



Position Description

Position Title:	Research and Operations Assistant
Reports to:	Operations/Legal Director
Primary Location:	Flexible - working from home or at UNSW Sydney
Employment Status:	Casual - 8-15 hours per week spread over 3-5 days
Current Incumbent:	N/A
Last Review Date:	April 2022

1. The organisation

The Migrant Justice Institute is Australia's first national organisation dedicated to achieving fair treatment and justice for Australia's 2 million migrant workers, and the 200 million migrant workers globally.

We use strategic research, advocacy and legal action to uncover the reality of migrant worker exploitation and drive systemic change by governments and business. We chart pragmatic pathways to reform, grounded in migrants' experiences, in close collaboration with migrant communities, civil society organisations and trade unions.

As a leading authority trusted by governments and business, our work has changed Australian government policies on wage theft, access to justice, and pandemic-related support for migrant workers. Our global research and advocacy have also shaped practices of governments, businesses, international organisations, and nonprofits in Asia, the USA and the Middle East.

Migrant Justice Institute is a small, dynamic not-for-profit organisation with an ambitious agenda for systemic change. Led by academics at UTS Law and UNSW Law, it has close partnerships with both universities and offices at UNSW in Sydney and in Melbourne.

If you are a senior or recently graduated law student passionate about social justice, apply now to join our talented team committed to building a society in which everyone can live and work with dignity and access to justice, regardless of immigration status.

2. Role description

The Research and Operations Assistant will engage in cutting edge legal, policy, advocacy and community engagement work to address exploitation of migrant workers in Australian and international contexts, under supervision of global experts in the field.

As an integral team member of a small impactful NGO, you will often be the face of the Migrant Justice Institute in communicating with international organisations, advocates and lawyers working to improve migrant workers' rights, forced labour and modern slavery. This includes participating in national, regional and global meetings online. A significant component of the role is the provision of administrative support to Migrant Justice and its senior leadership team, in addition to undertaking research as part of Australian and global coalitions working to advance migrants' rights, including for a current project with the Solidarity Center in Washington DC and Migrant Forum in Asia to improve migrant workers' access to justice for wage theft globally.

We are looking for an outstanding senior law student, PhD candidate or recent law graduate based on the East Coast of Australia, ideally in Sydney. The role is 8-15 hours per week for May and June 2022, and approximately 15 hours per week from July onwards, with an expectation of employment to at least December 2022. Hours should ideally be spread over 4-5 days. It will be based at UNSW, but could be substantially undertaken remotely. The ideal candidate will have a background in immigration, labour rights and/or access to justice.

3. Responsibilities

This role reports to the Operations Director, and will also work closely with the Legal Director, Head of International Programs, and Head of Strategic Communications. Responsibilities include:

- Legal and policy research, including:
 - Undertaking detailed research on the implementation of migrant rights, labour rights, and human rights in Australia and foreign jurisdictions, and writing research memos
 - Providing meticulous editorial assistance on reports, articles and other publications
 - Potentially drafting sections of Migrant Justice Institute submissions, reports, and other publications
- Administrative assistance, including:
 - Travel management, managing external mail and phone correspondence, scheduling meetings, diary and inbox management
 - Attending international and local Zoom meetings with migrant worker advocates, lawyers and other global stakeholders and taking detailed accurate minutes
 - Event coordination and support for webinars and face-to-face events
 - Preparing Powerpoint presentations
 - Financial administration, including procurement and processing expenses
- Communications and computer program support, to maximise efficiency and impact of Migrant Justice Institute's work, including:

- Supporting the Migrant Justice Institute's website and social media engagement, including creating content
- Managing the contact database and email mailouts
- Assisting to record and report on the Migrant Justice Institute's activities and impact
- Supporting other data collection and management as required.

4. Direct reports

N/A

5. Required capabilities & qualifications

5.1. Essential:

- Completion or final/penultimate year of a LLB/JD degree.
- At least 1 year of experience working in a professional environment.
- Highly organised, efficient and reliable with impeccable attention to detail.
- Demonstrated excellent legal research and writing skills as well as meticulous proof-reading and editing skills.
- A positive flexible attitude with ability to proactively anticipate what needs to be done.
- High level of self-motivation, and ability to collaborate effectively in a small team.
- Outcome-driven, with a demonstrated track record of prioritising and managing multiple projects to completion.
- Excellent communication skills and the ability to convey complex information clearly and concisely - over the phone, in person, over email and online.
- Strong IT skills including confidence with software including Excel, and demonstrated ability to master new software quickly, including Canva, Squarespace, Mailchimp, and Salesforce.
- Volunteer or work experience in a social justice or human rights context.
- Demonstrated capability to conduct international and/or comparative law research.
- Availability to attend regular meetings on a Tuesday or Wednesday.

5.2. Desirable:

- Expertise on migrant worker issues, international students, labour rights or related areas, and experience communicating cross-culturally.
- High level social media and production skills, including writing content and proficiency with graphics, layout, video and/or other content production, including Canva.
- Work experience or academic studies in employment, human rights and/or immigration law
- Proficiency in language(s) other than English

6. Terms and conditions

- The Migrant Justice Institute is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse, migrant and refugee backgrounds, people with diverse religious beliefs, women, LGBTIQ+ people and people with a disability are strongly encouraged to apply.

- This is a casual position. We anticipate that the role will be 8-15 hours work per week for May and June 2022, and approximately 15 hours per week from July onwards, with an expectation of employment to at least December 2022. Hours should ideally be spread over 4-5 days. There is no firm advance commitment to ongoing work.
- The salary will be up to \$68,000 per annum calculated at a pro rata casual hourly rate plus 10.5% superannuation, depending on skills, qualifications and experience.
- Hours can be worked flexibly across the week, and ideally over at least 4 days. The successful candidate must be available to attend regular meetings on a Tuesday or a Wednesday, and have some availability outside of business hours to attend meetings in global time zones (with reasonable notice).
- The Migrant Justice Institute offers flexible working arrangements, opportunities for professional development and mentoring, and a workplace culture that is collaborative, dynamic, values diversity and is committed to learning and looking after each other.

7. Applications

Applications will be accepted on a rolling basis until the position is filled. Applications should be sent by email to contact@migrantjustice.org, with the subject line: Research and Operations Assistant Application.

Applications should comprise:

- a cover letter addressing the key selection criteria (maximum 3 pages);
- a current academic transcript;
- your curriculum vitae ;
- an **unedited** writing sample (e.g. an essay); and
- two references.

Please combine these as a single PDF document, clearly named with your name in the document title. Incomplete applications will not be considered.

8. Further information

For further information about the Migrant Justice Institute, see <https://www.migrantjustice.org>. For questions related to the position, please contact Associate Professor Laurie Berg, Co-Executive Director of the Migrant Justice Institute (laurie.berg@uts.edu.au).