



# Research Assistant Position Description

## Overview and purpose of position

The Law and Justice Foundation of NSW is an independent, not-for-profit organisation with a 50-year history of improving access to justice for the people of NSW. We do this through:

- conducting high quality research and analysis to identify legal and access to justice needs and what works to address these needs, to inform policy development and service delivery,
- supporting community initiated projects that improve access to justice via our grants program and promoting the use of understandable legal information.

The Foundation works with all parts of the legal/access to justice sector across NSW (and nationally), and actively engages with policy makers, service providers, courts and tribunals, local authorities and services, and related non-legal services to inform policy and practically relevant research and programs.

The Foundation's research program includes innovative empirical research and currently has a number of key themes, including:

- Measuring and monitoring legal need and access to justice, including the use of courts and tribunals for civil dispute resolution
- Providing research and analysis to support civil justice sector planning, including for Legal Aid commissions, Community Legal Centres (CLCs) and the Aboriginal and Torres Strait Islander Legal Services (ATSILS)
- Evaluating services to assess how they can most cost-effectively meet the needs of disadvantaged clients.

The research team work on a range of projects depending on the Foundation's priorities. Most work is published on the Foundation's website.

The Foundation now wishes to recruit a Research Assistant to support the small but dynamic and well-respected research team. Although a support role, for the right candidate there may be the opportunity for career progression to Researcher.

**Working arrangement:** Part-time (3 days per week). Flexible working arrangements available to suit candidates undertaking graduate study.

**Salary:** Dependent on qualifications and experience.

---

### Law and Justice Foundation of NSW

Level 13, 222 Pitt Street  
SYDNEY NSW 2000  
PO Box A109  
Sydney South NSW 1235  
AUSTRALIA

P: +61 2 8227 3200  
E: lf@lawfoundation.net.au  
T: @NSWLawFound  
W: www.lawfoundation.net.au  
ABN: 54 227 668 981



# Research Assistant Position Description

## Role

The exact nature of the role will vary depending on the research projects underway but may include:

- Extracting and manipulating census data from ABS Table Builder to build reports (training will be provided)
- Preparing the geographic mapping of data by applying QGIS and Tableau software (training will be provided)
- Collating, cleaning and basic analysis of administrative and survey data – using Excel and SPSS
- Creating infographics to communicate key findings from research reports
- Setting up research interviews, assisting with the preparation of interview materials and transcribing interviews
- Extracting data from court or other documentation as required
- Proof-reading and formatting research drafts into the LJF style by applying the LJF Style Guide and associated Word, Excel and PowerPoint templates
- Responsibility for keeping the research literature database up to date utilising EndNote software package, and supporting the team in their use of EndNote (training will be provided)
- Assistance with collation of content for our regular research alert e-newsletter, JARA
- General administrative support for the research team, including setting up meetings, photocopying, ensuring briefing notes are up to date, keeping official files up to date, assisting with training events, identifying books/journals/events likely to be of interest and distributing these to the research team.

## Skills/Selection Criteria

This role requires a tertiary qualification in the social sciences, statistics or other relevant discipline and preferably relevant experience in an academic, public sector or not-for-profit organisation.

The Core Competencies required of the Law and Justice Foundation Research Grades can be found in the attached document and at [www.lawfoundation.net.au/employment](http://www.lawfoundation.net.au/employment)

Your application should include a Curriculum Vitae (CV) and MUST specify how you meet the following key competencies at the Research Assistant level.

3 – Analysis

5 – Delivery

6 – Communication

7 –Effective working

---

### Law and Justice Foundation of NSW

Level 13, 222 Pitt Street  
SYDNEY NSW 2000  
PO Box A109  
Sydney South NSW 1235  
AUSTRALIA

P: +61 2 8227 3200  
E: [lf@lawfoundation.net.au](mailto:lf@lawfoundation.net.au)  
T: @NSWLawFound  
W: [www.lawfoundation.net.au](http://www.lawfoundation.net.au)  
ABN: 54 227 668 981



## Research Assistant Position Description

Please also provide examples of your experience using software packages – including Excel, Word, SPSS and Endnote.

Other than your CV, your application should be no more than 2 sides of A4 (Times Roman or equivalent, 12 point font).

Short-listed candidates will be invited to the Foundation to undertake a short task in Excel and Word.

Please send your applications to: Richard Wood at [hr@lawfoundation.net.au](mailto:hr@lawfoundation.net.au)

Applications close at 5pm on **Friday 3 August 2018** but will be considered upon receipt.

---

### Law and Justice Foundation of NSW

Level 13, 222 Pitt Street  
SYDNEY NSW 2000  
PO Box A109  
Sydney South NSW 1235  
AUSTRALIA

P: +61 2 8227 3200  
E: [lf@lawfoundation.net.au](mailto:lf@lawfoundation.net.au)  
T: @NSWLawFound  
W: [www.lawfoundation.net.au](http://www.lawfoundation.net.au)  
ABN: 54 227 668 981