

POSITION DESCRIPTION: Project Lead

Employment Status: Full time 5 days a week, 18-month contract with possible extension

Location: University of Technology, Sydney Broadway **Reports to:** Head of Projects and Innovation

Remuneration: 90k - 105k FTE dependent on experience plus superannuation and up to \$18,360 FBT package, with access to flexible conditions, 5 weeks annual leave, wellbeing package and EAP.

ABOUT THE NATIONAL JUSTICE PROJECT

The National Justice Project is a human rights law firm and civil rights service that fearlessly fights to end discrimination through strategic legal action, social justice education, fearless advocacy, collaborative partnerships and innovation. Our mission is to fight for truth, justice and accountability by eradicating systemic discrimination. We work to create systemic change and amplify the voices of communities harmed by government inaction, harm and discrimination.

OUR PROJECTS AND INNOVATION WORK

We work collaboratively to deliver innovative projects to achieve positive impact in the community. Our work is diverse and abundant and includes but is not limited to building community rights awareness building, developing technology to increase access to justice, strategic advocacy and holding government to account.

ABOUT THE POSITION

We are recruiting a dedicated professional to deliver and expand our Hear Me Out Project, with demonstrated:

- Passion for how the law, AI and innovation can improve access to justice and create systemic change
- Strength and ability to communicate, engage and advocate across diverse forums, and
- Highly organised and diligent project management skills

We are seeking a dedicated professional who is both practical and strategic, with exceptional project management and interpersonal skills. This role will work closely with diverse stakeholders and experts, including advocates, universities, technical experts, legal practitioners. While specific legal or technical skills are not required, relevant interest and/or experience in these areas will aid in the fulfilment of the role. The key responsibilities are outlined below:

Complaints Platform

Managing the current [platform](#) as well as future expansion and enhancements, including:

- Platform improvements, including making backend Webflow and CMS updates and enhancing accessibility, UX and UI.
- Reviewing and testing responses to AI behaviour and outputs including design phase and ongoing quality assurance testing.
- Expanding to new jurisdictions and additional features.
- Managing content development and maintenance.

Data & Advocacy

- Collect and interpret data and research to inform advocacy and support evidence-based approaches, reform proposals, recommendations, and strategic opportunities for impact.
- Design and implement innovative, courageous and impactful advocacy approaches.

Outreach & Partnerships

- Build trust and awareness through outreach, briefings and partnerships.
- Build useful relationships with complaint bodies, universities, community partners, law firms, tech companies for the growth of HMO usage

General

- Manage all elements of a large multi-jurisdictional project, including managing people budgets, timelines and deliverables.
- Work collaboratively with internal teams and external partners to promote and enhance the tool and propel advocacy to a wider audience for scalable impact.
- Stay updated on relevant legislation, standards, and policy developments.
- Continually enhancing sustainability and impact by contributing to fundraising, communications and mentorship activities as required.
- Ability to confidently and competently represent the organisation and the project in diverse forums including with all types of stakeholders and delivering presentations.
- Managing governance including an advisory committee and risk management.

KEY CANDIDATE ATTRIBUTES

- You must be able to communicate with clarity and integrity across legal, technical and human rights contexts.
- We are looking for someone with a mix of strategic and innovative thinking, confident engagement and advocacy skills, and diligent detail-orientated project management skills.
- You must be comfortable motivating and managing cross-sector stakeholders across civil society, corporate, academia, government, frontline service providers and communities with lived and diverse experiences.
- You must be able to stay organised across many moving parts and still spot opportunities for growth, improvement or adoption.
- You must be comfortable working with confronting subject matter and with communities that have experienced extensive trauma.
- There may be travel and will be media/public speaking required.
- You must have strong leadership, confidence, and advocacy skills.

APPLICATION PROCESS

The start date of the position is flexible for the right candidate, however, we are eager to fill the position as soon as possible. We will be arranging interviews as suitable applications come in, so we encourage applicants to apply promptly. Any questions can be directed to hr@justice.org.au or sent via Ethical Jobs.

Please send your CV, including the details of two references, along with your response to the following criteria:

- Training, experience, skills and interests relevant to the role description.
- Interest and/or experience in law; complaints systems; human rights and social justice; AI technology; community rights education; policy, advocacy and systems change.
- Given the breadth of this role, if your skills and experience are more aligned to particular aspects, we invite you to acknowledge that in your cover letter.

Desirable experience:

- Experience working with communities that experience discrimination.
- Experience working in a legal office, not-for-profit or community organisation.

People with diverse cultural backgrounds and lived experience are strongly encouraged to apply.