

## **Member Support Officer**

### **Victorian Civil and Administrative Tribunal**

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**Melbourne CBD – Full time, Ongoing**

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VCAT are seeking a highly motivated and collaborative Member Support Officer to join the Member Support Team.

#### **The Role:**

The successful applicant will be responsible for supporting Tribunal Members under the direction of the Member Support Coordinator. Working in a team of Member Support Officers, the successful applicant will deliver support to Tribunal Members to facilitate the effective functioning of the Victorian Civil and Administrative Tribunal.

Working under limited supervision, the Member Support Officer provides confidential administrative and secretarial support including, but not limited to, typing of decisions and orders, preparing documents for publication and managing correspondence.

#### **What you need to have:**

If you are someone who enjoys working independently, can manage multiple competing priorities, and are keen to expand your experience in a legal environment then this may be the role for you! To ensure you are set up for success in this role, you will also have:

- Proven experience in providing administrative support to projects and long-term tasks
- Excellent written and oral communication skills
- The ability to develop and maintain effective relationships with a variety of internal and external stakeholders
- Experience with Microsoft Office suite and can quickly familiarise yourself with new databases and systems.

#### **What we can offer you:**

This is an exciting time to be a part of VCAT! We support our people to do their best work by offering continuous professional development, flexibility to maintain a great work-life balance and opportunities for personal growth and career development.

**For further information on this position and to submit your application, please visit [careers.vic.gov.au](http://careers.vic.gov.au) by 22 July 2018**