

## ***THE NATIONAL PRO BONO RESOURCE CENTRE***

The Centre is an independent, non-profit organisation that helps the legal profession across Australia to help the neediest of the needy in our society. It plays the unique role of advocate, broker, coordinator, researcher and resource provider. We are a small team of 5 staff.

The Centre is a company limited by guarantee with a Board of Directors and Advisory Council. It receives financial assistance from the Commonwealth and State and Territory Attorney-Generals' Departments and is based in the Faculty of Law at the University of New South Wales and has secure funding until mid 2009.

The Centre does not refer individuals to lawyers for help with a legal problem. The Centre promotes and supports pro bono by publishing information, providing opportunities for collaboration, undertaking research and promoting the exchange of ideas and information.

Details of the Centre's publications, current activities and projects in development are available on our web site: [www.nationalprobono.org.au](http://www.nationalprobono.org.au).

The Centre publishes the *National Pro Bono News*, a monthly e-Newsletter which is sent to over 600 subscribers nationally and internationally.

In planning its activities the Centre has drawn on recommendations and reports prepared by others, particularly the National Pro Bono Task Force Report and its 2005-2009 Strategic Plan. The Centre consults widely with the legal profession, and the community sector.

### **Centre Activities**

Current and future activities include:

- producing guides, directories and other publications,
- undertaking practical research into topics such as effective models of legal service delivery, identifying legal needs and identifying and overcoming barriers to pro bono,
- providing information and advice to legal practitioners, legal services and community organisations,
- promoting the National Pro Bono Aspirational Target
- conducting a national survey of the legal profession,
- promoting the exchange of ideas and information, and
- holding conferences and seminars.

The Centre's website is used to assist us in meeting our aims. Current features include:

- online access to the Australian Pro Bono Manual
- a directory of pro bono referral schemes and major pro bono providers,
- practical information for pro bono lawyers and volunteers,
- research reports and publications prepared by the Centre and others, and
- support to networks sharing expertise in particular areas of pro bono and legal aid practice.

## ***JOB DESCRIPTION AND SELECTION CRITERIA***

### ***JOB TITLE***

Research Officer (Legal) – Full or Part Time (4 or 5 days a week)

### ***Summary Statement***

Australia does not have any pro bono programs which specifically aim to encourage and facilitate the involvement of lawyers approaching retirement or those temporarily out of the workforce (such as lawyers on parental leave) in pro bono activities. As many lawyers at the leading edge of the baby boomer generation are approaching retirement, this demographic represents a valuable and untapped resource for delivering pro bono legal assistance.

The Centre seeks a committed and enthusiastic person for a full-time or part-time six month contract (with the possibility of extension) to research how to engage senior or transitioning lawyers in pro bono legal activities.

### ***Supervision***

The Research Officer reports to the Centre Director.

### ***Position Duties***

The Research Officer's duties are to:

1. Conduct research on the demographics of the legal profession
2. Consult with law firms, community legal centres, professional associations and others to identify relevant issues.
3. Organise and conduct a forum with key stakeholders across Australia – such as senior lawyers, transitioning lawyers (including lawyers on parental leave), Public Interest Law Clearing Houses, professional associations, community legal centres, human resources from law firms, and non-profit organisations – on how to engage senior and transitioning lawyers in pro bono legal work
4. Make recommendations on a model for engaging senior and transitioning lawyers in pro bono legal work
5. Produce a written report outlining the research findings, issues and recommendations
6. Other duties as required

### ***Selection Criteria***

1. Proven experience in research, preferably in a legal and/or community context.
2. Excellent oral communication and writing skills
3. Policy development skills
4. Relationship building and liaison skills

5. Experience in the Australian legal and/or community sector and an understanding of the provision of services to disadvantaged individuals, groups and communities.
6. Ability to travel as required.

Legal qualifications and/or experience would be an advantage.

***Performance Criteria***

The Research Officer's performance will be reviewed against, but not limited to, the following:

1. Thoroughness and quality of project, policy and research work undertaken;
2. Quality and timeliness of documents prepared;
3. Effectiveness of any assistance provided in the promotion of the Centre's activities and resources; and
4. Participation as a team member of the Centre

***Remuneration and Conditions***

A salary of \$50,201 - \$62,174 p. a. (pro rata if 4 days a week) according to qualifications, skills and experience will be negotiated with the successful applicant.

4 weeks annual leave (pro rata if 4 days a week) plus paid leave from Christmas to New Year.

Other conditions contained in employment contract.

**Applications**

Applications addressing the selection criteria and attaching a CV should be addressed to:

The Director  
National Pro Bono Resource Centre  
The Law Building  
UNSW  
NSW 2052.

Or sent by email to [info@nationalprobono.org.au](mailto:info@nationalprobono.org.au)