

**Expressions of Interest – Senior Policy and Project Officer- Disaster Legal Help Victoria Salary range: \$95,993 - \$119,989 (VLA 4 – V407C)
9 January to June 30, 2023 – 1 day per week (0.2FTE).**

I'm seeking expressions of interest to fill the Senior Policy and Projects Officer role one day per week to backfill reduced days of the substantive role holder within Disaster Legal Help Victoria (DLHV).

Disaster Legal Help Victoria

DLHV is a cross sector state-wide partnership between the Law Institute, Justice Connect, Victorian Aboriginal Legal Service, Federation of Community Legal Centres, Victorian Bar and Victoria Legal Aid formed after the 2009 bushfires. Our role is to lead and coordinate legal responses to communities impacted by disaster and contribute to the building of community resilience through legal education and legal sector upskilling before disaster events.

The role is an excellent chance to work across the legal sector for the DLHV Partners and to learn more about this growing area of law.

About the role:

- Reports to the Program Manager, Disaster Legal Help Victoria
- Responsibilities include:
 - **Stakeholder engagement and co design:** build, develop and maintain effective relationships with legal assistance stakeholders across the Partnership and support collaboration and partnership activities to improve service delivery and client outcomes for Disaster Legal Help
 - **Undertake improvement initiatives:** undertake improvement initiatives to Disaster Legal Help utilising the latest approaches from a range of fields (including project management, collaborative practice, human-centred design, information technology and data analysis).

Qualifications/experience

- Tertiary qualification in policy, project management, law, community development, design, information technology, or a related field or equivalent relevant experience (mandatory).

How to apply:

If you are interested, please discuss with your current manager then send me an email by **COB Wednesday 20 December 2022** setting out why you are interested in the role and the relevant skills and experience that you would bring. Please attach a copy of your current CV. If you've got any questions at all, please don't hesitate to give me a call.

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