



## IT & Administration Project Officers x2

### About us

The National Association of Community Legal Centres (NACLC) is a national peak body representing about 200 community legal centres (CLCs). CLCs provide free legal and related support services to the public, focusing on disadvantaged and vulnerable people and on public interest cases.

The NACLC office comprises of a small friendly team of around 10-15 people including casuals. NACLC's main office is located in Sydney CBD and general office hours are Mondays to Fridays, 9am–5pm.

NACLC was established to assist disadvantaged and marginalised people in the Australian community to obtain access to legal services, including by:

- Providing sector development services to CLCs to support them in delivering, building and continuously improving their services and operations,
- Publicising the work and value of CLCs and lobbying government funding bodies,
- Performing a consultation, liaison and negotiation role between CLCs and the Commonwealth Government,
- Preparing law and policy reform submissions and undertaking advocacy and campaigns on protecting human rights and striving for equitable access to justice for disadvantaged and vulnerable people.

### About the Role

NACLC is seeking either one full-time staff member, or two part-time staff members, to support general office administration as well as our work in improving the capability of NACLC and community legal centres in relation to information technology and data analysis.

### The role involves

Support for information technology, data and communications projects:

- Work on a shared CLC sector project developing (Drupal-based) websites for individual CLCs
- Provide support to CLC staff seeking access to a range of online tools provided by NACLC
- Troubleshoot IT issues for NACLC staff and liaise with IT contractors for the internal IT systems
- Support the transition of NACLC and community legal centres to Office365
- Survey design and implementation using SurveyMonkey and other similar tools
- Analyse and prepare reports of de-identified data from NACLC tools including the National Accreditation Scheme, the national client database CLASS, and the national census of community legal centres
- Assist to scope and streamline NACLC's information management processes, for example, implementing a "collect once, use often" online tool to gather organisational information from community legal centres.
- General administrative tasks:
  - Answering phone and email inquiries from members of the public and community legal centres
  - Entering data into a number of internal (non-client) databases
  - Standard office duties such as collecting the mail, managing petty cash, booking travel and accommodation
  - Distribute e-bulletins
  - Supervise students and volunteers in relation to administration tasks
  - Schedule meetings, prepare agendas, and draft minutes.

The Role is classified as level 3.1 of the Social, Community, Home Care and Disability Services Industry Award 2010, but under the NACLC Enterprise Agreement, NACLC salaries are set at 5% higher than the Award.

\$58,206 per annum for the full-time role, pro rata for part-time roles. Hourly rate \$29.85 (excluding value of salary packaging).

*Aboriginal and Torres Strait Islander people are encouraged to apply.*

### How to apply for this job

To apply for this position please review the position description and then address the selection criteria, demonstrating your relevant experience.

### Applications close 5pm Monday 16 July 2018

Please send an email to [Charlotte.Maung@nacлк.org.au](mailto:Charlotte.Maung@nacлк.org.au) using the subject line: IT and Administration Project Officer.

If you have any questions about the role/s, please email [Polly.Porteous@nacлк.org.au](mailto:Polly.Porteous@nacлк.org.au) or call Polly Porteous on 02 9264 9595 before 3pm Friday 13 July.

**CLICK  
FOR FURTHER INFORMATION**