



POSITION DESCRIPTION - AGS SECONDEE POLICY OFFICER

The Australian Government Solicitor and the Australian Pro Bono Centre are excited to announce a new six month position for a law graduate or junior lawyer with an interest in social justice.

The successful candidate will work full time at the Centre's Sydney office in the Law Building at the University of New South Wales gaining knowledge about the remarkable pro bono legal work undertaken by Australian lawyers, and experience in advocacy and policy development.

1. EMPLOYMENT STATUS

The position will be a six month pro bono secondment arrangement between the Australian Government Solicitor (**AGS**) and the Australian Pro Bono Centre (**Centre**).

You will be employed directly by the AGS and will report to the AGS National Manager, Pro Bono Services.

2. PURPOSE OF POSITION

You will work full time at the Centre supporting the Centre's current project and policy initiatives.

You will report to the Centre's Chief Executive Officer and will work closely with the Centre's other four staff members on a variety of projects.

3. MAJOR ACCOUNTABILITIES

There is some flexibility in the position, and the focus of your work might vary according to the needs of the Centre at any one time.

As a guide, it is expected that you will be involved in:

- 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;
- 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;
- contributing to the Centre's supervision of University of New South Wales law student interns and volunteers working at the Centre;
- assisting with governance, reporting and evaluation requirements; and
- reporting to the AGS National Manager, Pro Bono Services on issues relating to the secondment.

4. ORGANISATIONAL ENVIRONMENT

The Centre is an independent centre of expertise that aims to grow the capacity of the Australian legal profession to provide pro bono legal services that are focused on increasing access to justice for socially disadvantaged and/or marginalised persons, and furthering the public interest.

While you will be an employee of AGS, you will work full time on secondment to the Centre, subject to attending the AGS for training or other events from time to time.

The Centre has a number of key projects and resources, the details of which can be found on its website: www.probonocentre.org.au .

5. TRAINING AND MENTORING

You will have:

- the opportunity to participate in training and development provided by AGS; and
- access to an external mentor at the AGS.

6. SELECTION CRITERIA

The successful candidate will have:

- a law degree;
- demonstrated research and/or policy development experience;
- excellent written and verbal communication skills;
- a commitment to social justice and access to justice (experience working or volunteering in the community sector is desirable);
- strong interpersonal skills and the ability to work well in a small team; and
- 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.

7. REMUNERATION

An attractive remuneration package consisting of a base salary of \$57,500 per annum plus 15.4% superannuation.