

Job Description

Position title	Law Reform and Advocacy Officer
Location	Brisbane or Sydney
Reporting to	Executive Officer
Position type	Ongoing (subject to funding), Full-time or Part-time (3 to 4 days per week)
Updated	March 2019

Role

Reporting directly to the Executive Officer, the Law Reform and Advocacy Officer is a national role contributing at a high level to knowmore's strategic objectives of facilitating access to justice for victims and survivors of child abuse and working with survivors and their supporters to stop child abuse.

Through its work with survivors and knowledge of and experience within the legal system, knowmore identifies opportunities to improve laws, policies and processes, and institutional and community cultures. knowmore is an authoritative and independent voice. We make the case for change based on what survivors say they need.

Working in an integrated way to leverage expertise and information across knowmore's multidisciplinary service teams, the Law Reform and Advocacy Officer will identify relevant advocacy and law reform issues and opportunities across Australia, assisting knowmore to formulate submissions, proposals and recommendations for reform that benefit survivors of child abuse, including around the implementation of the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse; the implementation and operation of the National Redress Scheme; and other pathways for justice for survivors.

The Law Reform and Advocacy Officer will engage and partner with the broader CLC sector and other partners, such as services supporting survivors, to progress common objectives and drive change. The role will also pro-actively work with knowmore's Communications Manager and other senior internal staff to develop effective plans to advance knowmore's aims in addressing and preventing child abuse and raising public awareness of issues impacting our clients.

Duties and responsibilities

- Work closely and effectively with knowmore's Executive Officer and other staff to identify relevant advocacy and law reform opportunities that align with knowmore's strategic aims and to develop appropriate responses.
- Undertake research and analysis on key issues impacting on survivors' access to justice and options for change, across all Australian jurisdictions.
- Monitor implementation of the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse by the Commonwealth and States and Territories and lead knowmore's contributions to ongoing implementation work.
- Identify, develop and maintain productive working relationships across legal and community service sectors and government.

- Collaborate with the community legal sector and other partners to progress specific projects and affect change.
- Foster collegiate working relationships across knowmore to ensure cohesive and effective contributions from relevant service delivery teams are made for all projects.
- Collect relevant case studies to inform knowmore's law reform and advocacy activities and contribute to the ongoing development of internal processes for ensuring advocacy and law reform work is evidence-based.
- Draft authoritative law reform submissions and other materials, including contributing to articles for the media and legal and other publications and Community Legal Education materials.
- Represent knowmore at policy and law reform working group meetings and government and other stakeholder consultations and in other forums, including Parliamentary Committee hearings, in the media and community education and other engagement activities.
- Ensure that the outcomes of knowmore's law reform and advocacy activities are recorded and that such activities are evaluated and improvements identified and implemented.
- Provide support and mentorship to junior staff (such as paralegals and volunteers) allocated to projects, in the conduct of research and other work.
- Other projects as required.

Organisational obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values.
- Comply with knowmore's Policies and Procedures.
- Observe all legal and legislative requirements.
- Ensure a high level of confidentiality and integrity.
- Assist in the development of, and participate in knowmore's initiatives, projects and events.
- Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous improvement and transparent work practices.
- Liaise with others in a professional, respectful and constructive manner.
- Take reasonable care to protect their health and safety and the health and safety of others.
- Commitment to working within knowmore's practice framework (trauma-informed culturally safe, person-centred).
- To engage in professional supervision and other reflective practice opportunities as required.

Selection Criteria

- Demonstrated ability at a high level in policy analysis, development and implementation, including the capacity to identify strategic opportunities and develop ideas, plans and responses.
- A sound understanding of how legal and policy frameworks impact on knowmore's client group and their legal and support needs.
- The capacity to quickly develop a sound understanding of specific legal issues and relevant legislation across different areas of the law and multiple jurisdictions.
- Proven research and analysis skills and the ability to apply the outcomes in the development of practical solutions and recommendations.
- High level written communication skills, including the ability to prepare clear and authoritative written submissions and reports.



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- High level oral communication and negotiation skills, including the ability to build and maintain effective and collaborative working internal and external relationships to deliver project outcomes, and the capacity to represent knowmore in a range of forums.
- Highly organised and able to work independently and balance competing priorities.
- Understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse backgrounds and how those issues impact these peoples in engaging with legal processes and receiving services.
- Demonstrated commitment to social justice.

Qualifications and other requirements

At least three or more years' experience in legal practice and/or research and policy work after having completed a degree in law.

The role will involve intrastate travel to knowmore offices and to meet with stakeholders and attend events.

This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.