



Environmental Defenders Office

Paralegal/Graduate Researcher, Safe Climate – (Corporate/Commercial) – 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.

Purpose of the position

The paralegal/graduate researcher is responsible for providing research and legal support to the team.

The position will focus on corporate “greenwashing” which delays real climate action at a time when we need to be rapidly reducing global emissions. It is one of the major obstacles we face in reaching net zero emissions, enabling a business-as-usual approach under the cloak of transitioning to a safe climate.

The paralegal/graduate researcher will also provide paralegal support to litigation undertaken by the Safe Climate team.

This role involves providing support to the lawyers in the team on the deployment of corporate and commercial laws, to address the climate impacts of a number of industries across coal and gas, energy, transport, finance, industry and building and construction.

A critical part of this role is working with the team on thinking creatively about delivering systemic change in relation to climate change using corporate and commercial law through our research and litigation.

Key responsibilities & duties

You will work closely with the Managing Lawyer and Solicitors to develop and implement planning for a targeted work program, and work with a level of autonomy and self-direction on tasks.

Provide legal research and contribute to advice and representation on public interest environmental law issues and disputes relating to fossil fuel exploitation, climate change, human rights and related duties of care, including those related to corporate and commercial law obligations.

- Assist with a number of research projects and legal audits of companies net zero strategies and climate risk disclosures
- Support to solicitors with advice/complaints to regulators and litigation work to achieve EDO's strategic outcomes.
- Comply with EDO's policies and procedures, and legal obligations.

- Deliver legal services in a culturally competent manner and work with clients from a wide variety of backgrounds.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

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 of staff, volunteers, offices, environmental regions, communities, stakeholders.
- 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.