



Position vacant

Speech Writer

The Law Society of New South Wales is looking to employ a Speech Writer in its Executive Unit on a Fixed Term Part-time basis (4.5 days per week / 12-month parental leave cover). 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 27 May 2019.

Responsibilities

This position is responsible for the development of high quality and informed speeches, for the President, CEO and Society representatives undertaking associated complex and sensitive research and providing expert advice to the stakeholder on announcements and events within a limited timeframe. It requires liaison with all levels of internal and external organisations, members of parliament and the judiciary, and excellent time management skills.

Key Accountabilities

- Ensure the development of high quality and informed speeches by:
 - undertaking complex and at times politically sensitive topic research and analysis and maintaining an astute awareness of issues across the organisation to assist in the development of speeches
 - clarifying information provided and ensuring speeches for functions, announcements and events are prepared in the presenters personal style and are relevant to the intended audience
 - ensuring timely access to required information through development of strategic working relationships, systems and procedures to facilitate proactive communication, briefings and information flow between the respective stakeholder groups
 - researching, writing, proofing and editing copy in a variety of styles for electronic and print documents, including ceremonial sittings speeches
- Attending functions, announcements and events with the President and / or CEO as required ensuring appropriate support and coordination regarding delivery of speeches
- Research and write copy for Law Society publications as required, including Monday Briefs, policy and Op-eds on topics relevant to the Law Society
- Assist the Media and Public Relations Manager with the implementation of the Law Society's media strategy
- Provide input into strategies aimed at influencing public opinion on public policy issues through media and public relations campaigns, in consultation with Manager
- Write speeches and articles for public relations purposes as required



- Undertake research on specific issues including liaising with Manager, other Departments at all levels to ensure information is accurate and current.
- Contribute to the effective operation of the team by:
 - participating as a member of a team including provision of assistance to team members, encouraging and supporting colleagues in working together to meet deadlines, and promoting a team approach to problem solving and the provision of excellent customer service for external and internal clients
 - contributing to the ongoing development of the team by establishing positive and constructive working relationships and by participating in the team planning process and individual performance management
- Provide back up to the Media function during busy times and leave cover
- Other duties as required or requested

To secure this position applicants will need to possess appropriate tertiary qualifications or an equivalent combination of relevant experience and education/training. The successful candidate will have proven experience in researching complex, and at times, sensitive issues and coordinating this information into relevant speeches, briefings and reports while operating within a demanding client service environment. High level written and oral communication skills are essential as is the ability to be politically astute and work independently under broad direction, to apply judgement, diplomacy and initiative.

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.