

## Judge Bob Bellear Legal Career Pathways Cadetship Program

### What is the Cadetship Program?

The Judge Bob Bellear Legal Career Pathways Cadetship program (the program) provides opportunities for Aboriginal and Torres Strait Islander Law students to undertake paid employment whilst completing their Law degree.

It is a key component of our *Aboriginal Employment and Career Development Strategy 2024-28* and contributes significantly to our target of 11% Aboriginal and Torres Strait Islander workforce. This target has been set to ensure that Legal Aid NSW has a diverse workforce that is reflective of our client base. Legal cadets will be offered the opportunity to work alongside Legal Aid NSW solicitors across the three core areas of legal practice, Family, Civil and Criminal Law.

Legal Aid NSW is one of a select few organisations that provide cadets with a first-hand insight into the operation of a wide range of courts and tribunals across NSW. Cadets gain practical experience in a flexible work environment where they can acquire exposure to various matters of legal procedure.

The length of a cadetship may be for a period up to 5 years and is dependent on different course lengths and the stage of study when a cadet commences. A cadetship can commence at any time during the year and at any stage of study, however cadetships of 12 months or less will only be considered for students in the last year of their degree.

Following the successful completion of the program, cadets are encouraged to apply for further employment within Legal Aid NSW through the Judge Bob Bellear Professional Legal Placement Training Program (PLT) and/or the Graduate Program, as well as other general recruitments conducted throughout the year for various positions within the organisation.

## Who is eligible to apply for the Cadetship Program?

The advertisement for the role sets out the criteria that applicants must address to be considered for the program. The Cadetship Program is open to **Aboriginal and Torres Strait Islander** people currently undertaking a law degree. Applicants must:

- be of Aboriginal and/or Torres Strait Islander descent and identify and be accepted as such in the community;
- provide evidence of enrolment in an LLB or equivalent course in an approved Australian tertiary institution for an undergraduate degree; and
- **be available to commence a cadetship on 17 February 2025.**

We are looking for applicants who:

- have a sound academic track record;
- can work in a diverse and challenging work environment;
- are good communicators;
- are committed to offering excellent customer service and sensitive to the needs of our disadvantaged client groups in a social justice environment;
- are interested in our legal practice areas;
- can demonstrate initiative, adaptability, and problem-solving skills;
- able to work in a high-volume work environment as a valued team member; and
- highly motivated and can drive their own self-development.

**Note:** *Prospective applicants in Year 12 intending to enrol in university may apply for a cadetship. However, commencing as a cadet would be subject to proof of actual enrolment.*

## Salary and allowances

Cadets are paid at the General Scale Clerk salary as per the *Crown Employees Public Sector salaries 2009 Award* and are also entitled to superannuation. Salary is paid only for **days that are worked** during the work placement. Cadets are also paid a fortnightly study allowance of \$600 and a book allowance of \$500 (twice per year) for the duration of the cadetship.

## Work placements

**Work placements** are a critical part of the cadetship as they provide on the job development opportunities and meaningful work experience relevant to the qualification.

Cadets are required to complete a work placement of a maximum of **60 days** from **February to January**.

For optimal exposure to each area of law, cadets will undertake a rotation of one practice area from February to January. Depending on operational requirements in the work area and the cadet's timetable, they may work part time when university is in session, or full-time during semester breaks. **If working part time, cadets must be available to work a minimum of 2 days per week.**

Placements will involve the provision of a good standard of administrative legal support to legal officers in the Criminal, Family or Civil Law practice areas.

Depending on the cadet's progression in their law degree and level of experience this may include:

- assistance with the preparation and co-ordination of court documentation and legal research;
- providing support to the legal officer with the provision of legal advice, minor assistance, case work, outreach and community legal education; and
- communicating and/or liaising with clients and other stakeholders including the private profession.

## Locations and placements

During your application, you will be asked to select the office locations where you would like to work. Please only select locations that you can travel to. Legal Aid NSW has offices located across NSW. You can view a full list [here](#).

Please note that Legal Aid NSW does not cover costs for interview travel expenses, accommodation, living costs or relocation costs.

Placement preferences will be taken into consideration however, applicants should note that operational requirements are a priority and work placements will be based on this.



### **Criminal Law**

The Criminal Law practice assists people charged with criminal offences appearing before the Children’s Court, Local Court, District Court, Supreme Court, Court of Criminal Appeal, and the High Court.

We provide [legal advice](#), [minor assistance](#), [duty appearances](#) and [case representation](#) at courts throughout New South Wales.

Our specialist services include:

- Children's Legal Service
- Drug Court
- Prisoners Legal Service
- Walama Unit
- High Risk Offender Unit
- Indictable Appeals
- Indictable Crime
- Local Court Crime
- Supreme Court Bails
- District Court Appeals

### **Family Law**

The Family Law practice helps adults and children resolve their family disputes and to achieve safe and workable care arrangements for children.

The Family Law practice helps adults and children resolve their family disputes and to achieve safe and workable care arrangements for children. We provide [legal advice](#), [minor assistance](#), [duty services](#), [Family Dispute Resolution Service](#) and [case representation](#) in commonwealth Family law matters, including child support matters, and in state care and protection matters across NSW.

Services provided by the family law practice include:

- Generalist Family
- Child Support Service
- Care and protection
- Early Intervention Unit
- Independent Children Lawyer
- Family Law Service for Aboriginal Communities
- Domestic Violence Unit
- Family Dispute Resolution Service



## **Civil Law**

The Civil Law practice helps resolve legal issues that impact on people's everyday lives such as debts, unpaid fines, discrimination, tenancy issues, Centrelink disputes and more. Our focus is on helping people resolve legal issues as early as possible.

We provide free [legal advice](#) in a wide range of areas, help at some [courts and tribunals](#), and [grants of legal aid](#) for matters which are eligible under our [policies](#).

Services provided by the civil law practice include:

- Generalist Civil
- Children's Civil Law Service
- Civil Law Service for Aboriginal Communities
- Housing
- Consumer law including credit, debt and mortgage matters
- Human Rights Team
- Government Law
- Refugee Service
- Mental Health Advocacy Service
- Coronial Inquest Unit
- Respect at Work Legal Service
- Disaster Response Legal Service
- Homeless Outreach Legal Service
- Elder Abuse Service
- Sexual Assault Communications Privilege Service
- Work and Development Order Service
- Prisoners Civil Law Service

### **How to apply and find out more**

- Applications for the **2025 Legal Aid NSW Cadetship program** will open in late 2024 and will be advertised on the [I work for NSW website](#). All applications must be submitted via I work for NSW.
- In preparing your application, you should read the [Legal Cadet Role description](#) which sets out the role of a Cadet for the work placement.
- You must address each of the focus capabilities as part of your application and ensure you answer the two targeted questions in the advertisement.
- See the [Judge Bob Bellear Legal Career Pathways Program brochure](#) for more information on the program.
- If you have questions about the program, or would like help to apply, contact the [Aboriginal Services Branch](#).

*Legal Aid NSW Cadetship Program – information for candidates – September 2024*

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