



## Project Data Tracker - Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

### **Job title: Paralegal/Graduate - Project Data Tracker**

### **Reporting to: Head of Legal Education**

### **Purpose of the position:**

This is a national role that will be responsible for identifying proposals for new fossil fuel projects with significant greenhouse gas emissions, and for tracking the assessment and approval processes for those projects. You will be responsible for maintaining this information in our purpose-built database, which will be used to support the work of our Safe Climate and Healthy Environment and Justice teams, and provide information to community members and organisations interested in working to ensure a Safe Climate.

The **Paralegal/Graduate - Project Data Tracker** will require an understanding of the legal framework for assessing fossil fuel projects in different jurisdictions and be able to identify, collect and maintain data on individual projects as they move through the assessment process. Experience in the use of Monday.com and website data management is desirable.

### **Key responsibilities & duties**

The key responsibilities for this role are:

- Conducting research to identify new fossil fuel proposals and tracking the progress of fossil fuel projects through various assessment systems,
- Developing and maintaining data in a Monday.com database and making this information accessible to EDO solicitors and clients,
- Engaging early with affected communities to ensure they know about the proposals and their opportunities to have a say, and
- Other ad hoc tasks as required for the benefit of the team

This will require:

- A good understanding the legal framework for the assessment of fossil fuel projects across relevant jurisdictions,
- Competence establishing and maintaining databases, registers, and other electronic and hard-copy records,
- Good communication skills that can be used to inform both lawyers and clients.



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### Commitment to EDO's values:

#### Commitment

- We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

#### Diversity

- We are respectful of, and welcome, diversity in our staff and volunteers.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

#### Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.