



# NATSILS

National Aboriginal and  
Torres Strait Islander Legal Services

TRUE JUSTICE FOR OUR PEOPLE

## NATIONAL ABORIGINAL AND TORRES STRAIT ISLANDER LEGAL SERVICES (NATSILS)

August 2020

### POSITION DESCRIPTION

<b>Position title:</b>	Legal Policy and Advocacy Adviser
<b>Reporting to:</b>	Executive Officer
<b>Location:</b>	Preference for applicants based in Melbourne, other states and territories will be considered  This role may require interstate travel and irregular working hours
<b>Salary:</b>	\$80,000 - \$91,000 plus superannuation Salary packaging available
<b>Status of employment:</b>	Full time Fixed term until 30 June 2025
	<b>Please note: Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply</b>

#### Overview of NATSILS

The National Aboriginal and Torres Strait Islander Legal Services (NATSILS) is the national peak representative body for the Aboriginal and Torres Strait Islander Legal Services (ATSILS) around Australia, including the:

- Aboriginal and Torres Strait Islander Legal Service (Qld) Ltd (ATSILS Qld);
- Aboriginal Legal Rights Movement Inc. (ALRM);
- Aboriginal Legal Service (NSW/ACT) (ALS NSW/ACT);
- Aboriginal Legal Service of Western Australia Ltd (ALSWA);
- North Australian Aboriginal Justice Agency (NAAJA);
- Tasmanian Aboriginal Community Legal Service (TACLS); and
- Victorian Aboriginal Legal Service Co-operative Limited (VALS).

NATSILS provides a united voice at the national level for the rights of Aboriginal and Torres Strait Islander people and also supports the ATSILS to provide high quality and culturally competent legal services. NATSILS works on justice issues including ending Black deaths in custody, over-incarceration, abuses in the justice system, policing, racism, discrimination, raising the age of

criminal responsibility, alternatives to imprisonment, decarceration strategies including culturally safe family, housing, family violence and disability supports. NATSILS also works on issues relating to child protection, family violence, family law, human rights and civil legal rights for Aboriginal and Torres Strait Islander people.

### **About the role**

The Policy & Advocacy Adviser of NATSILS provides high quality policy, advocacy and secretariat support services to the Executive Officer, Co-chairs of NATSILS and to the NATSILS members.

The Policy & Advocacy Adviser:

- Exercises discerning skills to research and develop solutions to complex legal services issues informed by an Australia-wide approach to building strong communication across the ATSILS and the broader legal services sector.
- Provides direct strategic advice and analysis services to internal and external stakeholders regarding justice system structural change and reform.
- Develops and implements strategies for policy, campaigns and advocacy to achieve change on priorities and solutions to end to injustices, racism and over-incarceration in the justice system, including being a spokesperson where appropriate.
- Works closely with the Executive Officer and Chairpersons of NATSILS to ensure NATSILS strategic priorities are designed, achieved and evaluated.
- Coordinates communications, feedback and discussions of state and national issues between ATSILS members and the Commonwealth Government Departments and Federal Parliamentarians.
- Drafts submissions in response to commissions of inquiry, reviews and new policy initiatives issued by governments and parliaments.
- Drafts content for external communications including for key stakeholders.
- Co-ordinates NATSILS forums, including liaising with members, co-chairs and external third parties attending forums, drafting forum reports and actioning resolutions.

### **Key Selection Criteria**

**Knowledge:** knowledge and in-depth understanding of the social, justice and legal issues faced by members of the Aboriginal and/or Torres Strait Islander communities across Australia

**Values:** an alignment to the values and vision of NATSILS through a demonstrated appreciation of and sensitivity to the challenges our clients have faced and continue to face in their right for justice and equity.

**Cultural capability:** understanding of the histories, cultures, languages, traditions of Aboriginal & Torres Strait Islander peoples; ability to work effectively and respectfully with Aboriginal and Torres Strait Islander people, organisations, communities; and ongoing commitment to developing own cultural competence in a two-way process.

**Experience:** demonstrated experience working in a policy, campaigning and/or advocacy role at a local, State and/or National level and excellent strategic, research and analytical skills with an ability to draft and analyse legal policy documents, develop advocacy strategies for social change and communicate complex legal policies in plain language.

**Project management:** demonstrated experience in project management, including experience working in the area of legal assistance, research, communications or campaigning.

**Flexibility:** preparedness to work irregular hours and a willingness to travel and present research, findings, project plans and other key materials to forums, media, informal groups and partners.

**Relationships:** proven expertise building relationships, driving partnerships and networking between varied stakeholders and with Aboriginal and Torres Strait Islander communities.

**Desirable criteria:**

- Law degree or experience with relevant legal background;
- 2 years experience in relevant professional field.

<b>Requirements</b>	<ul style="list-style-type: none"> <li>• you will be required to complete a current Criminal History Police Check and obtain an Employee Working with Children card if successful</li> <li>• proof of rights to work in Australia</li> </ul>
<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develops and implements strategies for policy, campaigns, messaging, government relations, funding and advocacy to achieve change on priorities and solutions to end to injustices, racism and over-incarceration in the justice system for First Nations people.</li> <li>• Undertake legal research and prepare high quality briefing papers, report, submissions and speeches for NATSILS.</li> <li>• Maintain knowledge on current justice, human rights and discrimination issues, relevant Australian and international policy, law and human rights developments.</li> <li>• Demonstrate oral and written communication skills, including writing for a range of purposes and audiences, public speaking and media (where appropriate).</li> <li>• Build strong connections and positive working relationships with NATSILS members, Government representatives and other key stakeholders, including peak Aboriginal and Torres Strait Islander organisations, including to support capacity building and sector development activities and to develop partnerships.</li> <li>• Provide high quality NATSILS representation on steering committees, coalitions and when consulting with external stakeholders.</li> <li>• Assist Executive Officer with implementing NATSILS strategic priorities and campaigns, reporting and impact evaluation.</li> <li>• Coordinate the NATSILS Law Reform and Policy Officer Network, coordination of national teleconferences, forum working groups, other meetings and activities to support collaboration by NATSILS members, including administrative support and chairing meetings as required.</li> <li>• Develop and maintain NATSILS policies, procedures and administrative documents such as membership lists and guidelines for the NATSILS.</li> <li>• Develop and manage NATSILS' volunteer base.</li> <li>• Undertake other duties as might be reasonably directed by the Executive Officer or the Co-Chairs of NATSILS.</li> </ul>
<b>Reporting Relationships</b>	The Policy and Advocacy Adviser reports directly to the Executive Officer.

<b>NATSILS funding</b>	NATSILS is primarily government funded. As with all NATSILS staff, this position is subject to ongoing funding.

**Acceptance**

I understand and am clear of the position expectations and requirements

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_