Role Description
Legal Cadet

Cluster	Justice
Agency	Legal Aid NSW
Division/Branch/Unit	Aboriginal Services Unit
Location	Various
Classification/Grade/Band	Clerk, General Scale
Role Number	CAD002
ANZSCO Code	531111
PCAT Code	1119172
Date of Approval	15 April 2016
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 22 regional offices in metropolitan and regional centres across NSW 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

- Assist legal officers in conducting an effective legal practice

- Undertake file work and legal research

- Work collaboratively with practice staff (legal officers and administrative staff)

- Comply with the Legal Aid Commission Act, policies and practice management standards and undertake all related administrative and case management activities.

Key accountabilities

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

- Work closely with legal officers to ensure the provision of quality services to clients.
- Being able to communicate 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

Who	Why
Internal	
Solicitors	• seek guidance and provide support
Legal support staff	• Assist and provide support
External	
Legally aided clients	• Assist the solicitor with providing support and advice.

Role dimensions

Reporting line

Solicitor

Direct reports

Nil

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 applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Intermediate**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology

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