

Position Description

Senior Program Officer, Judicial Accessibility



Position Title	Senior Program Officer, Judicial Accessibility
Work Area	Fostering Advancement of Inclusive, Rights Based Justice (FAIR Justice)
Supervisor	Team Leader – FAIR Justice
Incumbent	Vacant

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of FAIR Justice

The Fostering Advancement of Inclusive, Rights Based (FAIR) Justice Program (the Program) will advance Australia and Philippines’ shared commitment to the rule of law, rights-based justice, and strong and accountable institutions, as vital to the stability, security, and prosperity in the Philippines and in the Indo Pacific region. Building on Australia and the Philippines’ longstanding cooperation in law and justice, the Program will support a broader justice system strengthening and ensure greater synergy with DFAT’s investments in promoting rights-based justice, countering terrorism and violent extremism, combatting human trafficking and protecting children against online abuse and exploitation, as well as justice initiatives of other donors and development partners.

The Program will take a partnership approach built on relationship and trust. It will deepen Australia’s partnership with the Philippine Judiciary, and the broader law and justice community by supporting the law and justice reform agenda articulated in the Supreme Court’s Strategic Plan for Judicial Innovation, 2022-2027 and the Philippine

Development Plan, 2023-2028. The Program will foster valuable partnerships between the Philippine law and justice institutions and their Australian counterparts, such as the Federal Court of Australia and the Family Court of Australia. The Program will support dynamic collaborations with civil society, private sector and the donor community who have strong interests in supporting justice reforms in the country. FAIR Justice will work towards achieving three mutually reinforcing end outcomes (EOPOs).

EOPO 1: Enhanced knowledge and capacity of judges and court personnel demonstrating improvements in managing and adjudicating cases.

EOPO 2: Key reforms and measures are adopted and increasing effectiveness, transparency, and accountability in delivering justice.

EOPO 3: Legal and judicial processes and services, and multistakeholder rights-based mechanisms promote and achieve greater accessibility and inclusivity in delivering and accessing justice.

Purpose and Objectives

The Senior Program Officer, Judicial Accessibility, will lead the design, institutionalisation, and scaling of reforms that strengthen accessibility and inclusion within justice sector systems. The Senior Program Officer (SPO) will work with law and justice actors to operationalise and embed inclusive policies, processes, and service delivery mechanisms within judicial and legal systems. The Senior Program Officer will also work on the demand side, particularly with civil society organisations (CSO) and private sector entities to strengthen structured, multi-stakeholder mechanisms that enable participation of socially disadvantaged groups in justice processes and reforms. This may include supporting CSOs and partners to engage with and navigate judicial systems and contribute to reform processes. This position will also contribute to strengthening legal literacy and user-centred access pathways to access and navigate legal and judicial platforms and systems, particularly vulnerable or marginalised groups. The Senior Program Officer will ensure that rights-based and inclusive justice reforms are effectively implemented, institutionalised, and sustained within partner systems. The SPO will foster collaborative partnerships, dialogues, and consultative engagements with different stakeholders from government, civil society, the private sector, and donor community and navigate institutional and political economy dynamics to support adoption and continuity of reforms. The SPO will work in close collaboration with the GEDSI Specialist to ensure that GEDSI principles are effectively integrated and operationalised across program interventions, systems, and outcomes.

Key Responsibilities

Key responsibilities include:

1. Lead and coordinate the design and implementation of activities that contribute to EOPOs, with a focus on embedding accessibility and inclusion within institutional systems.
 2. Lead stakeholder engagement strategies that strengthen coordination, ownership, and sustainability of justice reforms.
 3. Establish and support multi-stakeholder platforms (e.g., Justice Zones, Access to Justice Congress, grants mechanisms) to promote inclusive participation in justice reform.
 4. Manage relationships with key institutional partners, navigating governance structures and approval processes to support reform adoption.
 5. Provide targeted technical assistance to partners to implement and scale accessible and inclusive justice practices.
 6. Work closely with the MERLA Officer to develop, refine, and operationalise indicators and monitoring systems to track progress towards EOPOs.
 7. Contribute to the development and implementation of MEL systems that capture evidence of outcomes, including changes in access, user experience, and institutional practice.
 8. Use data, feedback loops, and learning processes to adapt program strategies and improve effectiveness.
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Key Responsibilities

9. Design and implement high-impact, scalable activities that strengthen access to justice and inclusion, aligned with program priorities and resource constraints.
10. Ensure activities are sequenced and prioritised to deliver measurable results, support institutional ownership, and demonstrate value for money.
11. Support the implementation and operationalisation of the GEDSI and Intersectionality Strategy in collaboration with the GEDSI Specialist.
12. Contribute to communities of practice and knowledge-sharing initiatives on GEDSI and access to justice.
13. Work closely with the GEDSI Specialist to translate GEDSI frameworks into practical applications within judicial processes, services, and program activities.
14. Ensure that GEDSI considerations are embedded in program design, implementation, and monitoring, with a focus on measurable outcomes for socially disadvantaged groups.

Selection Criteria

Qualifications

- Tertiary qualifications in Law, International Development, Social Studies, or other relevant discipline.

Experience

- Demonstrated experience implementing and operationalising accessibility and inclusion initiatives within justice or governance systems.
- Experience supporting institutional reform, systems strengthening, or policy implementation within complex governance environments.
- Experience working with monitoring, evaluation, or results-based management frameworks.

Knowledge and Skills

- Ability to apply GEDSI principles in practical, programmatic, and institutional contexts, in collaboration with technical specialists.
- Strong understanding of access to justice barriers and user-centred approaches, particularly for socially disadvantaged groups.
- Ability to navigate institutional processes and political economy dynamics within government or justice sector settings.

Personal Attributes

- Strong diplomatic and interpersonal skills and an ability to form productive and effective relationships with a range of stakeholders.
- A strong commitment to social inclusion and localisation.
- Strong organisational and time management skills.
- Ability to translate technical concepts into practical, implementable solutions within institutional systems.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.