

LAW AND JUSTICE FOUNDATION OF NSW

Job description

Project Manager – New South Wales Legal Assistance Forum (NLAF)

Review Date: June 2019

Overview and purpose of position

The NSW Legal Assistance Forum has been established to continuously improve the delivery of legal assistance services to socially and economically disadvantaged people through a more collaborative and strategic approach to their design, planning, delivery and evaluation by legal assistance service providers in NSW. This will be achieved through a range of strategies including promoting dialogue and debate, consultation with the Commonwealth via jurisdictional forums, identifying and incorporating the best available research, and collaboration and networking.

Member organisations are:

- Legal Aid NSW
- Community Legal Centres NSW
- The Law and Justice Foundation of NSW
- Aboriginal Legal Service NSW / ACT Limited
- NSW Family Violence Prevention Legal Services
- The NSW Bar Association
- The Law Society of NSW
- The NSW Department of Justice
- LawAccess NSW
- Justice Connect
- PIAC (Public Interest Advocacy Centre)
- LIAC (Legal Information Access Centre)

The Project Manager provides secretariat and project management support to NLAF.

Responsible to: Director (Law and Justice Foundation)

Duties

- Provide secretariat and project management support to NLAF including maintenance of administrative systems, convening quarterly meetings and carrying out actions resulting from these meetings
- Facilitate advancement and direction of NLAF in accordance with the Forum's aims and principles
- Support and participate in Working and Reference Groups; including providing support to convenors
- Progress initiatives identified by NLAF; including identifying emerging issues, collating information and writing discussion papers and reports
- Coordinate external communication including maintenance of NLAF web page

General

- Comply with Law and Justice Foundation procedures and policies

Skills/Selection Criteria

- Tertiary qualifications in law, social sciences or other relevant discipline or equivalent experience
- Knowledge of current and emerging issues in the Australian justice system, particularly relating to access for economically or socially disadvantaged people
- Working knowledge of the participants and process in the justice sector in NSW and of current activities in relation to law and justice
- Experience in the justice sector
- High level analytical skills and judgement
- Demonstrated ability to:
 - Manage projects effectively, efficiently and accountably
 - Communicate at a high level - both in writing and speaking including the ability to respond with tact, discretion and sensitivity to stakeholders
 - Write reports, plans, minutes, correspondence accurately and accessibly
 - Work harmoniously with others and be a highly effective team player
 - Understand legal processes and issues arising in legal service delivery
 - Work under pressure, operate within project timelines and meet deadlines
 - Effectively use common office IT applications and the internet.

Desirable

- Experience in providing legal services
- Experience in the government and/or community sector
- Experience in supporting networks and working with external clients