



## Position vacant

# Policy Lawyer, Policy & Practice

The Law Society of New South Wales is looking to employ a Policy Lawyer in its Policy and Practice Department on a permanent full-time basis. This position will be advertised internally and externally and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Tuesday, 18 December 2018

### Responsibilities

The position is responsible for providing effective and efficient legal policy advice and support to the Law Society and designated committees of the NSW Law Society Council. This includes research, advocacy and policy advice; the preparation of submissions on legal policy issues; and representation of the Law Society on committees and in other meetings on legal policy issues.

### Key Accountabilities

- Policy Lawyer to a number of Committees of the Law Society. This includes liaising with practitioners, Law Society staff and external bodies on issues arising from the Committees and ensuring the timely completion and distribution of agendas, minutes, submissions, correspondence and reports as required.
- Undertake law reform, advocacy and policy development work, including preparing submissions to government and other inquiries, and representing the Law Society on committees and in other meetings on legal policy issues.
- Working with committees to prepare practitioner guidance on areas of law, and develop other initiatives that support the agenda of the committee and the Law Society.
- Respond to telephone enquiries and correspondence from the legal profession regarding concerns about policy issues affecting practice.
- Provide assistance through the preparation of briefing notes to the President, Chief Executive Officer and Media & Public Relations Manager.

To secure this position applicants will need to possess legal qualifications, hold or be eligible to hold a practising certificate; and be able to demonstrate substantial experience in either legal practice or policy development and advice, including developing and drafting submissions.

Applicants will require excellent written and oral communication skills, demonstrated ability to exercise strategic judgment, strong interpersonal skills, strong organisational and time management skills, ability to work constructively as a team member and high level computer skills.



## Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, must be received by Tuesday, 18 December 2018 and addressed to: [recruitment@lawsociety.com.au](mailto:recruitment@lawsociety.com.au)