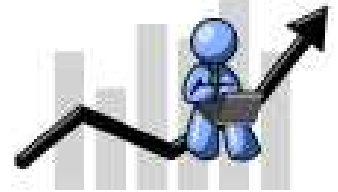


Position Description

Position title	Applications Advisor
Business unit	Legal Practitioners Admissions Board
Division	Office of the General Counsel
Reports to	Solicitor and Secretary to the Board
Employment status	Casual



Purpose of the business unit

The Legal Practitioners Admissions Board (the Board) team constitutes part of Queensland Law Society's statutory obligations under section 662 of the *Legal Profession Act* to provide administrative support to the Board, including secretariat support.

Part of the team's role is to appear before the Court of Appeal on behalf of the Admission Board in relation to applications for admission.

Purpose of the position

Reporting to the Solicitor and Secretary to the Board, the Applications Advisor is responsible for assisting the Secretary with reviewing, researching, and processing all applications for early consideration of suitability ('ECS') and complicated admission applications, and providing advice to the Secretary about these applications.

This position is vital in supporting the following critical success factors of the business unit

- Providing accurate and timely advice to the Board's Secretary;
- Communicating effectively with applicants seeking ECS and applicants seeking admission;
- Effectively and accurately liaising with the Board's Secretary, applicants seeking ECS, and applicants for admission who have submitted complicated applications
- Supporting the Board's Secretary in respect of applications for ECS and complicated applications for admission.

Key Accountabilities

To support the Board's Secretary in respect of applications for ECS and complicated applications for admission, which includes:

- Reviewing, researching and processing all applications for ECS and complicated applications for admission;
- Guiding and assisting applicants seeking ECS and/or those who have submitted a complicated admission application;
- Advising applicants of the requirements associated with applications for ECS and applications for admission including preparation of written extracts for inclusion in the Board's agenda and written submissions where required;
- Preparing written submissions in respect of complicated applications for admission and appearing on behalf of the Board before the Court of Appeal where required.
- Preparing briefs for Council;
- Assisting the Board's Secretary in reviewing and preparing policy requirements.

Key Communications

- Solicitor and Secretary to the Board (direct report);
- Legal Practitioners Admissions Board;
- Senior Administration Assistant and Administration Assistant;
- Applicants for admission and/or completing the requirements for admission;
- Officers of the Supreme Court and the Department of Justice and Attorney-General;
- Members of the legal profession;
- Administration staff of academic institutions;
- Interstate Admitting Authorities.

Position last reviewed	June 2013
Reviewed by	HR Consultant

Decision Making Authority

- Decision making is undertaken within established procedures, methods, techniques or processes and is regularly supervised.

Position Challenges

- Adherence to procedural requirements and strict legislative timeframes under the *Supreme Court (Admission) Rules 2004* regarding application for admission processes;
- Educating applicants in relation to admission application requirements under the *Legal Profession Act 2007* as well as the admission procedures and timelines.

Qualifications, Competencies, Experience and Personal Attributes

Qualifications

- A qualification in law is a pre-requisite.
- Admission, or eligibility for immediate admission, to the legal profession in Queensland.

Competencies and experience

- Knowledge of legal and statutory provisions, and the ability to interpret and apply the provisions of the *Legal Profession Act 2007*, particularly in relation to admission to the legal profession.
- Excellent customer service skills to respond efficiently to applicants and to provide an effective internal service.
- Advocacy skills.
- High level written and verbal communication skills and the ability to maintain effective relationships with applicants for admission, managers and Court officials.
- High level of attention to detail with sound proof reading skills.
- Demonstrated ability to problem solve and manage large volumes of work within strict deadlines.
- A typing speed of at least 60wpm with high accuracy.
- Demonstrated competency in the use of modern office technology, including the MS Office Suite 2010 and record management applications.

Personal attributes

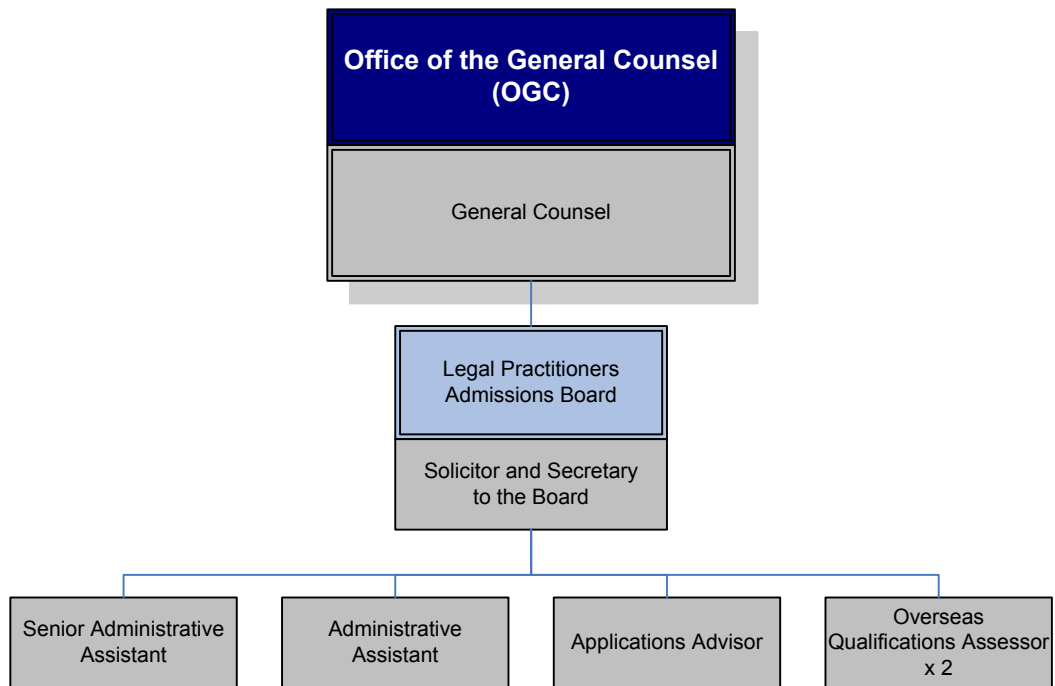
- Ability to work both autonomously and in a team environment.
- Possesses commitment and a strong desire to make a difference to the business.
- Continually looks for better ways of doing things and acts accordingly.
- Takes responsibility for, and shows accountability in achieving results.
- Actively asks others for feedback on performance.
- Is attentive to detail and strives for personal excellence.

Position Impact

Direct reports: Nil
Budget: Approved by the Legal Practitioners Admissions Board

Position last reviewed	June 2013
Reviewed by	HR Consultant

Team Structure



Position last reviewed	June 2013
Reviewed by	HR Consultant