**Position vacant: Research Associate**

Applications are sought for the position of Research Associate with the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will be engaged as a full-time temporary ASO3 employee in the ACT Public Service for a term of 12 months from the date of commencement. We anticipate this position will commence in mid to late January 2020. The salary for this position is $62,530 per annum.

**Duties:**

* Provide in-hearing support to ACAT Members
* Assist with the preparation and legal editing of Tribunal decisions
* Undertake legal and general research
* Provide administrative support to members
* Work in a collegial team with ACAT Members and staff
* Undertake administrative tasks in relation to applications to the ACAT.

**Professional / Technical Skills and Knowledge**

1. Identify, collect information and undertake legal research.
2. Analyse information and present the results of analysis.
3. Proficiency in the use of Microsoft Office applications and computer-based information systems including legal research tools and the ability to quickly learn the ACAT case management system.
4. Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal in the ACT Community and of ACAT practices, procedures and related legislation or ability to quickly acquire this knowledge.

**Behavioural Capabilities**

1. Ability to develop and maintain productive working relationships to achieve individual, team and organisational goals.
2. Ability to work independently and within a team to achieve results within tight timeframes whilst managing competing priorities with an emphasis on quality and attention to detail.
3. Ability to deliver a high standard of customer service to ACAT members and to members of the community.

**Compliance Requirements/Qualifications**

1. Completion or near completion of a law degree is essential.
2. ACT Government pre-employment check for permanent employment includes a national police check.
3. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.
4. This position does not require a pre-employment medical.
5. This position does not require a Working with Vulnerable People Check.

**How to apply:** Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) telling us how your skills, experience and ability makes you the best person for this job opportunity.   Your covering letter should highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Further information about the position is available from Simone Kivela, Team Leader, ACAT Members Support team on 02 6207 8765 or ACATMembersSupport@act.gov.au. Selection documentation for the position is available at: [www.acat.gov.au](http://www.acat.gov.au).

Applications are to be submitted via the email address above by 5pm on Monday 2 December 2019.