

Senior Lawyer

1.0 EFT, 12 months fixed term

An opportunity has arisen to join one of Australia's most unique and innovative legal centres. The Australian Centre for International Justice (**ACIJ**) is the first and only specialist legal centre in Australia working on international justice litigation, research and advocacy.

ACIJ was launched in 2019 to fill a large gap in legal services available to survivors of torture, war crimes, genocide and crimes against humanity seeking access to justice and accountability in Australia. We work with victims and survivor communities and organisations to combat the impunity enjoyed by perpetrators of these crimes. Our primary aim is to develop Australia's capacity to undertake investigations and prosecutions of international crimes, including under the principle of universal jurisdiction. In addition to our strategic legal work, ACIJ has a parallel policy and law reform program. Our work is informed by the values of justice, accountability, human rights, dignity, courage and solidarity.

The Senior Lawyer will join our small team and contribute to our legal work and advocacy across our major program areas.

This is a 12-month full-time fixed-term contract position and is based in Sydney.

About the Senior Lawyer role

This position will report to the Executive Director/Principal Lawyer and will play a vital role in contributing to all aspects of the organisation.

We are seeking a highly motivated, dynamic and collaborative individual. The successful candidate will help plan, implement and manage ACIJ's work across all its program and focus areas. The Senior Lawyer will provide high quality legal services to clients and partner organisations in a culturally safe and appropriate manner within a trauma-informed framework. The Senior Lawyer will advise clients who are survivors of atrocity crimes as well as families of victims of atrocity crimes and will work closely with ACIJ's partner organisations. Duties will include coordination with other stakeholders, including pro bono partner law firms. The Senior Lawyer will also contribute to ACIJ's policy and law reform work and participate in public engagement activities.

ACIJ knows that a diverse team is better placed to improve access to justice for survivors of human rights abuses. Aboriginal and Torres Strait Islander peoples, People of Colour, people from culturally and linguistically diverse and refugee backgrounds, women, LGBTQI+ people and people with disability are strongly encouraged to apply.

SENIOR LAYWER

POSITION DESCRIPTION

Key duties and responsibilities

- Coordinate and pursue legal action to advance the rights of victims-survivors in partnership with communities, civil society organisations and pro bono legal teams
- Provide high quality advice and representation to clients
- Assist with conducting regular file reviews and monitoring and contributing to the development and continuous improvement of service delivery standards, policies and precedents
- Contribute as a professional member of a legal practice, ensuring compliance with professional and corporate responsibilities including the rules and requirements of relevant legal profession legislation
- Assist in strategic development and planning across all areas of work
- Undertake legal research and drafting to support ACIJ's contributions to law reform and policy and procedural initiatives relating to its client group, including through the identification of issues arising from practice
- Coordinate and undertake research, education, campaigns and advocacy to advance victim-survivor rights including by drafting reports, submissions and other publications, media advocacy in print, radio and television media, political engagement, advocacy via social media and public speaking
- Contribute to the design and implementation of advocacy strategies
- Develop and maintain strong partnerships with ACIJ's key stakeholders, in particular civil society partners in Australia and globally
- Identify opportunities for legal action and coordinate litigation in partnership with pro bono legal teams and other partner organisations
- Proactively manage own workload
- Demonstrate an active and dedicated commitment to ACIJ's mission, vision and values
- Supervise legal trainees and volunteers
- Represent ACIJ in meetings and other activities as required
- Assist with seminars and events, publications and communications
- Work with the Executive Director to help identify and secure adequate financial resources to support ACIJ's work
- Undertake administrative tasks as required in a small team

Reporting duties

The ACIJ is an organisation with a small team and relies on staff to be flexible to achieve outcomes and impact for our clients, partners and mission. You will be reporting to the Executive Director/Principal Lawyer.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of the Australian Centre for International Justice.

Selection criteria

Qualifications and experience

- Admitted to practice as a lawyer in Australia
- Minimum five years post-admission legal practice experience in either: criminal law, international criminal law or international justice litigation, research and advocacy. Experience practising criminal law in Australia highly desirable
- Experience working in human rights law or working in a public interest, social justice or human rights organisation
- Experience in managing projects
- Legal research and policy analysis experience and experience in writing reports or submissions

Knowledge, skills and attributes

- Excellent oral and written communication skills
- A strong awareness of the legal issues facing victims/survivors of international crimes in international and domestic systems
- Excellent interpersonal, communication and negotiation skills and a demonstrated ability to develop relationships of trust and confidence with diverse stakeholders, including civil society partners, pro bono lawyers, academics, donors and the media
- A high degree of professionalism and strong attention to detail
- Ability to work effectively and with autonomy in a small team
- Excellent legal research, drafting and written and oral communication skills
- Ability to translate complex legal concepts into accessible, accurate and practical legal information and advice
- A demonstrated commitment to global justice, global solidarity and to broader human rights principles and practice, including to movement building and movement lawyering philosophy and practice

Applicants will be required to show proof of their right to work in Australia.

Salary package, terms and conditions

The salary for this position is \$93,858 per annum plus 11% superannuation, as well as the option of salary packaging, subject to eligibility. This is based on the current SCHADS Award.

The position may involve some travel and work outside normal business hours.

The hours are full-time at 38 hours per week (1.0 FTE). This position will be for a 12-month fixed term period, with the possibility of extension subject to funding.

Employee benefits

ACIJ has charity tax status allowing options for generous salary packaging and is available to employees subject to eligibility. ACIJ offers flexible working arrangements and a workplace culture that is professional, dedicated, collaborative and dynamic.

How to apply

- Applications should be addressed to Rawan Arraf, Executive Director, and should comprise: a cover letter addressing the selection criteria (max. 3 pages) and your resume.
- Applications should be emailed to info@acij.org.au in a single PDF document with your name in the document title and 'Senior Lawyer' in the subject line.
- If you have questions about this role please email info@acij.org.au for more information.
- Closing date for applications is **Friday 9th February 2024**, 11.59pm AEDT.