



**Policy Officer – Part-Time (4 days a week)**

**June 2015**

The National Pro Bono Resource Centre is a centre of expertise which works to grow the capacity of the Australian legal profession to undertake pro bono legal work. For more information about the work of the Centre see [www.nationalprobono.org.au](http://www.nationalprobono.org.au).

The Centre is seeking a self-motivated policy officer to join its small team, based in the Law Building at the University of New South Wales at Kensington.

Salary guide: Pro rata \$65,000 to 75,000 pa (plus superannuation and generous leave entitlements) depending on experience.

**Job Description**

Reporting to the Centre's Director, the role will involve developing and creating resources that support growth in the amount and quality of pro bono legal work being done, and advocating for reforms that remove barriers to its provision, in consultation with key stakeholders including government, law firms and community organisations.

Tasks will include:

- Research and policy work on issues affecting the provision of pro bono legal services
- Collecting and analysing data on pro bono work and unmet legal need
- Preparing written reports, newsletter articles, guides and other resources
- Contributing to the development of the Centre's Strategic Plan and Annual Work Plan
- Developing and maintaining up to date knowledge of the policy context regarding the delivery of pro bono legal services by the Australian legal profession
- Responding to inquiries from the public and stakeholders relating to the Centre's work
- Meetings with, and presentations to, external stakeholders
- Contributing to the Centre's supervision of interns and volunteers working at the Centre
- Assist with governance, reporting and evaluation requirements
- Other duties as directed

## **Selection criteria**

The successful applicant will have:

1. A law degree and experience working in the legal profession (private practice experience is desirable)
2. Demonstrated policy development and/or research skills
3. Excellent written and verbal communication skills, including the demonstrated ability to prepare reports and practical guides in accessible, plain English to a publishable standard
4. A strong understanding and commitment to social justice and access to justice issues (experience working or volunteering in the community sector is desirable)
5. Strong interpersonal skills and the ability to work well in a small team
6. Proficiency in the use of technology (understanding its potential to enhance the resources that the Centre offers), including word processing, information management, internet research and social media.

## **Applications**

Applications should include a curriculum vitae, cover letter addressing the selection criteria, and the names and contact details for two referees. Submit applications by email to [info@nationalprobono.org.au](mailto:info@nationalprobono.org.au) by close of business Monday 22 June 2015.

To discuss the position, contact Leanne Ho or Afton Fife on (02) 9385 7381.