

Position Description

**Senior Policy Lawyer**

**Migration, Elder Law and Human Rights**

Jan 2021

# Background

The Law Council of Australia (Law Council) is the peak national representative body of the Australian legal profession.

The Law Council speaks for the Australian legal profession on national and international issues, on federal law and the operation of federal courts and tribunals. It works for the improvement of the law and of the administration of justice.

The Law Council is a federal organisation representing 60,000 Australian lawyers through their representative bar associations and law societies and the Large Law Firm Group (the “Constituent Bodies” of the Law Council).

The Constituent Bodies of the Law Council are:

* Australian Capital Territory Bar Association
* Law Society of the Australian Capital Territory
* New South Wales Bar Association
* Law Society of New South Wales
* Northern Territory Bar Association
* Law Society Northern Territory
* Bar Association of Queensland
* Queensland Law Society
* Law Society of South Australia
* South Australia Bar Association
* Law Society of Tasmania
* The Tasmanian Bar
* The Victorian Bar
* Law Institute of Victoria
* Western Australian Bar Association
* Law Society of Western Australia
* Law Firm Australia

The Directors of the Law Council are selected by and representative of the Constituent Bodies of the Council. The Directors meet quarterly and set the objectives and priorities for the Council as well as determining its position on issues of public and legal policy. Between meetings of the Directors, policy and governance responsibility for the Council is exercised by an elected Executive, led by the President.

Implementation of Law Council policy and management functions are provided by a full-time Secretariat based in Canberra. The Secretariat acts on the direction of the Law Council’s Secretary-General.

In addition to its research, policy formulation and advocacy roles, the Secretariat provides administrative support to specialist Sections, Advisory Committees and Working Groups. These groups are made up of lawyers who are practitioners in particular fields of law such as business, international, litigation, property, family law or public legal policy areas such access to justice.

# Job Description

The Senior Policy Lawyer is a member of the Law Council’s Legal Policy Division. The position reports to the Deputy Director of Policy and to his or her delegates and is responsible for the preparation of papers and submissions on a wide range of legal and public policy issues.

While having primary responsibility in Migration, Elder Law and Human Rights, the Senior Policy Lawyer will be expected to work in, or assist, in all areas of the Law Council’s policy endeavours. The position will also be required to work closely with the Law Council’s advisory committees, working groups, sections and Constituent Bodies.

The Senior Policy Lawyer will have advanced legal research skills and high-level communication skills. The Senior Policy Lawyer will also have the ability to manage projects and to supervise junior staff members. The position also requires a solid understanding of Australia’s legal and political systems, as well as an appreciation of key legal and public policy issues at the national level.

The Law Council is extremely fast-paced and requires dynamic, intellectual individuals with problem-solving skills and a desire to promote positive change, while defending important institutions and rights.

# Duties and Responsibilities

* Analysing legal and public policy issues and drafting advice on realistic policy options for the Law Council to adopt and advocate;
* Communicating and presenting information in writing and orally in a clear, logical and insightful way;
* Managing relationships and working with the Law Council’s advisory committees, working groups, sections and Constituent Bodies to develop comprehensive policy positions;
* Researching and drafting papers and submissions to governments and non-government about current legislative or policy initiatives within set timeframes;
* Monitoring the domestic and international environment to identify issues likely to have an impact on the Australian legal profession or areas of the Law Council’s policy focus;
* Assisting in the developing and strengthening of relationships with governments and stakeholders;
* Representing the Law Council at meetings with governments and non-government organisations;
* Drafting speeches, media releases, articles, and briefings for the Law Council and external publications;
* Preparing and assisting with correspondence for Law Council office holders and senior managers;
* Reporting to the Law Council Directors on matters affecting the Australian legal profession;
* Managing specific projects as determined by the Law Council;
* Supervising staff as required; and
* Other duties as required.

# Selection Criteria

1. A bachelor’s degree in law or policy development as a minimum. Post graduate qualifications are considered highly desirable.
2. A strong knowledge of migration law, administrative law, statutory interpretation, elder law and international human rights law.
3. High-level written and oral communication skills;
4. Excellent judgement and analytical skills;
5. A high level of understanding of Australia’s legal and political systems;
6. Advanced legal research, policy and advocacy skills;
7. The ability to work within tight deadlines, independently and minimal supervision;
8. Strong and consistent work ethic and demonstrated ability to foster a positive, collaborative and team-oriented workplace culture;
9. A focus on quality and attention to detail;
10. Demonstrated project and staff management skills; and
11. Three to five years’ experience in legal practice and/or legal policy work.