****

**Law Reform, Policy and Communications Officer - Position description**

**Position title:** Law Reform, Policy and Communications Officer

**Responsible to:** Executive Officer

**Salary:** $84,138 per annum plus super and salary packaging

**Location:** Sydney, NSW

**Contracted position to 30 June 2021, full time, flexible work arrangements considered**

**POSITION**

The National Social Security Rights Network (NSSRN) is a peak national organisation in the area of Social Security and Family Assistance law, policy and administration.  Our members are community legal services across the country which provide specialist legal services in this area.  There is more information about the NSSRN on our website: nssrn.org.au.

The Law Reform, Policy and Communications Officer (LPCO) is a key position within the National Social Security Rights Network (NSSRN).  The LPCO reports to, and works with, the Executive Officer.

The LPCO has primary responsibility for providing legal information and analysis to the NSSRN, its members and other stakeholders, and communicating the views of the NSSRN which the LPCO develops on law reform and policy issues in consultation with the Executive Officer and NSSRN members. The LPCO engages in analysis of casework data and information provided by members to inform the NSSRN’s policy positions.

The NSSRN is a small organisation and therefore the ability to work flexibly and independently is essential.  It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The responsibilities below may be altered in accordance with the changing requirements of the role.

**RESPONSIBILITIES**

The duties and responsibilities of the position include:

* Analysis of new Social Security and Family Assistance legislation and policy, or changes to existing legislation, policy and administration, including preparation of written briefings, submissions, newsletters and member bulletins
* Providing legal information and resources to NSSRN members to support their development and maintenance of expertise in Social Security law, policy and administration
* Analysis of casework and legal service data contributed by NSSRN members, including preparation of case studies and reports
* Developing and maintaining effective relationships with NSSRN members and other stakeholders
* Representing NSSRN in meetings with members and other external stakeholders, such as government departments, ACOSS and the Commonwealth Ombudsman
* Assisting the Executive Officer to develop and implement a communications strategy to strengthen the NSSRN’s advocacy efforts
* Contributing to the organisational development of the NSSRN, including the development of new partnerships and funding sources

**ESSENTIAL SELECTION CRITERIA**   
  
1. Legal qualification or demonstrated ability to provide detailed analysis of complex legislative, policy and administrative measures and processes.   
  
2. Demonstrated high quality written and verbal communication skills, including a demonstrated capacity to provide clear, well-structured and plain English analysis of complex legislation and policy measures or changes.   
  
3. Demonstrated knowledge of legal service delivery to vulnerable people, or ability to rapidly acquire the same.   
  
4. Demonstrated ability to provide clear, effective training in legal issues to diverse audiences.   
  
5. Demonstrated ability to analyse legal service data such as case studies and present that data in effective ways.   
  
6. Demonstrated competence and interest in the use of information technology and communication channels including social media for advocacy purposes  
  
   
**DESIRABLE SELECTION CRITERIA**   
  
1. Knowledge of social security and family assistance law, policy and administration.   
  
2. Interest, qualifications and/or experience in a communications focused-role, including the ability to act as a media contact  
  
3.  Experience providing legal services to vulnerable and disadvantaged people.  
  
   
**ORGANISATIONAL RELATIONSHIPS**   
  
 The LPCO reports to the Executive Officer of the NSSRN and works closely with member organisations.  The LPCO is ultimately accountable to the NSSRN Board.

 **SALARY AND CONDITIONS**   
  
The position is 5 days per week contracted position to 30 June 2021.     
  
It is Level 7.1 of the Social, Community, Home Care and Disability Services Industry Award 2010, with a salary of $84,138 per annum plus super and salary packaging.   
  
A three month probationary period applies.   
  
   
**How to apply for this position**   
  
 Applications should be addressed to Leanne Ho, Executive Officer, NSSRN, at [eo@nssrn.org.au](mailto:eo@nssrn.org.au) and should include a CV and cover letter addressing the selection criteria. The closing date for applications is Monday 1 July 2019 at 9am.   
  
Applicants must individually address the selection criteria to be considered for this position.   
  
Any questions regarding the advertised position or application process should be directed to Leanne Ho, Executive Officer, 0448007201 or Ms Genevieve Bolton, Chairperson on (02) 6218 7922.