

Position Description

**Director, Public Affairs & Communications Division**

**16 April 2019**

Background

The Law Council of Australia is the peak national representative body of the Australian legal profession, and represents the Australian legal profession on national and international issues, on federal law and the operation of federal courts and tribunals. It works for the improvement of the law and of the administration of justice.

The Law Council is a federal organisation representing over 60,000 Australian lawyers through their Bar Associations and Law Societies and the Large Law Firm Group (the ‘Constituent Bodies’).

The Constituent Bodies of the Law Council are:

* Australian Capital Territory Bar Association
* Law Society of the Australian Capital Territory
* New South Wales Bar Association
* Law Society of New South Wales
* Northern Territory Bar Association
* Law Society of the Northern Territory
* Bar Association of Queensland
* Queensland Law Society
* Law Society of South Australia
* South Australia Bar Association
* Law Society of Tasmania
* The Tasmanian Bar
* The Victorian Bar
* Law Institute of Victoria
* Western Australian Bar Association
* Law Society of Western Australia
* Law Firms Australia

The Directors of the Law Council are selected by and representative of the Constituent Bodies. The Directors meet quarterly and set the objectives and priorities for the Law Council as well as determining its position on legal policy issues. Between Directors’ meetings, policy and governance responsibility for the Law Council is exercised by an elected Executive, led by the President.

The Law Council is administered by full-time secretariat staff based in Canberra, under the direction of the Law Council’s CEO.

Job Description

The Director, Public Affairs and Communications Division will provide high level advice and assistance to the President, Executive, Chief Executive Officer and Directors by leading the development and management of the Law Council’s advocacy, media, representation, public relations, communications and publishing functions.

**Key Outcomes**

This is a senior role designed to lead and manage the Public Affairs and Communications team meet its key deliverables, namely:

* Enhancing the profile of the Law Council by forging strong and productive relationships with identified stakeholders, in particular, the Federal Government, the media and the membership.
* Developing and maintaining respect for the Law Council as a credible commentator on national and federal legal issues.
* Enhancing the reputation of the legal profession in the eyes of the Australian community and media.
* Building awareness and understanding of the law in the Australian community, and the role and importance of the legal profession.

Duties and Responsibilities

* The Director, Public Affairs and Communications Division will work in close liaison and under the immediate direction of the Chief Executive Officer, and together will contribute to the development and implementation of strategies for communicating and engaging with Law Council stakeholders, in particular:
  + Federal parliamentarians, staff and agencies
  + The Media (particularly National Press Gallery)
  + The Law Council’s Constituent Bodies
  + The Australian legal profession
  + Recognised opinion leaders
  + The broader Australian community
* Manage all media functions, including media relations and issues management, the production of media releases, opinion pieces, social media, the provision of media training, and the preparation of communications and media policies and protocols
* Manage the marketing, publications, and other communication functions for the Law Council
* Provide advice to the Chief Executive Officer, President and Executive on media, policy, representation, advocacy and engagement strategies; as well as marketing, social media and other communications issues
* Collaborate with Constituent Bodies to implement national activities and campaigns
* Other duties as required.

Selection Criteria

Applicants will be assessed against the following criteria:

* Proven experience in the development and maintenance of relationships with identified stakeholders
* Demonstrated experience in media and issues management and stakeholder engagement
* Demonstrated ability to work with senior management and stakeholders at a high level on complex issues
* High degree of judgement, discretion and initiative at a senior level
* Previous experience in the development of strategic communications policies
* High level oral and written communication, interpersonal, consultation and presentation skills
* An ability to work within a team, and to complete tasks in a demanding environment with tight deadlines
* A sound knowledge of Australia’s federal political system, legal system and the legal profession would be desirable.

Qualifications

* Tertiary qualifications with demonstrable experience in stakeholder management, media engagement and communications.
* Prior experience in communications within professional representative organisations will be highly regarded.

Attitude and Behaviours

You will be expected to work as a team member, show appropriate behaviours and respect to all our employees and work with a spirit of co-operation, drive and energy.