

# CIVIL LIBERTIES POLICY LAWYER POSITION DESCRIPTION

## Selection Criteria

### Essential

- A legal qualification, together with some post qualification experience;
- A strong commitment to the protection of civil liberties and human rights;
- A commitment to objectivity and secularity, in a human rights and political advocacy organisation;
- Strong conceptual and analytical capacity;
- Highly developed research skills, including the ability to undertake detailed research which synthesises large amounts of material under tight time pressures to provide a concise research deliverable;
- Highly developed oral and written communication skills when communicating across legal and non-legal audiences;
- Ability to communicate across traditional and online media platforms, including facebook and twitter;
- Familiarity with civil liberties and human rights issues and New South Wales, Commonwealth and international legal frameworks which regulate these issues;
- Highly developed organisational skills, including the ability to plan and manage competing priorities and deadlines with limited supervision;
- Ability to work collaboratively and creatively in a largely volunteer context;
- Advanced Microsoft Office skills;
- Ability to work independently including a high level of self-motivation, personal accountability for results and sound judgement.

### Desirable

1. Familiarity with the Nationbuilder platform;
2. Experience in making professional contributions to social media accounts and websites and accessing and analysing information from associated databases;
3. A humanities, social sciences or economics based undergraduate level qualification;
4. Post qualification experience working in advocacy or with an NGO.

### Key responsibilities

- Undertaking detailed research on civil liberties issues and having responsibility for timely production of publications (including submissions to Parliament, reports, letters to members of Parliament and blogs);
- Preparing advice on matters before state and federal parliament, usually under time pressure;
- Liaising with interns and CCL members and supporters in advocacy and the delivery of reports and other publications;
- Developing strong relationships with the NSWCCCL Executive, Committee members and Action Groups and supporting and assisting their work;
- Utilising NSWCCCL's website and social media and working with Executive/Committee to enhance and develop the NSWCCCL online footprint;

- Advocating for NSWCCCL positions in the media, professional forums, social media, and with stakeholders;
- Strengthening and building relationships with other NGO's active in the area of human rights and civil liberties, parliamentary committees, politicians, government agencies and other stakeholders;
- Acting as an ambassador for NSWCCCL at networking, community and stakeholder events;
- Developing and implementing campaigns and special projects;
- Planning and running events including public forums to extend the reach and profile of the organisation;
- Contributing to strategies to engage with new supporters;
- Attending two early evening meetings per month with NSWCCCL Executive and Committee;
- Undertaking some administrative tasks.

**The successful applicant will need to be a highly motivated and collaborative person able to set and manage priorities and multiple tasks; have relevant legal, research and communication skills and be able to commit to at least a 12 month appointment (subject to a probation period).**

### **Qualifications**

Legal qualifications are essential, but a current practising certificate is not required. A broad qualification in a humanities, social sciences or economics based discipline is also highly desirable. Experience in relevant paid or volunteer work would also be an advantage.

### **Details**

#### **Location:**

Sydney – at the NSWCCCL office at 105 Pitt Street Sydney (near Wynyard Station).

#### **Hours of Work:**

We are ideally looking for a full time staff member, but will consider 0.8 or 0.9 FTE. The position will involve some domestic travel and work outside normal work hours including a minimum of 2 early evening meetings per month.

#### **Term:**

The position is for a 12 month term in the first instance, which we intend will be renewed, subject to funding. The appointment is subject to a three month probationary period.

#### **Supervisor:**

Designated Executive member of NSW CCL.

#### **Salary:**

Range \$62,000 to \$70,000 per annum (depending on experience) plus superannuation, annual and sick leave.

#### **Apply:**

Please send your application to [therese.cochrane@nswccl.org.au](mailto:therese.cochrane@nswccl.org.au). Closing date 25 April 2018. Applications should comprise a cover letter (maximum one page), a document addressing the selection criteria (maximum two pages) and a CV. Please include your name in the subject line of your application email.