

Role Description

Legal Cadet (Identified)

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Legal Aid NSW
Division/Branch/Unit	Aboriginal Services Branch
Classification/Grade/Band	Clerk, General Scale
Senior executive work level standards	Not Applicable
ANZSCO Code	531111
PCAT Code	1119172
Date of Approval	25 October 2022
Agency Website	www.legalaid.nsw.gov.au

Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including two satellite offices in Walgett and Bourke and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system.

People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

Primary purpose of the role

The Judge Bob Bellear Aboriginal Legal Career Pathways Program at Legal Aid NSW offers Aboriginal law students an opportunity to gain valuable work experience in a legal and social justice environment whilst they are completing their law studies.

The primary purpose of the role is to provide assistance legal officers in conducting an effective legal practice by undertaking file work and legal research. This role works collaboratively with staff including legal officers and administrative staff.

Key accountabilities

- Undertake tasks under the supervision of legal officers including: preparation of documents and legal research

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- Assist legal officers with tasks associated with the provision of advice, minor assistance, case work, outreach and community legal education
- Liaise with and communicate information to clients and other stakeholders, including the private profession, counsel and third parties
- Providing an efficient and effective legal support service to clients in accordance with legislation and directions, policy, guidelines and practice standards
- Effectively utilise Legal Aid SNW electronic case management/tracking system and database
- Keeping up-to-date on legal developments and procedures and identifying training needs and attending training to develop professional standards.

Key challenges

- Working closely with legal officers to ensure the provision of quality services to clients.
- Communicating with a wide range of people including people from Aboriginal and Torres Strait Island communities, those who may be distressed, have a physical or intellectual disability, come from non-English speaking backgrounds, or have problem behaviours such as drug or alcohol addictions, when the legal concepts involved are complex and difficult for the client to understand.
- Adapting to new systems and technology which have a significant impact on legal practice.

Key relationships

Internal

Who	Why
Solicitors	<ul style="list-style-type: none">• Seek guidance and provide support
Legal support staff	<ul style="list-style-type: none">• Assist and provide support

External

Who	Why
Legally aided clients	<ul style="list-style-type: none">• Assist the solicitor with providing support and advice.

Role dimensions

Decision making

Works with some level of autonomy. Receives direction and work allocation from the Solicitor in Charge.

Reporting line

Solicitor in Charge

Direct reports

N/A

Budget/Expenditure

N/A

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Essential requirements

- Identifying as an Aboriginal and/or Torres Strait Islander
- Studying Law in University

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Be willing to develop and apply new skills• Show commitment to completing assigned work activities• Look for opportunities to learn and develop• Reflect on feedback from colleagues and stakeholders	Foundational
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Speak at the right pace and volume for diverse audiences• Allow others time to speak• Listen and ask questions to check understanding• Explain things clearly using inclusive language• Be aware of own body language and facial expressions• Write in a way that is logical and easy to follow• Use various communication channels to obtain and share information	Foundational
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none">• Plan and coordinate allocated activities• Re-prioritise own work activities on a regular basis to achieve set goals• Contribute to the development of team work plans and goal setting• Understand team objectives and how own work relates to achieving these	Foundational










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	<p>Technology Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • Display familiarity and confidence when applying technology used in role • Comply with records, communication and document control policies • Comply with policies on the acceptable use of technology, including cyber security 	<p>Foundational</p>
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Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational

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	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
