

Austin Health Position Description



Position Title: Paralegal

Classification:	HS4
Business Unit/ Department:	Legal Office
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Full-Time
Hours per week:	38.00 per week
Reports to:	Senior Legal Counsel
Direct Reports:	0
Financial management:	Budget: 0
Date:	March 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 11,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position Purpose

Provide the Legal Office with high quality legal support including undertaking legal research and drafting legal and other documents under supervision.

About Legal Office

The Legal Office is a unit within the Chief Executive's Office. The Legal Office is responsible for providing a wide range of legal services to Austin Health. The office comprises General Counsel, Associate Director Medicolegal, Senior Legal Counsel, Contract Administrator and Administrative Support.

Purpose and Accountabilities

Role Specific:

- Take ownership of drafting, organising, and ensuring the accuracy of high level and confidential legal documentation.
- Contribute expertise and collaborate effectively within the legal services team to drive strategic legal outcomes.
- Conduct in depth legal research, retrieve critical information, and ensure compliance with relevant laws and regulations to inform case development and legal strategies.
- Review and analyse evolving policies, legislation, and legal frameworks, presenting key findings to support decision making and compliance.
- Assist with due diligence efforts for projects by collating, reviewing, and presenting key legal documents, agreements, advice, and related materials to ensure thorough legal support.
- Assist with the planning and progression of legal matters, including drafting correspondence and liaising with stakeholders,
- Conduct fact checking and maintain integrity of case development
- Assist in the drafting of legal documents, including statements and agreements, under the guidance of senior legal counsel.
- Operate autonomously within your scope of practice while seeking guidance as needed for tasks beyond expertise.
- Work in close coordination with the colleagues across multidisciplinary teams, contributing legal insights to support the broader organisational goals.
- Engage in ongoing professional development through mandatory training, courses, and participation in legal seminars to stay updated with legal trends and best practices.
- Regularly seek feedback on performance and outcomes, participating in annual performance discussions to identify areas for growth and development.
- Uphold the highest standards of confidentiality, particularly concerning sensitive patient, employee, or organisational information as required by legal and ethical standards.
- Perform additional duties as required to support the effective delivery of legal services

within the organisation.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): [OPPIC - Home](#)
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection Criteria

Essential Knowledge and skills:

Formal Qualifications

- Completed or currently studying degree in Law

Essential

- Minimum of 2 years' experience in a Paralegal role
- Strong research and writing skills
- Excellent computer and Microsoft skills
- Excellent customer service and stakeholder management skills
- Ability to manage multiple projects, problem solve and prioritise
- Work independently and within a team in a fast-paced environment
- Make decisions and think “outside the box” in making recommendations for improvements to processes and tools
- Highly organised with the ability to adjust and be innovative and flexible

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website: [Aboriginal and Torres Strait Islanders](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	