



Australian Government

Sabina Wynn
Executive Director

Australian Law Reform Commission

August 2010

Dear Applicant

Thank you for your enquiry about the recently advertised position of Senior Legal Officer/Legal Officer.

The ALRC is seeking to employ up to four Senior Legal Officers and Legal Officers—on an initial, fixed term contract of three years to work its current inquiries—Family Violence#2 regarding Commonwealth Laws, and the Discovery in Federal Courts Inquiry and/ or other inquiries that may be announced in the future. At the expiration of the three years further contracts may be offered, depending upon need and the circumstances of the ALRC, at the relevant time. Information about the ALRC's current inquiries is available on the ALRC website.

The salary range for Senior Legal Officers is \$90,150-\$110,874 and for Legal Officers \$50,431-\$87,524, plus superannuation and other benefits. Secondments will be considered.

The successful candidates will join one of the ALRC's legal teams, led by the President, Professor Rosalind Croucher. Responsibility for legal research and writing is divided among the team, so the successful candidate will be expected to take responsibility for drafting particular chapters of the consultation papers and the final report, drawing upon the information available from research, consultation meetings and written submissions. Legal Officers participate in consultations and Advisory Committee meetings, as required.

Your application should consist of a detailed cover letter and you must address each of the selection criteria. Applications that do not address the selection criteria will not be considered. Please also supply a full curriculum vitae. Your CV should outline your education and employment history, and include the names and contact details (phone numbers and email addresses) of at least three referees.

The ALRC encourages applications from Aboriginal and Torres Strait Islander peoples, people from non-English speaking backgrounds and people with disabilities.

It is expected that applicants will go to the ALRC's website (www.alrc.gov.au) for general information about the Commission, its current and previous inquiries, and its processes.

Applications must be received by **cob, 6 September 2010**. Your application should be emailed to hr@alrc.gov.au. You will receive an email confirmation that your application has been received. If you do not receive this confirmation, please contact the ALRC immediately. Please do not hesitate to contact me on the email address above or on (02) 8238 6333 for further information about the position, the selection criteria or the selection process.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sabina Wynn'.

Selection Criteria attached

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Email sabina.wynn@alrc.gov.au



Australian Government

Australian Law Reform Commission

ALRC SENIOR LEGAL OFFICER

SELECTION CRITERIA

1. Demonstrated high level understanding of the laws of Australia and legal processes.
2. At least three or more years experience in legal practice and/or research and policy development after having completed a degree in law.
3. Proven high quality and thorough research skills and experience.
4. Excellent written communication skills, including proven ability to write clear and concise documents, including reports, submissions and briefing documents.
5. Excellent oral communication skills including the capacity to lead discussions on legal and policy issues.
6. High level analytical and conceptual skills in policy development and implementation within a government, academic or related framework, with a view to both formulation of policy and the practicalities of implementation.
7. Proven high level capacity to lead a team, to share information and ideas and to monitor the work of others to ensure the ALRC's timelines for inquiries are met.
8. Proven ability to synthesise complex information, to show good judgement and to generate new ideas and approaches.
9. Experience mentoring and/or supervising colleagues or staff.
10. Ability to work independently, to prioritise tasks and to set schedules in order to meet specified deadlines.
11. High level capacity to represent the ALRC externally to a range of stakeholders.

Desirable:

- Knowledge and/or experience relevant to the topics under review by the ALRC.
- Professional experience relevant to the work of the ALRC.



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ALRC LEGAL OFFICER
SELECTION CRITERIA

Key selection criteria

1. Understanding of the laws of Australia and legal processes;
2. Experience in legal practice and/or research and policy development after having completed a degree in law;
3. Proven high quality and thorough research skills and experience;
4. Excellent written communication skills, including proven ability to write clear and concise documents, including reports, submissions and briefing documents;
5. Good oral communication skills including the capacity to participate in discussions on legal and policy issues in consultation and team meetings;
6. Good analytical and conceptual skills in policy development and implementation within a government or related framework.
7. Demonstrated capacity to contribute to and work with a team, share information and ideas, consider the views of others and accept supervision and guidance.
8. Demonstrated ability to synthesise complex information and to show good judgement.
9. Ability to work independently and to prioritise tasks and set schedules in order to meet specified deadlines.

Desirable:

- Knowledge and/or experience relevant to the topics under review by the ALRC
- Professional experience relevant to the work of the ALRC.