

Position Description

Research Assistant – Towards Truth

Identified position open to Aboriginal and Torres Strait Islander people

12 month fixed term contract with possible extension

Full time or part time, minimum 2 days per week

Sydney-based, with flexible working supported

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

[Towards Truth](#) is a groundbreaking collaboration between the JEC and the Indigenous Law Centre (ILC) at UNSW that responds to the call of the Uluru Statement from the Heart for truth-telling. We are building a comprehensive database and website that provides an accurate, detailed record of the laws and policies that have impacted the lives of First Nations people from 1788 to the present day.

This is a bold and ambitious project that is the first of its kind – nationally or internationally. We have started the project in NSW, with other jurisdictions to be added over time.

The database and website are designed to be used by a broad cross-section of the community to better understand our history and engage in truth-telling.

3. Position overview

The Research Assistant will report to the Research Manager, and work under their supervision and direction. The Research Assistant will work closely on a day-to-day basis with other team members, volunteers and interns.

The Research Assistant will support the day-to-day implementation of the project with legal and policy research and by drafting plain English summaries of law and policy for the database/website.

This position is open only to Aboriginal or Torres Strait Islander people. It is intended by the JEC as a special measure to promote substantive equality, given particularly the underrepresentation of Aboriginal and Torres Strait Islander people in the legal profession.

4. Major accountabilities

- 4.1 Research and analyse specific areas of law and policy and their impact on First Nations people for the Towards Truth database.
- 4.2 Develop and review research requests for pro bono lawyers and interns under the direction of the Research Manager.
- 4.3 Substantive review of research and material entered into the database by pro bono lawyers and interns.
- 4.4 Contributing to plain-English summaries of research areas to appear on the Towards Truth website.
- 4.5 Support the successful implementation of our Reconciliation Action Plan.
- 4.6 Other duties as required, including administrative assistance to support the project.

5. Knowledge, skills and experience

Essential

- 5.1 You are an Aboriginal or Torres Strait Islander person according to the following accepted criteria:
 - being of Aboriginal and Torres Strait Islander descent;
 - identifying as an Aboriginal and Torres Strait Islander person; and
 - being accepted as such by the community in which you live, or formerly lived.
- 5.2 Demonstrated research and analytical skills.
- 5.3 Understanding of the law and functions of government.
- 5.4 Ability to work cooperatively as part of a team.
- 5.5 Understanding of the Uluru Statement from the Heart and a commitment to truth-telling.

Desirable

- 5.6 Good interpersonal skills and the capacity to develop formal and informal relationships and networks with stakeholders.
- 5.7 Demonstrated organisational skills and an ability to meet deadlines.
- 5.8 Experience in interpreting the law or an advanced stage of legal studies.

6. Conditions

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

Annual salary range: \$73,345 to \$79,739 – Level 2 on the JEC pay scale (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 full time or part time, as negotiated with the successful candidate. The position is for a 12 month contract with the possibility of extension.

We are committed to flexible working arrangements and provides 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

jobs@jec.org.au

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