

Position Title	Corporate Finance/Administration Officer
Classification	ASO3
Responsible to	Chief Financial Officer
Number of direct reports	Nil
Number of indirect reports	Nil

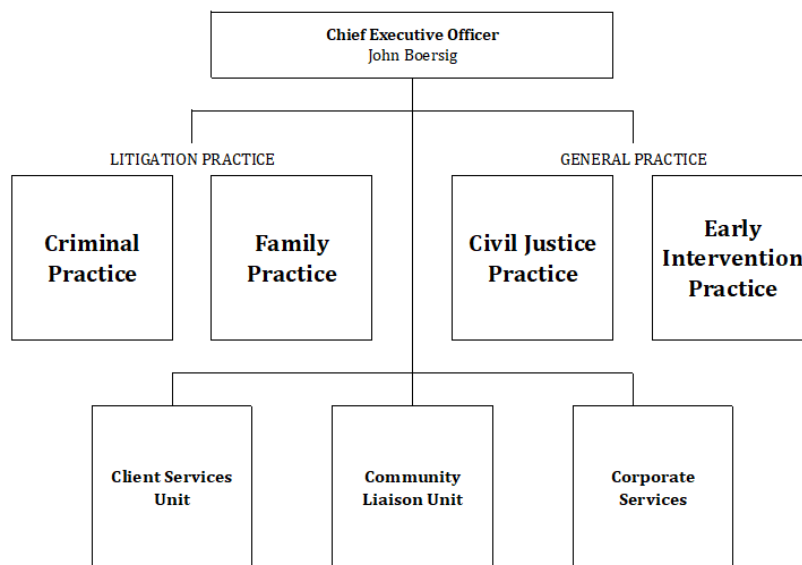
The Legal Aid Commission (ACT) (Legal Aid)

Legal Aid, established under the *Legal Aid Act 1977*, is dedicated to promoting a just society in the ACT. Its mission is to ensure vulnerable and disadvantaged individuals receive the legal services necessary to protect their rights and interests, enhance community understanding of the law, and advocate for law reform that benefits those in need.

Legal Aid focuses on early legal intervention, particularly for groups such as victims of family violence, children, the elderly, First Nations people, people with disabilities, and culturally diverse communities. Key objectives include:

- ensuring equitable access to legal services and facilitating early resolution of legal issues, with appropriate referrals to support services.
- improving service efficiency and timeliness to assist more people and enhance legal understanding within the community

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



Corporate Services

Legal Aid’s Corporate Services section encompasses:

- Finance
- People & Culture
- Records Management
- Information & Communication Technology
- Facilities Management

All Legal Aid staff should be aware that they may occasionally encounter sensitive materials in written, verbal, or photographic form as part of their regular duties.

Position Overview

The Facilities / Corporate Administration Officer provides practical administrative and operational support to the Corporate Services section. This role contributes to the smooth running of facilities, office resources and corporate processes, requiring strong organisation, attention to detail and effective working relationships across Corporate Services.

The role will include but is not limited to:

Administrative Support

- Processing accounts, invoices and statements.
- Maintaining stationery and office supplies, including ordering, stock management and supplier liaison.
- Coordinating building and facilities maintenance activities, including contractor liaison.
- Ensuring utility areas (including multipurpose room, print rooms and storage spaces) remain clean, organised and appropriately stocked.
- Supporting preparation of the Annual Report.
- Assisting with meeting and workshop preparation.
- Supporting Corporate Services–related records management tasks such as archiving, filing and scanning.
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Corporate Responsibilities

- Represent Legal Aid professionally by upholding ACT Public Service Values.
- Contribute to continuous business improvement and development of procedures.
- Work towards performance objectives and KPIs.
- Apply WHS requirements and maintain a safe workplace.
- Comply with all Legal Aid ACT policies and procedures.

Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Behavioural Capabilities

- Sound organisational skills, including the ability to coordinate multiple tasks, determine priorities and meet deadlines.
- Sound written and verbal communication skills, including the ability to engage professionally with staff, contractors, and external stakeholders.
- Uses initiative and sound judgement in responding to operational requests and facilities issues while working effectively in a team environment.
- Ability to work respectfully with people experiencing physical or mental illness, and with people from disadvantaged or culturally and linguistically diverse backgrounds.
- Ability to prioritise self-care and maintain personal wellbeing in a dynamic operational environment.