



Paralegal (LM 11577)

Sydney, New South Wales, Australia (Hybrid)

ASX: Powering Australia's financial markets

Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, visit our [careers page](#) to learn more.

We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

About the team:

Your team is responsible for the supervision of ASX's listed market. The team's performance is critical to ASX's success in operating a market of the highest integrity and meeting the expectations of our customers and the wider Australian community

What you will be doing:

- Apply your strong legal, analytical, communication and interpersonal skills to participate in internal projects and complete research tasks for the Listings Compliance team.
- Key tasks that you will carry out include:
 - performing data compilation and analysis of previous decisions on the application of particular Listing Rules
 - conducting research and drafting briefing papers on policy history and trends, topical and emerging issues in financial markets, and comparative regulatory frameworks
 - providing administrative support critical to the discharge of ASX's obligation to monitor and enforce the Listing Rules.



- Assist the Listings Compliance team in the conduct of thematic, periodic and ad hoc reviews of listed entities' compliance with particular requirements of the Listing Rules, such as the disclosure, periodic reporting and governance requirements (including the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations).
- Assist management and advisers in the Listings Compliance team in overseeing listed entities' operations, corporate transactions and governance for compliance with particular ASX Listing Rules and related requirements. You will use your ability to identify the key facts, analyse legal and regulatory issues, and communicate clearly and effectively.

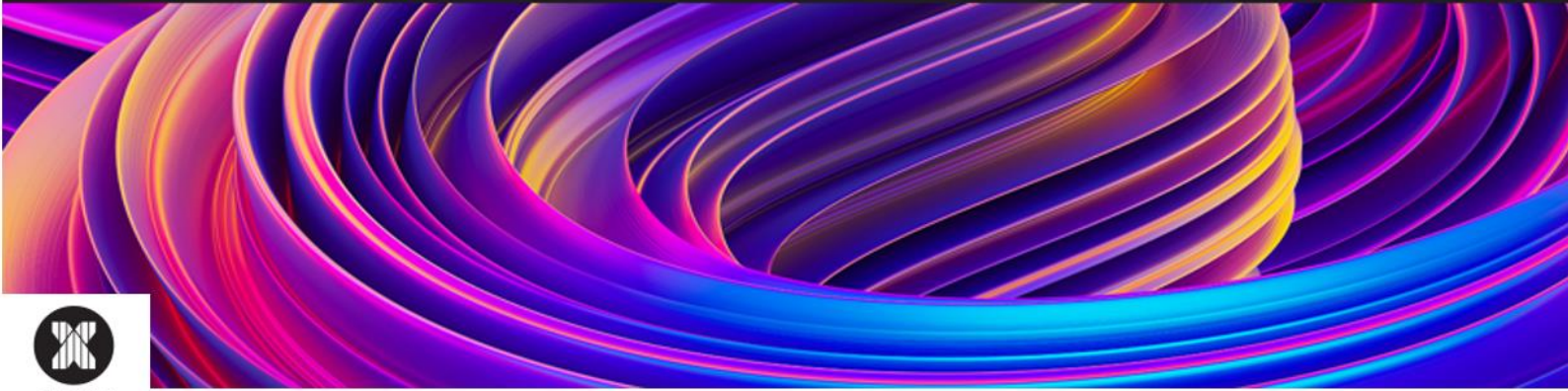
What you will bring:

Must have

- At least 3 years of study of a law degree.
- Heading into the penultimate or final year of a law degree.
- Strong written and oral communication skills.
- Advanced research skills.
- The ability to work effectively and co-operatively in a team environment.
- Good organisation skills.
- Attention to detail.
- Problem solving and analytical skills.
- Unquestionable integrity.
- Proficiency in using Microsoft Office applications, including Word, Excel, PowerPoint and Outlook

Nice to have

- Enthusiasm to build your knowledge of the regulatory and policy framework for ASX's listed market, including the ASX Listing Rules and ASX Corporate Governance Council's Corporate Governance Principles and Recommendations.
- Proactive, curious and undaunted by complexity.



We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.

Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes.