



NEW SOUTH WALES
BAR ASSOCIATION

POLICY OFFICER (3 MONTH CONTRACT)

The Bar Association is seeking a high performing Policy Officer to join its Policy and Public Affairs team on a three-month full-time contract. As a Policy Officer, your role is to provide effective advice, legal research and guidance on a wide range of policy and law reform issues to the Department and the twelve barristers' policy committees.

Responsibilities include to:

- Provide support to Association committees as directed by the Director, Policy and Public Affairs;
- Prepare submissions for NSW and Australian Parliaments, Attorneys-General, Law Council of Australia, and other government and law reform agencies;
- Undertake high level policy development, analysis and research;
- Undertake research and draft briefing notes, memorandums and submissions on matters nominated by the President, the Executive, Bar Council, the Executive Director, Deputy Executive Director and Director, Policy and Public Affairs;
- Undertake research on priority legal policy issues to complement the work of committees and colleagues in the Policy and Public Affairs Department; and
- Other duties as required.

Work outside the core standard hours will be necessary. This position reports to the Director, Policy and Public Affairs. This is a three-month contract, with the possibility of extension.

The successful applicant will have:

- Strong written and oral communication and interpersonal skills;
- Outstanding legal reasoning and legal research skills;
- Empathy and cultural competency;
- A proven ability to work autonomously as well as collaboratively in a small team;
- Strategic and innovative problem solving skills;
- Demonstrated ability to manage conflicting priorities and meet tight deadlines;
- High level organisational skills and attention to detail;
- Excellent IT skills, including competency using Word, Powerpoint, Excel, online legal research databases and social media;
- Proven ability to research and develop responses to complex legal and policy issues;
- Detailed knowledge of NSW and Australian government, parliamentary and legal systems;
- Demonstrated interest in access to justice issues and solutions;
- An LLB or JD qualification is mandatory;
- Legal policy or legal practice experience will be looked upon favourably but is not essential. Graduates, newly admitted lawyers or solicitors with 1-3 PQE are encouraged to apply.

Please send your CV (including two referees) with a cover letter of no more than two pages addressing the essential skills and experience you possess for the position to Elizabeth Pearson, Director Policy and Public Affairs at epearson@nswbar.asn.au by Sunday 1 March 2020.

Applications from all eligible candidates, regardless of gender, sexual orientation, ethnicity, religious affiliation, age or disability are welcome. Aboriginal and Torres Strait Islander people are encouraged to apply.