



Legal Administrator – Position Description

Job Title:	Legal Administrator, Region QLD
Reporting to:	Managing Lawyer, Region QLD
Direct Reports:	N/A
Travel Requirements:	N/A

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves. If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Job Title: Legal Administrator

Reporting to: Managing Lawyer, QLD Practice

Purpose

Providing legal administrative support to the QLD Practice, preparing and managing legal files, databases and documents, supporting the legal volunteer program for the QLD Practice, and assisting with more general administrative support needed predominantly in the Meanjin/Brisbane office and occasionally in the Gimuy/Cairns office remotely.

Key Responsibilities & Duties

Legal Administration

The Legal Administrator role is an integral member of the assigned legal team/s, providing organisational and clerical support across a range of tasks. Legal administrators' duties and responsibilities may include but are not limited to:

- Supporting solicitors in the preparation and management of legal documents, including legal briefs, legal files, correspondence, and other court-related documentation.
- Supporting solicitors with legal tasks e.g. typing or copying of documents, preparation of presentation materials, urgent court filings, proofreading, performing conflict of interest checks and data entry.
- Manage the team's legal files, including opening, closing, filing, and archiving.
- Update and maintain legal databases, registers, and other electronic and hard-copy records.
- Liaise with clients, barristers and other parties as directed.
- Assist with litigation disbursements, client invoicing and cost agreements.
- Assist solicitors and volunteers to understand and use EDO's file management systems.
- Entry of new intake into file management systems where required by team, apply intake guidelines or policies, and assist National Intake Solicitor as required.
- Support the legal volunteer program, including induction, and rostering.
- Assist senior staff with reporting on legal service delivery as per grant agreements or other compliance reports.
- Other ad hoc tasks as required for the benefit of the team & occasional support to other legal teams.



General Administration

Legal Administrators will also be required from time to time to provide general administrative and office management support in coordination with the Head of Accreditation and Compliance, other Legal Administrators and the People & Culture and Finance and Operations Teams. The division and frequency of these responsibilities will vary, depending on the circumstances of the office in which they are located and the number of legal administrators working there. This may include:

- Reception: Greet visitors, direct phone calls, respond to or redirect emails, and handle post
- Monitor and order staff amenities and office supplies
- Liaise with building manager and monitor WHS issues
- Troubleshoot IT issues
- Assistance with meetings and events
- General office duties
- Office related projects as they arise including but not limited to office renovations/reconfigurations

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role, policies and procedures.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.



Commitment to EDO's Values and Cultural Pillars:

All employees are expected to contribute to a workplace culture that reflects EDO's values and cultural pillars through their actions, behaviours and decision-making.

Thriving People & Professional Excellence

- Demonstrates professionalism, accountability, and commitment to continuous learning.
- Contributes to a safe, respectful, and supportive workplace where people can thrive.
- Delivers high-quality work and seeks opportunities to develop capability and expertise.

Shared Direction & Courageous Action

- Works collaboratively toward shared organisational goals and purpose.
- Demonstrates initiative, adaptability, and courage in addressing challenges and opportunities.
- Supports innovation and contributes positively to organisational change.

Grounded in Clarity, Strengthened by Trust, Driven by Ownership

- Acts with integrity, transparency, and accountability.
- Builds trust through respectful communication and follow-through on commitments.
- Takes ownership of responsibilities and contributes to effective decision-making.

Inclusive Impact

- Values and respects diverse perspectives, backgrounds and lived experiences.
- Demonstrates cultural competence and contributes to a culturally safe and inclusive workplace.
- Supports EDO's commitment to justice, equity, diversity and inclusion, including meaningful engagement with First Nations peoples and communities.

Purposeful Joy

- Contributes to a positive, connected, and respectful workplace culture.
- Supports the wellbeing of colleagues and celebrates achievements and contributions.
- Brings enthusiasm, curiosity and optimism to their work.

Supporting EDO Values

- Commitment – Working together to achieve environmental justice and positive outcomes for communities.
- Diversity – Respecting and valuing difference, inclusion and cultural safety.
- Integrity – Acting ethically, professionally and with accountability.
- Visionary – Embracing innovation, creativity and continuous improvement.