



Australian
Bar Association

The ABA acknowledges the relationship between the land on which it and its members work and the First Nations' peoples of Australia

OPPORTUNITY TO WORK AS AN EXECUTIVE ASSISTANT WITH THE PEAK BODY REPRESENTING AUSTRALIA'S BARRISTERS

The Australian Bar Association, the peak national body representing more than 6,000 barristers throughout Australia and established in 1963, is seeking to engage a motivated senior Executive Assistant to provide support to the President and CEO to further the work of the organisation.

The role requires an experienced person with outstanding communication and secretarial skills who has an understanding of the Australian legal system and experience in liaising with members of the legal profession including government ministers, judges, barristers and solicitors in an Executive Assistant role.

The successful applicant needs to be able to work unsupervised, exercising a high degree of independent judgment and initiative, and keep abreast of matters relevant to the ABA so as to bring matters within their scope of work to the President and CEO. An indicative duty statement is provided below.

The role is for a contractor, engaged to perform the equivalent of three days work per week. The work may, by agreement, be performed remotely and with some flexibility as to hours.

Applications close on 22 July 2022 and should be emailed to CEO@austbar.asn.au.

Further information about the role is also available by emailing CEO@austbar.asn.au.

DUTY STATEMENT EXECUTIVE ASSISTANT TO THE AUSTRALIAN BAR ASSOCIATION

Duties will include:

- liaising with and providing secretarial and administrative support to the President and the Chief Executive Officer;
- managing, directing and, where appropriate, responding to correspondence and other communications with the ABA (and liaising as appropriate with, but not providing secretarial support for, the Advocacy Training Council);
- taking the initiative in the drafting of correspondence for the attention of the President and the Chief Executive Officer both proactively (for example, in response to judicial appointments, appointments of silk, Australia Day and Queen's Birthday honours) and in response to incoming correspondence (for example, in relation to ABA events, requests for the attendance of the President at judicial welcomes and other events);
- diary management for the President and Chief Executive Officer;

- maintaining the ABA's compliance with obligations such as keeping the Directors' roll up to date with ASIC, and ensuring that the membership database is kept up-to-date;
- maintaining ABA's records;
- assisting the President, CEO and CFO with the preparation of the Annual Report;
- maintaining excellent relations with external stakeholders, including Attorneys-General, Heads of Jurisdiction and Courts, the Legal Services Council, the Law Council of Australia, the media and others, as a principal point of contact between the ABA and the justice community;
- maintaining excellent relations with internal stakeholders, including State and Territory Bar Association Presidents and CEOs/Executive Directors, members of the ABA Council, the Advocacy Training Council and the ABA's Committees, as a principal conduit between those stakeholders and the President and CEO;
- attending ABA Council meetings (held quarterly) and preparing minutes—attendance can be remote by Zoom or like technology;
- attending ABA Executive meetings (held ad hoc) and preparing minutes—by Zoom;
- providing support to the ABA's Committees on request, for example in relation to the arrangement of and attendance at their meetings and preparation of minutes;
- liaising with the offices of the Chief Executive Officer, the Chief Financial Officer (who is also the CEO of the Queensland Bar Association) and the ABA's Communications Officer (who is also the Communications and Stakeholder Lead at the Victorian Bar Association);
- assisting the President and the Communications Officer with the ABA's communications to its members and others, including the preparation of *The National Brief* (presently published quarterly), the ABA's podcast series, the ABA's CPD series, press releases and social media posts;
- providing support as required in relation to ABA events, such as the national conference and silks bows ceremonies.