



Australian Government

Australian Law Reform Commission

Position Description

Title	Legal Officer (Financial Services Inquiry)
Classification	LO1-9
Immediate Supervisor	Senior Legal Officer or Principal Legal Officer

Legal Officers (LOs) contribute to the ALRC's objective—*informed government decisions about the development, reform and harmonisation of Australian laws and related processes through research, analysis, reports, community consultation and education.*

LOs are responsible for assisting the ALRC to provide rigorous evidenced-based recommendations for reform to the Government through undertaking complex legal and policy research and analysis.

Key Responsibilities:

Contribute to Inquiries

Support Principal Legal Officers and Senior Legal Officers by:

- contributing to chapters for consultation documents and final reports;
- conducting legal and policy research on key issues involved in the inquiry;
- undertaking research to identify relevant stakeholders for the inquiries;
- scheduling and organising consultation meetings with identified stakeholders;
- participating in consultation meetings and taking comprehensive notes;
- analysing and summarising submissions;
- contributing to the formulation of proposals and recommendations for reform; and
- attending ALRC Advisory Committee meetings and recording minutes of these meetings as required.

Other activities

- Write articles for inclusion in law journals and publications, as required;
- Begin to foster and establish effective relations with key stakeholders through attendance at relevant conferences, workshops and networking opportunities;
- Assist with the preparation of submissions to other inquiries; and
- Assist with the completion of other corporate compliance activities such as FOI requests, drafting content for the Annual Report and Corporate Plan.

Contribute to the strategic development of the ALRC

- Contribute to the ongoing development of the ALRC's website and communications strategies by drafting content and providing ideas and initiatives; and
- Assist with the formulation of press releases and other communication documents.



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Legal Officer

SELECTION CRITERIA

1. Demonstrated experience post university in a relevant legal role.
2. Demonstrated legal research and/or policy skills that can assist the ALRC to complete law reform inquiries.
3. Proven ability to write clear and concise documents, to clearly articulate complex ideas and concepts and to communicate with influence.
4. Demonstrated capacity to foster productive working relationships, working in a team, sharing information and ideas, and considering the views of others.
5. Ability to work independently, to prioritise tasks and set schedules in order to meet specified deadlines to achieve results.
6. Demonstrated understanding of Chapter 7 of the *Corporations Act 2001* (Cth) through relevant legal practice or relevant academic research.

DESIRABLE CRITERIA

7. A post-graduate degree in law.