



## **Paralegal/Graduate - Citizen Representation Program (CRP) - Position Description**

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

### **Job title: Paralegal/Graduate – Citizen Representation Program (CRP)**

### **Reporting to: Lawyer/Managing Lawyer CRP**

### **Purpose of the position:**

The CRP provides vital legal services to a diverse range of people and groups nationwide about peaceful protest and the environment.

### **Key responsibilities & duties**

The key responsibilities for this role are:

- Conducting accurate and concise legal research in short time frames.
- Communicating clearly with clients, lawyers, counsel, police and the courts.
- Maintaining client files, compiling court briefs and drafting correspondence.
- Developing and maintaining data in Monday.com, CLASS and LEAP databases and making this information accessible to EDO solicitors and clients.
- Other ad hoc tasks as required for the benefit of the team.

This will require:

- A good understanding of criminal law, processes and procedure.
- Excellent research, analytical and problem-solving skills
- Good written and verbal communication skills.
- Demonstrated time-management skills and initiative.
- Competence establishing and maintaining databases, registers, and other electronic and hard-copy records

Desirable:

Experience in the use of Monday.com and website data management.



## Paralegal/Graduate - Citizen Representation Program (CRP) - Position Description

### Commitment to EDO's values:

#### Commitment

- We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

#### Diversity

- We are respectful of, and welcome, diversity in our staff and volunteers.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

#### Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.