

## Research officer – law reform and policy

The Environment Defenders Office is a community legal centre specialising in environmental law. We are seeking a research officer to join our staff team to contribute to our policy and law reform work.

### ***Background***

The Environment Defenders Office (EDO) is an independent, non-profit, community legal centre specialising in public interest environmental law. The EDO helps groups and individuals to protect and conserve the environment by providing advice and information and engaging in casework, community legal education, law reform and policy development.

This position is a new position funded by a major grant from the Public Purpose Fund of the Legal Services Board. Working with the Law Reform and Policy Director, the role will involve working closely with peak environment groups to develop and pursue an agenda for environmental policy and law reform, to respond to calls for submissions and to provide advice about policy and law reform matters.

### ***Responsibilities***

- Assisting with the development and implementation of a program for environmental law reform in conjunction with peak environment groups
- Environmental legal and policy research and analysis
- Writing and contributing to the preparation of advices, issues papers, reports and submissions on a range of topics
- Assisting with the identification and prioritisation of opportunities for contributing to the scrutiny of proposed legislation, reviews, inquiries and other government processes
- Contributing to the policy and law reform work of the Australian Network of Environment Defenders Offices in areas of national and international policy and law reform relevant to the Victorian community
- Delivering lectures, seminars and workshops and other community legal education activities
- Participation in all relevant aspects of EDO planning, review and reporting and in particular to the fulfilment of evaluation and reporting requirements for the EDO's public interest environmental law project
- Contributing to the running of the EDO office

## ***Selection criteria - skills, qualifications and experience required***

### ***Essential***

- Knowledge of environmental law and environmental issues across a range of areas
- Excellent legal and policy research skills
- Experience in writing submissions, issues papers, reports, articles or similar for publication
- Excellent written and oral communication skills
- An ability to work under pressure and to tight deadlines
- Demonstrated commitment to and interest in environmental issues
- Computer skills including ability to use Microsoft Word and online legal research tools

### ***Desirable***

- Experience in environmental policy and law reform
- Qualifications and experience in environmental law, policy or a related field

## ***Terms and conditions***

The position reports to the Law Reform and Policy Director.

It is intended that the position will be a full-time permanent position. However the EDO encourages flexible work arrangements. There is some scope for negotiation with respect to days and hours of work so suitably qualified and experienced applicants who are unable to work full time because of family or other commitments are encouraged to apply.

A salary of up to \$55,000 per annum plus compulsory superannuation is offered for the position. Actual salary will be dependent upon skills and experience.

The terms and conditions of employment at the EDO are as contained in the Social and Community Services Award which we expect will soon be replaced by a Community Legal Sector Multi Business Agreement.

Terms and conditions of employment are based on the SACS Award with over-award salary and conditions negotiable. Annual leave loading and compulsory superannuation are additional to the base salary.

## ***How to apply***

Potential applicants are welcome to contact the Principal Solicitor, Brendan Sydes, on 8341 3105, to discuss the position.

Written applications in electronic form should be sent by email to the Principal Solicitor at [Brendan.Sydes@edo.org.au](mailto:Brendan.Sydes@edo.org.au). Please do not send hard copies. Receipt of applications will be acknowledged by return email.

Applications should:

- address the selection criteria
- include a current resume
- include details of at least two relevant referees

Applicants may be asked to supply examples of previous written work as part of the selection process.

This position is offered in conjunction with several other positions. Applications for multiple positions are welcome. Applications should indicate clearly the position(s) for which the applicant wishes to be considered.

**Applications close at 5pm on Monday 27 October 2008.**