

**Senior Policy and Project Officer,
Bugmy Bar Book
Full-Time | Fixed Term to February 2026 | Flexible Location**

Contract type	Full time, Fixed term
Salary range	CP5.2 – CP6.2 \$109,194 – \$124,258 (dependent on experience), <i>plus superannuation</i>
Location	Flexible
Submit applications to	ALS Human Resources Team E: careers@alsnswact.org.au
Applications close	<i>Please apply promptly</i> , as we may shortlist and commence interviews within the advertising period.
Recruitment notes	<p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the employee will be subject to the employee's acceptable Police Checks and the ability to obtain a Working with Vulnerable People Check.</p> <p>The successful applicant may need to have a willingness and ability to travel to regional locations, conferences (local and interstate) and events.</p>
Employee benefits <i>Salary packaging</i>	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary to maximise their take home pay.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p>

POSITION DESCRIPTION

SENIOR POLICY AND PROJECTS OFFICER, BUGMY BAR BOOK

FIXED TERM – TO FEBRUARY 2026

PRIMARY OBJECTIVE

The purpose of this role is to lead the development of educational materials, research and other outputs in relation to strengths-focused approaches to healing, wellbeing and rehabilitation for people in contact with the legal system. This is an important role supporting the expansion of the *Bugmy Bar Book* project.

The *Bugmy Bar Book* is a project led by a multi-disciplinary committee made up of stakeholders from across the NSW justice sector, and from other Australian jurisdictions. The project is auspiced by the Aboriginal Legal Service (NSW/ACT) Limited ('ALS').

REPORTING RELATIONSHIPS

The position reports directly to the *Bugmy Bar Book* Program Manager or their delegate.

The position will be co-located with ALS staff and will benefit from the support of the ALS and members of the *Bugmy Bar Book* committee.

ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

KEY COMMUNICATIONS

The position-holder will have effective written and verbal communications skills and good stakeholder engagement skills, including a willingness and ability to present to and collaborate with stakeholders across the working in the legal, health, community and government sectors.

Internal: The position holder will liaise closely with the Program Manager of the *Bugmy Bar Book* and ALS staff from a range of programs and legal practice areas.

External: The position holder will liaise closely with members of the *Bugmy Bar Book* Project Committee, and work to establish and maintain relationships with a diverse range of stakeholders, including Aboriginal Community Controlled Organisations, Aboriginal Community Controlled Health

Organisations, the courts, the legal profession, Justice Health, Community Corrections, Mental Health, Health and Rehabilitation Services and other organisations.

KEY AREAS OF RESPONSIBILITY

- Contribute to research and development of resources to assist legal practitioners, courts and others to identify culturally safe, trauma informed and disability informed supports and programs for client referrals
- Assist with commissioning research and contribute to publications and resources which focus on strengths-based approaches for people in contact with the legal system
- Undertake consultation and engagement with stakeholders in the community-controlled and mainstream health and justice sectors to identify opportunities for collaboration
- Deliver information sessions and education to a variety of stakeholders and professionals working across the legal assistance sector, health sector and community sector
- Contribute to monitoring and reporting against project deliverables to project funders
- Contribute to promotion of the project, including the project's aims and purpose
- Travel to regional and interstate locations for work purposes as required
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrate a commitment to and behaviours that aligns to ALS Values and ALS Code of Conduct

KEY SKILLS AND COMPETENCIES

Essential

- Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person – this is an identified position under Section 14 (d) of the Anti-Discrimination Act, 1977
- Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people combined with continuing respect and support for Aboriginal and Torres Strait Islander cultural practices when considering service delivery and other support for clients, their families, communities and employees
- Proven capacity to identify and understand systemic issues experienced by vulnerable people in contact with the legal system
- Demonstrated client-facing experience in social work, case work or community services, or other relevant area
- Demonstrated understanding of cultural safety, trauma-informed practice and holistic, wraparound approaches to service delivery for vulnerable clients
- Demonstrated understanding of key elements of project development and delivery
- Demonstrated research, analytical and information management skills and the ability to use these for policy and program initiatives
- Ability to work collaboratively within a multi-disciplinary team
- Excellent written, verbal and interpersonal skills
- Ability to travel to metropolitan and regional areas for work purposes
- Ability to adapt to change and work in a start-up environment

Desirable



- Diploma of Social Work, Psychology, Health, Counselling, Public Policy or related field, or equivalent qualifications
- Minimum 5 years' experience in one or more of the above fields
- Demonstrated experience in project management, education or research