



Australian Pro Bono Centre - Head of Policy and Strategy

An exciting opportunity has arisen for a highly motivated and energetic legal professional with strong management and interpersonal skills to be the Australian Pro Bono Centre's new Head of Policy and Strategy.

This position would suit an experienced lawyer with policy and strategy development skills and a demonstrated commitment to social justice, who relishes a diverse set of responsibilities.

The Head of Policy and Strategy will work closely with the Centre's Chief Executive Officer to help develop and implement the Centre's strategy and policies and manage the conduct of major projects and initiatives.

About the Centre

The Australian Pro Bono Centre is the **centre of leadership for pro bono legal services**. We are a not-for-profit working across the legal profession nationally to grow participation and excellence in pro bono, our unique contribution to closing the justice gap and creating a more equitable and sustainable society. We are a fast-paced, dynamic and collegiate environment whose work is at the core of the unstoppable rise of 'purpose' as a key step on the pathway to long-term sustainable profitability for all businesses.

For more information about the work of the Centre, see probonocentre.org.au.

Job Description

Hours:	30-33.75 hours per week (0.8 – 0.9 FTE) which can be spread flexibly across 4-5 days per week.
Salary:	\$80,000 - \$90,000 (pro rata of \$100,000 p.a.), plus 10% superannuation and a mobile phone allowance.
Annual leave:	4 weeks p.a., plus office closure period between Christmas and New Year.
Location:	Law Centres Precinct, Law Building, UNSW, Kensington, NSW, 2052. However, since the Centre team is continuing to work largely remotely, candidates from across Australia are encouraged to apply. If the right candidate lives outside of Sydney, they will be supported to work remotely on a permanent basis.
Closing date:	5pm, Monday 26 July 2021.

Key Responsibilities

- playing a key part in the development and implementation of the Centre's Strategic Plan and Annual Work Plan;
- devising and developing projects, research, communications and policy strategies, and executing these strategies;
- preparing written reports, key correspondence, news articles, discussion papers, guides and other documents;
- performing analysis of data on pro bono legal work and unmet legal need;
- developing and maintaining up-to-date knowledge of the policy context for the delivery of pro bono legal services by the Australian legal profession;
- conducting advocacy on behalf of the Centre with government and key regulatory bodies;
- building and maintaining a wide network of contacts across the legal assistance sector in Australia and internationally including meetings with, and presentations to, external stakeholders;
- contributing to the Centre's supervision of more junior staff; and
- assisting with governance, reporting and the Centre's impact measurement requirements.

Selection Criteria

The successful candidate will have:

1. current or previous experience working in legal practice or an allied field; in either a firm, the community sector or a corporate/government setting.
2. a Bachelor of Laws, Juris Doctor or equivalent legal qualification (admission to practice and a current practising certificate are not necessary).
3. excellent analytical skills and the ability to bring creative solutions to problem-solving, demonstrating innovation;
4. demonstrated policy development and strategy development experience;
5. excellent communication and presentation skills, both written and verbal;
6. excellent organisational skills and project management experience;
7. strong interpersonal skills, a demonstrated ability to work collaboratively in a small team, and an interest and capacity for building strong relationships across the pro bono community and legal assistance sector;

8. a demonstrated commitment to social justice and access to justice (experience working or volunteering in the legal assistance sector or with a law firm pro bono program is desirable);
9. a can-do attitude and willingness to pitch in and help with a wide range of tasks, big and small; and
10. proficiency in the use of technology, including the suite of Microsoft Office software, information management, online research and social media.

Applications

Applications should include a curriculum vitae, a cover letter addressing the selection criteria, and the names and contact details of two referees. (Notice will be given before referees are contacted directly).

The Centre values and welcomes staff from a diversity of backgrounds and with a broad range of experience. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, people living with a disability, and people who have caring responsibilities are strongly encouraged to apply.

Please submit applications by email to info@probonocentre.org.au addressed to the Chief Executive Officer, Gabriela Christian-Hare, by close of business on **Monday, 26 July 2021**. Enquiries about the position should also be addressed to info@probonocentre.org.au.