



## Australian Government

### Australian Law Reform Commission

---

Title	Senior Legal Officer (Financial Services Inquiry)
Classification	SLO/EL1
Immediate Supervisor	Principal Legal Officer, Financial Services Inquiry

---

#### Position Description:

Senior Legal Officers contribute at a senior level 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.*

This position supports the ALRC in this outcome through a high level contribution to the inquiry process, including research, analysis, and policy development. Senior Legal Officers use their level of experience to contribute to the inquiry team and take a high degree of responsibility for team outcomes.

Senior Legal Officers display an ability to manage and organise their work in the context of tight timeframes. Senior Legal Officers assist the Commission to formulate proposals and recommendations for reform and work closely with their colleagues to ensure the ALRC's law reform processes and activities are best practice.

#### Key Responsibilities:

##### 1. Conducting Inquiries

Support Principal Legal Officers by:

- contributing to chapters for consultation documents and final reports;
- scoping and undertaking research to inform the ALRC's understanding of the field of inquiry using experience to identify stakeholders of particular interest for the inquiry for both consultation and inclusion in any Advisory Committee;
- participating in consultation meetings;
- undertaking high level analysis of complex issues and submissions;
- using analytical and conceptual skills to formulate and evaluate proposals and recommendations for reform; and
- attending ALRC Advisory Committee meetings and record minutes of these meetings as required.

## **2. Mentoring legal staff and interns**

- Contribute to the cohesion and effectiveness of the inquiry team by sharing experience and knowledge;
- Foster collegiate and nurturing relationships within the legal team; and
- Supervise and mentor interns as required and participate in intern recruitment processes.

## **3. Other activities**

- Write articles for inclusion in law journals and publications, as required;
- Represent the ALRC at relevant government and/or stakeholder meetings; and
- Assist with the preparation of submissions to other inquiries.

## **4. Contributing to the strategic development of the ALRC**

- Participate in cross organisational activities;
- Support the ongoing development of the ALRC's website and communications strategies; and
- Assist with the formulation of press releases and other communication documents.



## **Australian Government**

---

### **Australian Law Reform Commission**

## **Senior Legal Officer**

### **SELECTION CRITERIA**

1. Three or more years' experience in the areas of legal research, legal practice or policy development.
2. Proven legal research skills and experience.
3. Proven ability to write clear and concise documents, to clearly articulate complex ideas and concepts and to communicate with influence.
4. High level analytical and conceptual skills in policy development and implementation within a government, academic or related framework.
5. Demonstrated capacity to foster productive working relationships, working in a team, sharing information and ideas, and considering the views of others.
6. Ability to work independently, to prioritise tasks and to set schedules in order to meet specified deadlines.
7. Demonstrated understanding of Chapter 7 of the *Corporations Act 2001* (Cth) through relevant legal practice or relevant academic research.

### **DESIRABLE CRITERIA**

8. A post-graduate degree in law.