



Paralegal

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI) is a leading Australian medical research, development and translation facility. It is home to a broad range of cutting-edge research into cancer, chronic diseases, mental health conditions, immunology, genetics and more. TRI's priority is partnering scientific development with clinicians and the MedTech sector to ensure new discoveries progress quickly and improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry. Our vision is ***Exceptional Science, Healthier Lives***.

Situated on the Princess Alexandra Hospital precinct, TRI houses more than 1000 leading researchers, support staff and students and has a community of biotech and med-tech start-up companies as well as industry bodies located on its campus. The Institute has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital.

2. TRI Vision and Values

TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

We LIKE Collaboration

3. Position Purpose

The primary purpose of the Paralegal is to provide high-level confidential paralegal and contract management support to the Legal Team.

4. Key Accountabilities

Primary accountabilities include, but are not limited to:

- Providing paralegal support to the legal team in relation to a variety of legal matters including general commercial law, property, employment and privacy related matters. This includes:
 - Maintaining the contracts database, which involves summarising and entering all contracts and key dates, as well as monitoring performance and compliance
 - Preparing template-based contracts for review
 - Undertaking the initial legal review of standard form contracts
 - Providing general assistance to the legal team in relation to day to day management of TRI's legal matters as well as its company secretarial and corporate governance functions
 - Providing advice and support to the legal team by identifying opportunities to improve outcomes, efficiency and value for money
- Supporting the broader TRI business by:
 - Establishing and maintaining strong business relationships with all business units within the organisation and liaising with managers on contracts relating to their business unit
 - Preparing summaries of key contracts with a focus on compliance obligations and activities required under the contract
 - Providing reports regarding contract status, activity and performance
 - Identifying topics for internal legal updates and preparing draft reports for the business
- Providing administrative support to the Legal Team by:
 - Maintaining physical legal files
 - Legal administrative tasks, including word processing amendments to contracts, preparing execution copies of contracts, drafting correspondence and comparing agreements
 - Developing and maintaining legal forms, policies and the legal portal.
 - Assisting with Board and Committee meetings. This includes preparing meeting agendas and papers, and supporting meetings.

5. Reporting Relationships

The position reports to the Legal Counsel – Commercial and Property.

6. Experience, Knowledge, Skills, Abilities and Qualifications

The Paralegal is an entry-level role, therefore extensive experience in a legal environment is not required. Instead, we are looking for someone who is adaptable, reliable and willing to learn. There is scope for the role to grow with you while you complete your studies. We are interested in any applicant who can demonstrate these traits in their professional, academic, or personal experiences.

Experience

Essential

- Completing a bachelor's degree in law (preferably completing/completed contract law and real property law)

- Demonstrated ability to work as part of a team to deliver project outcomes within timeframes and objectives.
- Demonstrated ability to acquire and apply new knowledge.
- Understanding of legal professional privilege and legal compliance concepts

Desirable

- Demonstrated experience in a paralegal/contract management (or equivalent) role

Knowledge, Skills and Abilities

Essential

- High level interpersonal skills and excellent written and verbal communication skills
- Proven ability to handle and maintain workplace confidentiality and privacy issues, exercise initiative and judgement.
- Ability to work under limited direction, including experience in planning, prioritising and organising work to achieve goals and deadlines.
- High level computer literacy skills and the willingness to acquire new skills.

Desirable

- An understanding of the process and legal issues associated with medical research, general commercial law and corporate governance.
- A good working knowledge of contract management processes and techniques, or the ability to quickly acquire this knowledge.