

Position Description

Legal Research Officer

Identified Aboriginal and Torres Strait Islander position

2 year fixed term contract, full time or part time

Remote working supported

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker rights; and the fair use of police powers.

2. Towards Truth Project

Towards Truth is a collaboration between PIAC and the Indigenous Law Centre (ILC) at UNSW that responds directly to the call of the Uluru Statement from the Heart for truth-telling.

We are building a comprehensive database and website that will provide an accurate, detailed record of the laws and policies that have impacted upon the lives of First Nations people.

This is a bold and ambitious project that is the first of its kind – nationally or internationally. We have started the project in NSW, with other jurisdictions to be added over time.

The database and website will be a tool that can be used by a broad cross-section of the community to better understand our history and engage in truth-telling. It will support the work of a future Makarrata Commission and help inform the process of moving towards treaty making.

3. Position overview

The Project Officer will report to the Project Director – Towards Truth at PIAC, and work under their supervision and direction. The Project Officer will work closely on a day-to-day basis with the Project Coordinator and the Research Assistant.

The Project Officer will support the day-to-day implementation of the project by undertaking legal and policy research and reviewing content of the law and policy research for the database. The Project Officer will maintain contact with external stakeholders to obtain

documents for the project.

This position is open only to Aboriginal or Torres Strait Islander people. It is intended by PIAC and the ILC as a special measure to promote substantive equality for the purposes of s8(1) of the *Racial Discrimination Act 1975* (Cth) and s 21 of the *Anti-Discrimination Act 1977* (NSW).

4. Major accountabilities

- 4.1 Research, analyse and input research on specific subject areas into the Towards Truth database.
- 4.2 Develop a detailed understanding of specific areas of law and policy including drafting summaries of laws and policies for the website.
- 4.3 Develop and review research requests for pro bono lawyers, interns and research assistants.
- 4.4 Assist Project Coordinator with supervising and tracking work of pro bono lawyers, interns and research assistants.
- 4.5 Substantive review of research for the database by pro bono lawyers, interns and research assistants.
- 4.6 Work with subject matter experts to inform research requests and substantive review of research for the database.
- 4.7 Provide input into database and website design and development.
- 4.8 Support the Project Coordinator to induct pro bono researchers and expert reviewers.
- 4.9 Ensure core project documents are up to date and reflect practice in close collaboration with Project Coordinator and Program Director.
- 4.10 Together with other project staff, develop relationships with external stakeholders such as libraries and government agencies who can assist the project by providing documents.
- 4.11 Other duties as required, including administrative assistance to support the project.

5. Knowledge, skills and experience

Essential

- 5.1 Demonstrated understanding of Aboriginal and/or Torres Strait Islander history, culture and society;
- 5.2 Demonstrated research and analytical skills;
- 5.3 Well-developed written communication skills with attention to detail and the ability to

write clearly for a non-legal audience;

- 5.4 Demonstrated organisational skills;
- 5.5 Good interpersonal skills and the capacity to develop formal and informal relationships and networks with stakeholders;
- 5.6 Understanding of the law and functions of government;
- 5.7 Understanding of the Uluru Statement from the Heart and a commitment to its realisation;
- 5.8 Demonstrated ability to work cooperatively as part of a team.

Desirable

- 5.9 Tertiary qualifications or experience in law, history or social sciences.

6. Conditions

Annual salary range: \$71,190 to \$88,344 (pro rata where applicable) plus leave loading and superannuation. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

The position is offered on a two year fixed term contract with full or part time hours considered, with a minimum of two days per week.

PIAC requires all employees to have up-to-date COVID-19 vaccination.

7. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

Applications should be sent by email to jobs@piac.asn.au
Inquiries about the position should be addressed to:

Anna Harding
Project Director, Towards Truth Project
aharding@piac.asn.au