

## **Position Description**

---

### **Government Relations Adviser / Policy and Advocacy team**

Ongoing role

Full time or part time, minimum 4 days

Sydney based

## **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. Policy and Advocacy team**

The Policy and Advocacy team works across the organisation to lead and support the JEC's advocacy, communications and engagement with decision-makers.

Led by the Director of Policy and Advocacy, the team includes the Media and Communications Manager, Communications Co-ordinator, Campaigns and Organising Lead, and Policy Officer (Homeless Persons' Legal Service).

In addition to supporting the work of other projects, the Policy and Advocacy team leads the Justice and Equity Centre's campaigns on specific issues, including the NSW Raise the Age campaign (led by the Campaigns and Organising Lead), and anti-discrimination law reform.

## **3. Position overview**

The Government Relations Adviser position is a new role. It has been created to build our capacity for effective engagement with decision-makers at both State and Commonwealth levels, to support the Justice and Equity Centre achieve its systemic goals.

The Government Relations Adviser will be responsible for advising on, and facilitating, engagement with parliamentarians, their advisers and government decision-makers. This will include:

- advice on strategy and tactics;
- co-ordinating communications between the Justice and Equity Centre and decision-makers; and

- leading development of government relations strategies in the context of upcoming state (March 2027) and federal (to be held by May 2028) elections.

The Government Relations Adviser will report to the Director of Policy and Advocacy, as well as working closely with the Chief Executive Officer, other members of the Policy and Advocacy team, the JEC's Impact Manager, and Principal Solicitors.

## **4. Major accountabilities**

- 4.1 Co-ordinate government relations work across the organisation to maximise effectiveness.
- 4.2 Advise on, and facilitate effective engagement with, parliamentarians, their advisers and government decision-makers at NSW and Commonwealth level.
- 4.3 Attend regular team meetings, and project-specific meetings, across the organisation and provide expert input on engagement, advocacy and campaigning.
- 4.4 Develop and deliver political engagement plans, working with staff across the organisation.
- 4.5 Prepare government relations strategies for the broader organisation in the lead-up to the 2027 NSW State election and in anticipation of the 2028 federal election.
- 4.6 Draft relevant collateral to support the above objectives, including correspondence with decision-makers.
- 4.7 Support the CEO, Director of Policy and Advocacy, Principal Solicitors and others as required in meetings with decision-makers, as well as representing the organisation as required.
- 4.8 Support the successful implementation of our Reconciliation Action Plan.
- 4.9 Other duties as reasonably required.

## **5. Knowledge, skills and experience**

### **Essential**

- 5.1 Minimum 3 years' experience in government relations (which may include government relations work for NFPs, government relations consulting and/or ministerial adviser roles).
- 5.2 Demonstrated understanding of how government and parliament works, including knowledge of the political environment at NSW and Commonwealth level.
- 5.3 Demonstrated ability to develop and implement government relations strategies, including engagement strategies for issue-specific campaigns.
- 5.4 Strong organisational and time management skills with the ability to manage competing priorities while maintaining a high level of attention to detail.

- 5.5 Demonstrated high level written and verbal communication skills, including the ability to prepare high-quality materials/collateral to engage and persuade decision-makers.
- 5.6 Strong interpersonal skills, with the ability to develop and sustain constructive working relationships both internally and externally, including building ongoing relationships with decision-makers.

### **Desirable**

- 5.7 Experience working on one or more of the Justice and Equity Centre's priority areas, including First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights.

## **6. Conditions**

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

Annual salary range: \$121,683 to \$147,188 (pro rata where applicable), depending on experience, 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 5 days per week, but can be 4 days as negotiated with the successful candidate. The role is an ongoing position.

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](mailto:jobs@jec.org.au).

Inquiries about the position should be addressed to:

Alastair Lawrie

Director of Policy and Advocacy

[alawrie@jec.org.au](mailto:alawrie@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](mailto:jobs@jec.org.au).