



NEW SOUTH WALES
BAR ASSOCIATION

LEGAL ASSISTANCE REFERRAL SCHEME GRADUATE FELLOWSHIP

12 Month Rotation (Part-time)

The New South Wales Bar Association is committed to Reconciliation and to building a diverse and inclusive workforce. We are offering a .6 FTE opportunity for a student from a diverse background who is in their final year of a law degree or who has recently graduated. The role sits within the New South Wales Bar Association's Legal Assistance Department.

This is a targeted position. Applications received from Aboriginal and Torres Strait Islander people, people with disability, people from socio-economically disadvantaged backgrounds or who identify as sex or gender diverse are strongly encouraged to apply and will be prioritised in this recruitment.

The successful applicant will be supervised by the Managing Solicitor of the Legal Assistance Referral Scheme (LARS) and supported to complete the work experience component of their Practical Legal Training during the term of their Fellowship. They will also have full access to the Bar Association's CPD program while employed by the Association. This is an exceptional learning opportunity for a graduate who is considering a career at the Bar.

The Legal Assistance Referral Scheme (LARS) facilitates requests for pro bono assistance, the majority of which come directly from Judges or Tribunal Members. Unrepresented litigants are then referred to a barrister for advice, assistance and representation. LARS also assists with referrals that have come directly from individuals or from solicitors. Barristers who accept referrals provide an essential service to the Courts and to the community. We also oversee the Duty Barrister Scheme, which provides assistance to unrepresented litigants in criminal and civil proceedings in the Local Court.

The Graduate Fellow's primary responsibilities will involve the assessment and processing of all LARS requests for assistance and referrals, after appropriate training. LARS provides assistance in Criminal, Civil, Family Law, Environmental and Administrative proceedings. The Graduate Fellow will gain experience in diverse areas of law during the course of their Fellowship.

The position will be remunerated in accordance with the Legal Services Award 2020. PLT related course fees up to a maximum amount of \$12,000.00 are included in the employment package, which will be payable upon successful completion of the coursework component.

Responsibilities

1. Assist in reviewing and assessing applications for Legal Assistance
2. Perform conflict checks for all parties seeking assistance through LARS
3. Conduct research and information gathering in relation to LARS files
4. Drafting correspondence with clients and barristers
5. Preparing brief materials
6. Attending conferences and Court to observe and document proceedings
7. Evaluating the outcome of the Scheme referrals
8. Related tasks as reasonably directed by the Managing Solicitor

Qualifications

This opportunity is for a student who is in their final year of a law qualification or who has recently graduated. Applicants from diverse backgrounds will be prioritised in this recruitment. Applications cannot be accepted from people who have already completed their Practical Legal Training.

Targeted Questions

- What interests you about this role?
- What skills, knowledge and experience do you possess that makes you a suitable candidate?

Please send your CV, a cover letter of no more than 1500 words providing details of your relevant experience and a response to the targeted questions and the details of two referees to Ms Kim Kemp, Director, Shared Services and HR by close of business on 5 November 2021.

All other enquiries are very welcome and may be directed to legalassist@nswbar.asn.au.