20 January 2010

Prof Arie Freiberg
Dean
Faculty of Law
Clayton Campus — Building 12
MONASH UNIVERSITY VIC 3800

Dear Arie

I wish to employ a recent graduate for an 18 month period as a Research and Executive Assistant. This position is broadly similar to that of a Judges Associate.

I would be grateful if you would bring the attached advertisement to the attention of people who may be interested in this position.

Regards

[Signature]

Prof Neil Rees
Chairperson

Enc:
Research & Executive Assistant—VPS Grade 3 ($51,179)

The Commission is an independent statutory office headed by a full-time chairperson. The Commission seeks to employ a suitably qualified with good research skills, a strong interest in legal policy and a willingness to perform some administrative functions.

Duties:
- Undertake research into areas of law and policy and provide research assistance as directed.
- Assist in preparing speeches and presentations for the Chairperson on law reform issues and assist in background research for law reform projects.
- Liaise with relevant Ministerial offices, Department of Justice executives, senior management, staff, other public and private sector agencies in order to collect or impart information and to arrange meetings.
- Provide executive administrative support to the Chairperson.
- Screen Chairperson’s telephone inquiries and correspondence (including appropriate follow-up where necessary).
- Perform a range of office management and administrative functions, including preparation of correspondence, records maintenance of computerised database, filing and relief of switchboard duties.
- Schedule and manage meetings, appointments, conferences, and travel itineraries for the Chairperson.
- Perform other tasks as directed.

To obtain a position description and applications instructions refer to www.careers.vic.gov.au

Applications quoting role number DJ3209 and addressing key selection criteria should be received by close of business Sunday 14/02/2010.