



## 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 full-time basis. Applicants seeking a part-time arrangement, are also encouraged to apply.

This position will be advertised internally and externally. If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 11 June, 2021.

### About us

The Law Society of NSW is the voice of the legal profession and represents the interests of more than 30,000 members across the state. As part of this mission, our Policy and Practice Department initiates and shapes debate about law reform and the administration of justice in NSW by working closely with 18 specialist policy committees. Our high-performing, collaborative team of Policy Lawyers play a critical role in delivering this advocacy agenda.

### The opportunity

As a Policy Lawyer in the Law Society's Policy and Practice Department, you will be responsible for providing effective and efficient legal policy advice and support to the Law Society and its specialist policy committees. This will include preparing submissions on legal policy issues, representing the Law Society at external meetings, and conducting research, advocacy and policy development.

### What you will be doing:

- Developing and implementing initiatives that support the Law Society's law reform priorities and working with policy committees to prepare practitioner guidance on areas of law.
- Undertaking law reform, advocacy and policy development work across diverse areas of law. This will include drafting submissions to parliament and other inquiries and representing the Law Society at external meetings and forums on legal policy issues.
- Preparing briefings on contemporary law reform issues for the Law Society's President, Chief Executive Officer and Media & Public Relations Manager.
- Establishing and maintaining effective working relationships with internal and external stakeholders.
- Building skills and knowledge outside your existing areas of expertise. We encourage our Policy Lawyers to apply their policy skills to a range of law reform areas, while further developing their core professional competencies.
- Serving as the primary focal point for a number of specialist policy committees. This will include liaising with practitioners, Law Society staff and external bodies, and ensuring the timely completion and distribution of agendas, minutes, submissions, correspondence and reports.



## The ideal candidate

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 policy development and advice, including developing and drafting submissions.

In addition, applicants will require excellent written and oral communication skills, demonstrated ability to exercise strategic judgment, strong interpersonal skills, strong organisational and time management skills and ability to work constructively as a team member.

## 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.

Applications should contain a CV and cover letter that outlines your key experience in policy and motivations for this role.

**Written applications should include a cover letter and brief resume, and be made via <https://www.seek.com.au/job/52474045>**