A	Date:	

About Safe Space Legal – Culture and Values

Safe Space Legal is a boutique law firm practicing exclusively in child safety and safeguarding. Our mission is to support organisations to safeguard the safety and wellbeing of children and vulnerable people by providing expert legal advice and safeguarding services.

Our values guide and shape the culture that brings out the best in all employees at Safe Space Legal, in turn allowing us to deliver the best outcomes for our clients. Safe Space Legal's values are:

- Integrity
- Reliability
- Empowerment
- Safety
- Expertise
- Professionalism

Position Purpose

The primary focus of the Paralegal is to support lawyers in the delivery of best possible safeguarding outcomes for our clients throughout the life cycle of their matters.

To deliver this, the key areas of focus for this position include:

- Ensuring quality work is produced with an emphasis on a high standard of client service.
- Delivering a professional and supportive experience to each of our clients.
- Sound knowledge of relevant safeguarding legislation and staying up to date with legislative changes.
- Development of the skills and knowledge required to independently conduct a broad range of safeguarding matters.

Key Relationships

- Clients
- Lawyers
- Principal Lawyer
- Practice Manager
- Referrers

Technical Competencies

- Draft and review legal documents, forms, and correspondence under instruction and supervision.
- Provide support to investigators, under instruction and supervision, including:
 - Scheduling interviews with relevant stakeholders via MS Teams.
 - Organising and formatting transcripts of interviews.
 - Drafting investigation reports consistent with requirements of the Reportable Conduct Scheme or other relevant frameworks.
 - Drafting of correspondence and documentation as required.
 - Finalisation of investigation reports, including collating annexures, proof reading, and issuing of final report to client.
- Answer telephone calls and respond to initial client enquiries and ongoing client requests.
- Conduct legal research as required.
- Liaison with clients and other stakeholders as required.
- Research and prepare articles and resources to be published on the Safe Space Legal website and social media channels.
- Draft policies and procedures under instruction and supervision.
- Prepare legal advice including researching relevant case law and applying legislation.
- Prepare webinars on various safeguarding topics.
- Contribute to planning relevant to the Paralegal's work, including implementation of Safe Space Legal's strategic plan and progress towards Safe Space Legal's goals.
- Keep accurate and complete records of work activities in accordance with legislative requirements, information security and privacy policies.
- Take reasonable care for your own health and safety and the health and safety of others in the workplace by adhering to legislative requirements and Safe Space Legal's policies and procedures.
- Any other reasonable tasks and responsibilities as requested by the Principal Lawyer or other supervisor.

Non-Technical Competencies

- Work collaboratively with other staff members to ensure a cohesive, positive, and collaborative environment.
- Strong written and verbal communication skills to maintain relationships with all key stakeholders.
- Ability to receive constructive feedback to improve technical skills and competencies.
- Effective time management and autonomy in managing workflow.
- Adaptability and growth mindset.
- Ability to identify and address problems with strategic thinking.
- Strong work ethic and high level of self-discipline and professionalism.
- Emotional intelligence, including self-awareness and empathy.

Education and Experience

- Currently studying law degree (preferred).
- Minimum of 1-year experience in safeguarding e.g. child protection, social work, redress or disability (preferred).
- Proven ability to consistently achieve set goals or targets.
- Ability to take direction from senior staff and provide effective support.
- Demonstrated learning and growth mindset with a commitment to develop and master the skills necessary to be a successful safeguarding lawyer.

This position description is subject to change as business needs and requirements change and evolve.

I have read and understood this position description

[Employee]

[Date]

Patrice Fitzgerald
Principal Lawyer and Director
[Date]