

Position Description

Department: ANU Postgraduate and Research Students' Association

Position title: PARSA Lawyer

Salary: \$86,111-\$96,981 (Classification 7/8) + 17% Superannuation + practicing certificate fees

Hours: 21 hours a week, working out of the PARSA office

Responsible to: General Manager

Position Dimension and Relationship

PARSA is the elected student-representative body for postgraduates at the ANU. It provides a range of services to support the specific needs of postgraduate students in their studies and daily lives. PARSA is led by students, and represents postgraduates both collectively and individually.

The PARSA Lawyer will interact regularly with undergraduate and postgraduate students, the President and student representatives, PARSA staff, the ANU undergraduate students' association lawyer, and other stakeholders. PARSA's staff, supervised by the General Manager, is a small, dedicated and enthusiastic team that works closely with the elected representatives of the students' association to improve the lives of students at ANU.

Purpose Statement

The PARSA Lawyer's primary duties are to provide dedicated advice and guidance to the association, and to deliver collaborative and effective casework for postgraduate, and undergraduate, students at ANU.

A large portion of this role will involve working alongside the lawyer employed by the undergraduate students' association, ANUSA, to take on individual legal casework from postgraduate and undergraduate students, conducting education and training programs, and assisting in the preparation of student-facing publications related to the legal rights of ANU students.

The PARSA Lawyer is also responsible for advising the organisation on the legal considerations and risks of proposed activities, providing support in the composition and review of any changes to the organisation's governing documents, and advising student representatives and staff on how the organisation can remain in compliance with all applicable laws and regulations. They will also be responsible for drafting, reviewing, advising on and assisting in the negotiation of commercial contracts, partnership agreements and other contractual arrangements between PARSA and third parties.

Employee benefits

Non-salary benefits of the role include free on-campus parking, 22 days annual leave (accrued, pro-rata), paid time-off during the December office shutdown, generous employer Superannuation contribution arrangements, and getting paid to do what you love.

Main duties

1. Working with the ANUSA lawyer, provide legal advice and assistance to undergraduate and postgraduate ANU students in relation to tenancy, employment, migration, governance, commercial, intellectual property, and related matters.
2. Conduct student-focused legal education and training programs.
3. Assist in the preparation of legal education materials directed at ANU students.
4. Advise elected student representatives and staff of the legal considerations and risks related to proposed events, campaigns, publications and activities of the organisation.
5. Work with relevant officers and staff to ensure PARSA conducts itself in compliance with all applicable laws and regulations.
6. Draft, review, advise on and assist in the development of new approaches to how the organisation operates (including changes to the Constitution, Regulations, governing documents and policies).
7. Draft, review, advise on, and assist in the negotiation of commercial contracts, partnership agreements and other contractual arrangements between PARSA and third parties.

Other duties

1. Exercise functions or roles as required under the PARSA Constitution consistent with the classification level of the position.
2. Ensure PARSA's financial resources are used efficiently and that best value for money is obtained at all times.
3. Attend meetings and training events as required.
4. Have a flexible approach to work and to undertake any other reasonable duties that may be required, consistent with the classification level of the position.

General duties

1. Respect the democratic structure of the Students' Association at all times. The post-holder will be expected to work closely with the elected officers of the students' association and will aspire to the highest standards of integrity in respect of the advice provided to officers that must at all times be balanced in nature.

2. Aspire to the highest standards of care for students at all times.
3. Abide by the Association's Constitution, and University and Association policies and procedures.
4. Maintain high standard of ethics and confidentiality, empathy with students as a client group, and a commitment to principles of equality.
5. Be sensitive when handling confidential information.
6. Work collaboratively as part of a team.

Selection Criteria

Essential

1. At least two years' experience handling client casework.
2. Possess an unrestricted practicing certificate.
3. Excellent judgment, communication and interpersonal skills.
4. A deep commitment to equity issues generally, and improving the lives of students in Australia, including those in marginalised communities.
5. Demonstrated ability to work flexibly, and collaboratively with staff from other organisations, to ensure the needs of students are met.
6. Demonstrated ability to work under pressure, prioritise tasks and meet deadlines.

Desirable

1. Experience working with the legal issues that affect university students (migration, employment, residential tenancy, discrimination).
2. Experience working for a membership-led, non-profit or campaigning organisation.

How to apply

The application deadline is noon on Friday, February 16, 2018.

To apply for the role, send an email to parsa@anu.edu.au with:

1. your CV (including contact details for two references, including your current employer); and
2. a candidate statement that addresses each point in the *Essential Selection Criteria* section of the job description (and, where applicable, points in the *Desirable Selection Criteria*).

Candidates will be interviewed either in person, or by phone or Skype, the week beginning February 19, 2018.

PARSA is an equal-opportunity employer.

If you have any questions please contact mike.heffron@anu.edu.au or at (02) 612 56178.