



**Redfern
Legal
Centre**

Position Description
Policy Officer
Financial Abuse Service

Sydney based

18-month contract, full time with part time considered

Supervision: Senior Policy and Advocacy Officer, Financial Abuse Service

1. Redfern Legal Centre

Redfern Legal Centre is a non-profit community legal centre that promotes social justice and creates change. We provide free legal advice, legal services and education to people experiencing disadvantage in New South Wales. We drive innovation and change through policy and law reform work to address inequalities in the legal system, policies and social practices that cause disadvantage.

We provide effective and integrated free legal services that are client focussed, collaborative, non-discriminatory and responsive to changing community needs - to our local community as well as state-wide. Our specialist legal services focus on tenancy, credit, debt and consumer law, financial abuse, employment law, international students, First Nations justice, police accountability, and provide outreach services including through our health justice partnership.

2. Position Overview

Redfern Legal Centre's Financial Abuse Service (**FAS**) is a statewide service that provides trauma informed expertise to family violence victim survivors who have experienced financial abuse in credit, debt, and consumer law issues as well as family law property matters. Our specialist, cross-jurisdictional, and integrated approach provides holistic legal and non-legal support to our clients, increasing their safety and wellbeing and leading to financial independence and empowerment.

FAS is a multidisciplinary holistic service, offering non-legal social support as well as free legal services. FAS social workers, financial counsellors and specialist lawyers work collaboratively in an integrated model to assist people across New South Wales by telephone, teleconferencing, email and in person.

FAS coordinates the Economic Abuse Reference Group (**EARG**), a network of Australian community organisations which share expertise with government and industry to improve laws, policies and business practices and reduce the financial impact of domestic and family violence. EARG members include domestic and family violence services, community legal services and financial counselling services.

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The Policy Officer undertakes systemic advocacy, policy, law reform and capacity building work for the Financial Abuse Service to address the causes of financial and economic abuse and improve outcomes for victim survivors. This role will also support the work of the National and NSW EARG groups through assisting the Senior Policy and Advocacy Officer to develop and execute the strategic plan, as well as support EARG members from other states and territories to establish state based groups.

3. Position Responsibilities

- Engage effectively with FAS staff (lawyers, financial counsellors and social workers) to identify and analyse systemic issues arising from their casework, to feed into the development of policy and law reform.
- Assist with coordination tasks for the Economic Abuse Reference Group, including regular meetings, communications and member engagement.
- Contribute to strategic planning for FAS and EARG to develop policy and law reform projects with clear goals and impact measurement.
- Provide expert advice to government, regulators, businesses and others for the implementation of legislative, regulatory and business practice reform.
- Coordinate, write and edit submissions, briefs, reports, articles, media releases, factsheets and other materials.
- Review and redesign FAS and EARG IT and communications, for example website and templates.
- Establish and maintain relationships with external stakeholders and represent Redfern Legal Centre and the EARG in external forums.
- Ensure public messaging is consistent with FAS and EARG policy positions and act as a public/media spokesperson as required.
- Support the Managing Solicitor to measure outcomes and report to funders.
- Contribute to Redfern Legal Centre through attendance at staff meetings, contribution to board and funding reports, assistance with intake including intake supervision shifts, and contribution to the effective implementation of our Reconciliation Action Plan.

4. Knowledge, skills and experience

Essential

- Law degree and/or relevant tertiary qualification in public policy development.
- Demonstrated experience in law reform work, preferably in relevant areas including credit, debt and consumer law, family law, family and domestic violence.
- Proven ability to develop and deliver policy and law reform projects with clear goals and impact measurement.
- Highly developed conceptual thinking and analytical skills evidenced by the ability to understand and critique relevant legislation and legislative reform options, analyse and articulate underlying causes of disadvantage, and to ground both in a family violence policy context.
- Advanced written and verbal communication skills that demonstrate the ability to communicate appropriately to diverse target audiences.
- Advanced IT and Microsoft Office skills with experience maintaining websites and other online communication platforms.

- Proven capacity to confidently undertake public speaking and represent the organisation through public consultation, parliamentary inquiries and media engagement.
- Highly developed collaborative working style that respects and engages colleagues in a multi-disciplinary service, and external stakeholders.
- Demonstrated commitment to social justice.

Desirable

- Expertise in credit, debt and consumer law, family law, family and domestic violence or another related area.
- Experience in government relations.

5. Conditions

Salary and benefits: \$94,344.82 - \$115,038.96 p.a. (pro rata for part time) depending on qualifications and experience.

Superannuation and annual leave loading are paid in addition to this and salary packaging is available.

In addition to being a flexible workplace, Redfern Legal Centre offers a 35-hour working week, time in lieu options and a paid end of year closure of two weeks (including public holidays) on top of four weeks annual leave.

As a Public Benevolent Institution, Redfern Legal Centre can offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary may be increased by up to \$6,000 per annum.

6. Applications

Applications close: **9am on Monday 4 November 2024**

Redfern Legal Centre is a diverse and inclusive workplace. We strongly encourage applications from First Nations applicants, people from diverse cultural backgrounds and people with disability.

Your application should be no more than six pages long and should include a cover letter, your resume and must include responses to the selection criteria included in the job description. Please send your application to recruitment@rlc.org.au.

Non-lawyers employed by Redfern Legal Centre are required to comply with s 121 of the Legal Profession Uniform Law. All applicants must be vaccinated against COVID-19 or have a valid exemption.

Enquiries should be directed to Catherine Hewett, catherine@rlc.org.au.