

POSITION DESCRIPTION



Position Title	Paralegal
Location	North Sydney
Position Type	Full Time or Part Time (minimum 4 x days a week)
Business Unit	Corporate Services
Reports To	General Counsel
No. of Direct Reports	0
Date:	July 2025

About MLA

MLA works in partnership with the red meat industry and the Australian Government to invest in marketing, research and development activities to cattle, sheep and goat producers, with the core purpose of fostering the prosperity of the Australian red meat industry.

Our values:

- Integrity at heart
- Stronger together
- Future focused

Position Purpose

Reporting into the General Counsel, the role is required to partner with the business and provide legal support to MLA's lawyers by getting early engagement of key internal stakeholders, triaging workflow and undertaking an initial review of documents sent to legal for review, providing input and guidance on statements of work, and ensuring that contracts are properly developed in accordance with MLA policies before they are sent through the internal approval process.

Key Accountabilities

- Provide paralegal support to MLA's legal team, keep legal matters up to date and act as a liaison between the legal team and internal stakeholders.
- Undertake an initial review of all requests sent to MLA's legal team to identify key documents and assist with collating documents and information gathering and other low risk contracting questions (not requiring legal advice).
- Keep MLA Legal's electronic file management and records up to date.
- Provide guidance to internal stakeholders on preparation of contracts and statements of work in the initial stages of contract development or statement of work build to ensure details are complete to help facilitate efficient internal approval in accordance with Contract and Work Approval policy.
- Initial review of third-party tenders, third party event terms, for key internal stakeholders and for settling by a senior legal counsel.
- Undertake legal research as assigned by the legal team.
- Provide appropriate template selection from MLA's template library.

- Provide input to project managers, project officers and other key internal stakeholders in the development of a request for tender, during the procurement stage of a tender and evaluation of tender submissions in accordance with MLAs Procurement Policy and Statutory Funding Agreement (SFA).
- Create new legal resources including guides, checklist, SharePoint pages, other training and enablement tools as directed by the General Counsel and support key internal stakeholders in using available legal resources.
- Deliver legal induction training to the business.
- Assist with the delivering of legal training under supervision of MLA's lawyers.
- Liaise with Legal team members, Contracts team as well as other key stakeholders to facilitate an efficient outcome for all legal matters.
- Work across business unit portfolios as required.
- Comply with the Legal teams' ways of working and hybrid working principles and MLA's policies and procedures in workplace health and safety as applicable.
- Any other task or project as directed by the General Counsel.

Major Challenges and Complexities

- Ability to manage multiple activities and priorities both planned and unplanned whilst maintaining a high level of customer service and efficiency and keeping to agreed Service Level Agreements (SLAs).
- Getting early engagement of key stakeholders.

Key Relationships

Internal	General Counsel Legal Team Contracts Team Other teams across Corporate Services All other clients across all other business units within MLA.
External	External contracting partners External legal counsel

Other (i.e. travel required, on call)

None

Essential Qualifications / Experience / Skills and Competencies

Qualifications

- You're a high performer with a solid understanding of the principles of contract law and the ability to properly explain them to internal stakeholders.

Experience

- You've either worked as a paralegal or law clerk for a minimum of two years but don't want to practice law, or you're currently a law student with at least two more years before graduating.

Skills and competencies

- The ability to adequately identify, allocate and manage contract / project risks and exposures.
- You're a pro-active team player that works collaboratively and knows when to roll up your sleeves to get the work done.
- You're focussed on finding solutions and achieving our team KPI's and enabling the business to achieve its commitments in MLA's strategic plan.
- be customer centric focused and be able to build trusted working relationships with internal and external stakeholders.
- You have excellent written and oral communication skills.

- You have high level of attention to detail, strong organisational skills and the ability to manage (and prioritise) multiple tasks simultaneously.
- Ability to deliver high quality work within tight timeframes.
- You're mature and able to manage difficult stakeholders.
- You have strong stakeholder relationship and communication skills and the ability to engage with all levels of the business.
- You keep calm under pressure particularly during high-stress situations and times of high-volume.
- You exhibit enthusiasm, a willingness to learn and actively partake in the transformation of our team.
- You're tech savvy with strong Microsoft Office skills.
- You're a quick learner and adaptable.

Desired Qualifications / Skills / Experience

- You're completing a juris doctor or equivalent degree with at least two more years before graduating or you've completed your degree but don't want to practice law.
- Understanding of corporations law, commercial law, intellectual property, privacy, competition and consumer law, animal law, marketing and advertising law, food law and mediation.
- Contract administration or project management experience would be desirable.
- Experience using SAP (or another commercial Enterprise Resource Planning (ERP) system or contract manager system), CRM and SharePoint would be ideal.
- Desire to work for a NFP and the Australian red meat and livestock industry.