

Position Description

Research Manager – Towards Truth

12 month contract with possible extension

Full time (4 days negotiable)

Sydney based (remote location negotiable)

1. The Justice and Equity Centre

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights.

2. Towards Truth Project

[Towards Truth](#) is a bold and ambitious project that is the first of its kind – nationally or internationally.

We have created a publicly accessible database that provides an accurate, detailed record of the laws and policies that have impacted upon the lives of First Nations people since 1788. The project is currently focused on NSW laws and policies but may extend to other jurisdictions in future.

The project is a collaboration between the Justice and Equity Centre and the Indigenous Law Centre (ILC) at UNSW that responds to the call of the Uluru Statement from the Heart for truth-telling.

The database and website is a tool that can be used by a broad cross-section of the community to better understand our history and engage in truth-telling. It will be used by First Nations people and others to support community based truth-telling and by teachers and students, researchers, cultural institutions and members of the public to understand our shared history.

3. Position overview

The Research Manager plays a lead role in planning and managing the research for Towards Truth.

The Research Manager is also responsible for particular research themes, which involves undertaking their own research, reviewing research and writing summaries for the Towards Truth website.

The Research Manager reports to the Project Director – Towards Truth at the Justice and Equity Centre, and works under their supervision and direction. The Research Manager works closely with the Legal Researcher, Research Assistant and other interns and volunteers and with the Project Partner, the Indigenous Law Centre.

The Research Manager plays an important role in the Justice and Equity Centre's relationships with the pro bono partners and supporters of Towards Truth. This includes meeting with supporters, partners, educators and others to talk about Towards Truth and share our research, including giving presentations about the project.

4. Major accountabilities

4.1 Project management of the Towards Truth research, including:

- overseeing the research plan
- monitoring the progress of each area of research as against the Towards Truth research plan;
- planning upcoming research and allocating research to be carried out by the Towards Truth team, pro bono firms, volunteers and interns.

4.2 Oversee research carried out by Towards Truth team, pro bono firms, volunteers and interns, including:

- developing, and overseeing the development of, research requests;
- overseeing the analysis and input of research on specific subject areas into the Towards Truth database.

4.3 Prepare research to be published to the Towards Truth website, including:

- reviewing research by firms and others;
- completing any supplementary research required;
- drafting plain English summaries of the research for the website;
- liaising with subject matter experts and the ILC regarding their review of the research.

4.4 Assist the Project Director to develop and manage external relationships to secure resources for the project and raise awareness of the project, including presenting about the project.

- 4.5 Assist the Project Director by providing strategic input into project planning, impact measurement and other aspects of the project.
- 4.6 Day to day management of the relationship with pro bono partners.
- 4.7 Supervise the work of Research Assistant, interns and other volunteers.
- 4.8 Support the successful implementation of our Reconciliation Action Plan.
- 4.9 Other duties as required, including administrative assistance to support the project.

5. Knowledge, skills and experience

Essential

- 5.1 You are a First Nations person and/or have a demonstrated understanding of First Nations history, culture and society;
- 5.2 Demonstrated research and analytical skills, including strong attention to detail;
- 5.3 Demonstrated organisational skills and initiative;
- 5.4 Ability to write about complex law and history concisely and using plain English;
- 5.5 Good interpersonal skills and the capacity to develop formal and informal relationships and networks with stakeholders, particularly within experts and with pro bono law firm partners;
- 5.6 Ability to present about the project and to participate in webinars and other briefings;
- 5.7 Demonstrated ability to work cooperatively as part of a team;
- 5.8 Understanding of the Uluru Statement from the Heart and a commitment to its realisation;
- 5.9 Law degree.

Desirable

- 5.10 Experience in one or more of the following areas of law: criminal law, cultural heritage law, property law, Aboriginal land rights (NSW) and native title;
- 5.11 Demonstrated project management skills.

6. Conditions

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary range: \$117,568 to \$130,228 (pro rata where applicable) plus leave loading and superannuation.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Justice and Equity Centre Enterprise Agreement](#).

The position is offered 4-5 days per week, as negotiated with the successful candidate. The position is Sydney based. Remote working may be considered but this would require frequent travel to Sydney. The contract is for 12 months with the possibility of an extension.

We are committed to flexible working arrangements and provide opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety

7. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience').

Applications should be sent by email to jobs@jec.org.au
Inquiries about the position should be addressed to:

Anna Harding
Project Director, Towards Truth
aharding@jec.org.au, +[61 2 8898 6566](tel:61288986566)

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact jobs@jec.org.au