POLICY MANAGER (HUMAN RIGHTS FELLOW)

DEPARTMENT/UNIT          Castan Centre for Human Rights
FACULTY/DIVISION          Faculty of Law
CLASSIFICATION            Level A
WORK LOCATION             Clayton campus

ORGANISATIONAL CONTEXT
Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Monash Faculty of Law is consistently recognised as one of the world’s leading Law Schools. Our excellence in research, teaching and scholarship has been at the forefront of legal education for decades in Australia. We provide a broad teaching base, with course offerings at all levels, and pride ourselves on offering real, tangible legal experience and international study opportunities. Our programs are offered in Australia, including at the Monash University Law Chambers situated in the Melbourne CBD, and offshore. For more information about the Faculty of Law, please visit our website at www.law.monash.edu.au.

The Castan Centre for Human Rights Law (Castan Centre) promotes and protects human rights through its world-renowned public scholarship. In pursuit of this mission, the Centre works in the key areas of research, teaching, public education, policy and student programs. The Centre is a trusted voice on human rights. It actively participates in public debates and mentors many of the human rights leaders of tomorrow. For more information about the Centre, please visit: www.monash.edu/law/centres/castancentre.

POSITION PURPOSE
The Accountability Project focuses on improving legal protections, particularly for vulnerable Australians, through research, publication and public engagement. The position will be responsible for developing and monitoring research priorities, conducting in-depth legal research in the priority areas and producing publications.

Reporting Line: The position reports to the Manager of the Castan Centre
Supervisory Responsibilities: Not applicable
Financial Delegation: Not applicable
Budget Responsibilities: Not applicable
KEY RESPONSIBILITIES
Specific duties required of a Level A research-only academic may include:

1. In consultation with the Director and Manager, monitor current events, both locally and internationally, to identify the key research priorities for the Accountability Project
2. Conduct research, both independently and in conjunction with other Castan Centre and Law Faculty academic staff, in the human rights priority areas and produce policy papers and publications from that research
3. Speak in the media on matters related to research conducted by both the Faculty of Law and the Castan Centre in human rights priority areas
4. Attend professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
5. Administrative functions connected with the research work of the Accountability Project
6. Occasional contributions to the teaching program within the field of human rights
7. Attendance at Accountability Project strategy meetings and at management meetings of the Castan Centre

KEY SELECTION CRITERIA
Education/Qualifications
1. The appointee will have:
   • An honours degree in Law or have equivalent qualifications or research experience; or
   • an equivalent combination of experience or training; or
   • an equivalent combination of relevant experience in justice, youth, community or social work and/or education/training

Knowledge and Skills
2. Detailed knowledge and understanding of international human rights law, the international human rights treaty regime and human rights in the Australian context
3. Demonstrated academic research experience, including a strong publication record
4. Demonstrated ability to operate independently and exercise initiative with limited supervision, and the capacity to arrange priorities, balance conflicting workloads and demands and manage diverse multiple activities simultaneously
5. Excellent written and oral communication skills, with the ability to prepare high quality written work of a standard suitable for publication within agreed timeframes
6. Demonstrated organisational and project management skills
7. Well-developed communication and interpersonal skills, together with a demonstrated ability to deal efficiently, tactfully and confidentially with all levels of people in a diverse team environment
8. Well-developed computer skills including experience with contemporary business packages and tools such as Microsoft Office and Google software

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working with Children Check is required
• A current satisfactory Police Records Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.