



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

### **Legal Assistant – Paralegal**

Applications are invited for the position of Legal Assistant – Paralegal to join the MSF Sugar team. This is a Full Time, salary position, located at our Corporate Office in Gordonvale, approximately 20km south of Cairns.

This newly created role is responsible for providing timely and effective paralegal support to the Senior Legal Counsel in carrying out in-house legal services for MSF Sugar.

This role would suit a highly organised and competent individual who is keen to work collaboratively and autonomously. The ability to multi task, manage competing priorities and meeting deadlines is vital. Previous experience in the provision of high quality paralegal services would be highly advantageous.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further details including the position description for this role are available on our website.

Applications are to be emailed to: [careers@msfsugar.com.au](mailto:careers@msfsugar.com.au)

Applications close Monday 5th March 2018.



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Legal Assistant / Paralegal
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**POSITION AUTHORISATION:**

<b>INCUMBENT:</b>	TBA (Name)	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	Senior Legal Counsel (Position)	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	Executive Manager	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS:**

<b>Business Group/Division</b>	Company Secretarial
<b>Reports Directly to:</b>	Senior Legal Counsel
<b>Reports Indirectly to:</b>	Company Secretary
<b>Subordinates:</b>	-
<b>Team membership:</b>	Company Secretarial
<b>Work Site:</b>	Corporate Office - Mulgrave Mill
<b>Job Status:</b>	Permanent – Full Time
<b>Qualifications / Experience:</b>	<ul style="list-style-type: none"> <li>Minimum 5 years' experience in a paralegal role</li> <li>Solid commercial and property transaction background</li> <li>Ability to maintain confidential information and exercise discretion</li> <li>Ability to support implementation of business improvement processes</li> <li>Ability to effectively monitor your own workload and balance competing demands and priorities with excellent attention to detail</li> <li>Strong MS Office skills</li> <li>Ability to work as part of a team</li> <li>Comfortable to work under pressure when needed.</li> </ul>

**POSITION PURPOSE:**

This role is responsible for providing timely and effective paralegal support to the Senior Legal Counsel in carrying out in-house legal services for MSF Sugar.

**AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.



## POSITION DESCRIPTION

### **KEY RELATIONSHIPS (Internal & External)**

The Legal Assistant / paralegal supports the Senior Legal Counsel to ensure an overall business perspective is maintained. Additional relationships need to be established with:

- Company Secretariat team
- Finance & Administration
- Cane Supply Team
- Project Uplift Team
- Agronomists
- Factory Managers
- Executive Leadership Team
- Senior HR Manager and Payroll Officers
- External legal advisers

### **KEY RESULT AREAS**

<b>Areas</b>	<b>Elements</b>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>• Provide effective administration support to the Senior Legal Counsel so that legal work is supported by necessary background information, assistance and technical support.</li> <li>• Assisting with matters including new leases and subleases, purchases of water allocations, purchases and sales of land, new easements, grower loan agreements and security agreements including PPSR registrations.</li> <li>• Assist with management of on-going leases. Maintain the company's property and water database.</li> <li>• Ensure all property acquisitions and disposals are intergraded into company systems.</li> <li>• Assist to maintain current Market Valuations for the company's Real Property and Water Allocation portfolio.</li> <li>• Conducting research as required and providing reliable and accurate information on which advice can be prepared.</li> <li>• Attending to various filing and lodgements.</li> <li>• Preparing Cane Supply Agreements and Grower Price Agreement and various variations</li> <li>• Manage multiple projects and issues effectively across the team within a tight timeframe.</li> <li>• Maintain confidential and privileged information in an appropriate manner.</li> <li>• Develop and maintain current knowledge in relation to the legal practice areas in which the paralegal works.</li> <li>• Assist the Senior Legal Counsel to undertake business service research activities to support the implementation of business improvement projects by researching ideas for improvement, remaining alert to solution upgrades and outdated processes.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of policies and procedures as instructed by Senior Legal Counsel.</li> </ul>
<b>Executive and Other Reports</b>	<ul style="list-style-type: none"> <li>• Assist Senior Legal Counsel prepare monthly corporate administration papers.</li> </ul>



## POSITION DESCRIPTION

### SKILL REQUIREMENT

Skill Category	Skills
<b>Enabling Skills</b>	Microsoft suite Keyboard skills Time management Ability to work independently if required Attention to detail
<b>Essential Skills</b>	Communication Developing relationships
<b>Desirable Skills</b>	Self-organised Reliable Innovation management Ability to enlist cooperation Managing competing priorities and escalation

### GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.