

Position Description

Research Officer

Nov 2021

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| **Position** | |
| **Position Title** | Research Officer |
| **Division/Section** | Policy Division/Courts and Justice |
| **Reports to (Position Title)** | Principal Policy Lawyer |
| **Key Relationships** | * Director of Policy * Deputy Director of Policy * Senior Policy Lawyers * Policy Lawyers * Section Administrators |
| **Employment Type** | Full-time |

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# About the Division

The Policy Division, in addition to its research, policy formulation and advocacy roles, provides administrative support to specialist Sections, Advisory Committees and Working Groups. These groups are made up of lawyers who are expert practitioners in particular fields of law and public legal policy areas such as access to justice*.*

# About the Role

The position provides support to the Courts and Justice team, led by the Principal Policy Lawyer under the direction of the Director of Policy by strengthening stakeholder liaison and assisting in the preparation of written material on a diverse range of legal and public policy issues, research papers and reports related to systemic access to justice issues.

The position provides an opportunity for the successful candidate to further develop and apply his or her skills in critical thinking, policy analysis and formulation and strategic relationship management.

The successful candidate will have exceptional interpersonal and communications ability, a strong understanding of Australia’s legal and political systems, strong legal research skills and demonstrate a high degree of personal integrity and attention to detail.

# Duties and Responsibilities

* Support the Courts and Justice team through the provision of high-quality research for policy documents, working within tight timeframes;
* Support the Principal Policy Lawyer with the preparation of correspondence, reports, briefing notes, presentations and other documents such as:
  + Fact sheets on a range of issues for briefing and promotional use;
  + Business papers for Law Council Directors or the Executive which record and summarise Law Council activities and/or policy issues for decision;
  + Updates on Division activities to be placed on the Law Council website and in the Law Council’s periodic publications;
  + Speeches and conference papers;
  + Submissions to federal inquiries.
* Ensure that ‘key documents’ are appropriately categorised and filed (key documents may include correspondence, submissions, business papers, strategy documents, reports, budget documents, relevant extracts from Directors'/Executive minutes).
* Under direction, liaise with constituent bodies, Law Council Sections and other stakeholders as appropriate to inform them about Law Council Policy activities and ascertain information about their relevant activities.
* Edit (including proof reading and formatting) final documents before they are issued publicly and ensure they are posted on the website where appropriate;
* Under the direction of the Principal Policy Lawyer, take and draft minutes/notes of meetings; and
* Other duties as instructed.

## Selection Criteria

1. Work management skills – the ability to organise available time and to work both cooperatively and independently as appropriate and to manage competing priorities.
2. Strong communication skills – the ability to communicate with stakeholders (internal and external) effectively, both orally and in writing, and to build and maintain professional relationships.
3. Research, legislative analysis and writing skills – the ability to undertake legal and information research and produce reports that are clear, precise and accurate, in particular:
   1. the ability to identify relevant information from both domestic and international sources;
   2. the ability to critically discriminate between different sources of information;
   3. the ability to present research findings in a clear, organised and concise manner which gives appropriate emphasis to significant issues/findings.
4. Knowledge and interest – of the access to justice sector (desirable but not essential), and Australia’s legal and political systems.
5. Computer skills – in particular, a high level of competence with Microsoft Outlook and the ability to experiment with and employ creative methods for summarising and presenting information.

Qualifications

1. A bachelor’s degree in law with honours as a minimum.