**Position title:** Branch Administrator

**Department:** Branches

**Reports to:** Branch Manager - Wellington

**Location: Wellington**

**About the Law Society**  
The New Zealand Law Society | Te Kāhui Ture o Aotearoa is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in New Zealand and is the membership organisation for practising lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practice of law in Aotearoa New Zealand and the consumers of legal services.

**Position Purpose**  
The purpose of the position of Branch Administrator is to assist the Branch Manager undertake regulatory and representative activities necessary to meet the obligations of the Wellington Branch to its lawyers and the wider Society.

**Delegations**

* N/A

**Key Internal Relationships**

* Communications, Regulatory and Support staff, and managers

**Key External Relationships**

* Branch Council President and Council members
* Lawyers
* Members of the public

**Accountabilities**

Administering the process of applications for Certificates of Character and Practise on Own Account, in accordance with NZLS policies and procedures, including:

* Checking applications and referee reports to ensure they meet the requirements
* Contacting applicants and referee reports to verify information provided
* Updating of information on the Registry database (for applications and Committees)
* Raising invoices and processing payments on the Registry database
* Liaising with Registry staff and Communications Team to place timely advertisements in Law Society publications, LawPoints, LawTalk
* Answering queries from applicants, Law Society staff, lawyers, and the public
* Assisting the Branch Manager with organising and running Branch events for lawyers
* Assisting the Branch Manager with branch publications and communications
* Assisting with the processing of Branch accounts including banking and monthly financial returns
* Assisting with secretariat support for the Branch Council and Committees
* Undertaking other administration tasks as agreed with the Branch Manager

**Safety and Wellbeing**  
The incumbent is responsible for:

* My own health and safety and that of my colleagues
* Reporting of all incident and near misses

**Skills, Knowledge and Experience**

To be effective in the position of **Branch Administrator** you must have the following knowledge and experience:

* Have a high level of computer literacy with the Microsoft Office suite of programmes and previous experience working on databases
* Possess excellent written and oral communication skills
* Be able to manage and appropriately prioritise many competing demands across a range of activities
* Be able to ensure that their own work is completed to a high standard and to deadlines
* Be flexible and adaptable, able to work under pressure, and be responsive to organisational contingencies as they arise
* Be astute, have excellent interpersonal skills, and the ability to demonstrate a strong client focus
* Be able to work cooperatively as part of a small and dynamic team