



# Environmental Defenders Office

## **Solicitor/Senior Solicitor – Policy and Law Reform 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: Solicitor/ Senior Solicitor – Policy and Law Reform**

### **Reporting to: Managing Lawyer - Policy and Law Reform**

### **Purpose of the position**

Working with the Managing Lawyer of Policy & Law Reform the Solicitor/Senior Solicitor will:

- Help develop and advocate EDO positions on policy and legislative reform matters.
- Track legislation and policy development initiatives.
- Perform policy and legislative analysis.
- Assist in growing public understanding of policy and law reform issues.
- Proactively seek opportunities for EDO to advance reform priorities, including direct engagement with government departments and parliamentary offices.

### **Key responsibilities & duties**

The Solicitor/Senior Solicitor, Policy & Law Reform is responsible for providing policy and legal advice and advocacy across national and subnational jurisdictions in the context of EDO's environmental law reform priority areas: including safe climate, biodiversity, human rights and water. The Solicitor/Senior Solicitor will provide this advice and undertake advocacy in consultation with the Managing Lawyer, Policy and Law Reform and working with the Policy and Law Reform team and relevant other EDO teams.

In addition to working internally and with governments, the Solicitor/Senior Solicitor will work closely to develop EDO's partnerships within the broad range of organisational stakeholders involved with environmental law reform, ensuring – with the Managing Lawyer Policy and Law Reform – that EDO creates and maintains a leadership position on issues within the Policy and Law Reform Program's remit.

This role involves liaising with government departments and agencies, Members of Parliament, and a range of stakeholders and experts working on national environmental law reform. A critical part of this role is the ability to build positive relationships with governments, parliament and other stakeholders.

Responsibilities will also include:

- Engaging in the legal detail of law reform processes;

- Preparing briefing papers for Ministers, MPs and advisors;
- Attending in person meetings;
- Preparing drafting instructions for legislative amendments;
- Representing EDO on expert stakeholder groups;
- Advising clients on law reform matters;
- Preparing reports and other resources to raise awareness of law reform matters;
- Providing presentations on law reform issues;
- Scoping out strategic interventions for law reform.

### **Qualifications**

- Law degree and post-admission experience in legal practice (a minimum of 5+ years for the Senior Solicitor role)
- Unrestricted practising certificate or the ability to obtain one.
- *For the Senior Solicitor role:* Proven supervisory experience within a legal setting desired.

### 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.

### **Professional competencies and behaviours**

- **Excellent organisational, communication and interpersonal skills.**  
*Clarity and precision:* Communicates complex legal and strategic information clearly and concisely, ensuring all stakeholders understand the key messages.
- *Time management and self-motivation:* Excellent time management skills, including in managing competing task requirements and self-motivation to keep track of work requirements and ensure tasks are completed in a timely manner.
- *Interpersonal skills:* Able to collaborate respectfully and effectively, work well with others internally and externally and to build strong positive relationships.
- *Organisation:* Adept at maintaining orderly files and legal office administration.
- **High level of integrity and professional ethics.**  
*Ethical decision making:* Makes decisions that align with the organisation's values and ethical standards, even when facing pressure or adversity.
- **Ability to drive innovation and adapt to changing legal environments.**

Curiosity and open-mindedness: Stays informed about emerging trends and developments in their field of expertise.

Flexibility: Able to adapt quickly to changes in the environment and is comfortable with ambiguity.

- **Inclusivity and ability to work closely with a diverse range of internal and external stakeholders.**

Inclusive: Committed to fostering an inclusive and diverse workplace, through active promotion of equity, thorough understanding of diversity and leadership of initiatives that ensure all employees feel valued and respected.

Ensuring varied perspectives: Involves team members in decision-making, ensuring diverse perspectives are considered.

Open and honest: facilitates open and honest discussions among team members.

Cultural competence: Shows respect for, and understanding for, diverse cultures, backgrounds and viewpoints.

### **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.