



Ngalaya Cadetship 2023 - Crown Solicitor's Office

Overview

Ngalaya and the NSW Crown Solicitor's Office (CSO) are currently recruiting a Ngalaya Cadet to work at the CSO in one of their [12 specialist teams](#). For this round, applicants need to have completed their second-year law subjects (or 1st year of the Juris Doctor).

Ngalaya Cadets at the CSO will be supported through ongoing mentoring from a Ngalaya Mentor, and an annual book/study stipend of \$1,000 paid in instalments at the start of each term/semester. They will also have access to the support of Ngalaya's network, and be connected with the Indigenous Graduates and Cadets working at the CSO.

During study periods, Ngalaya Cadets will work part-time, with opportunities for full-time work during university breaks. Ideally, applicants will be available to work 3-5 days per week for the *first few weeks* of their Cadetship to meet and settle into their team.

About the CSO

CSO provides high quality and cost-effective legal services to the NSW Government and its agencies. As a trusted legal advisor to the NSW Government, our principal role is to advise and represent agencies so that they can deliver policies, programs and projects in a lawful, effective and efficient manner.

We act with integrity and professional independence, guided by the government sector core values. We are focussed on providing excellent client service and promoting a culture of continuous improvement.

For more information visit the [CSO website](#).

About Ngalaya

Ngalaya (*nar-lee-ah*) is the peak body for over 800 First Nations lawyers and law students across NSW and the ACT. Founded in 1997, Ngalaya is a charity run by a volunteer board of First Nations lawyers. We are committed to growing and supporting the network of First Nations lawyers and law students, and we rely on the goodwill and support of our members and supporters.

For more information or to join Ngalaya, [visit our website](#).

Role description

The Ngalaya Cadet will be responsible for the provision of legal and administrative support to the practice group's solicitors and other team members to contribute to and support the efficient and effective delivery of legal services. They will be provided with supervision and guidance required to efficiently undertake legal research and present clear and well organised research results, in accordance with instructions.

Tasks to be undertaken by the Ngalaya Cadet

- Provide support to the solicitors and team, prepare required documents, perform paralegal duties (if appropriate), including recording of time spent on legal work and general administrative tasks, to support the effective delivery of legal services.
- Undertake legal research and analysis on a range of issues, and prepare reports on the outcome of this research including case summaries or other written work to support the provision of legal advice and representation.
- Undertake administrative tasks based on operational requirements of the practice group and the team's capacity.
- Develop an understanding of the principles of the law in which the practice group specialises, including court and registry practice and procedure and enhance professional competence by keeping abreast of current developments in the area of law in which the Practice Group specialises.
- Develop an understanding of client priorities and provide information and assistance to both internal and external clients to ensure quality client service standards are maintained.
- Work autonomously and collaboratively as part of a team to contribute to effective working relationships.

Essential requirements

- Willingness to undertake Criminal Record Check and Working with Children Check.
- Being vaccinated with two doses of a COVID-19 vaccine and providing evidence of that vaccination prior to commencing duty at the Crown Solicitor's Office is a condition of employment unless you are unable to be vaccinated because of a medical contraindication. (*Note: COVID-19 vaccine means a vaccine approved by the Therapeutic Goods Administration of the Commonwealth for use as a vaccine against COVID-19.*)

Specific areas of study

Completed second year of a law degree from an accredited law school or completing Legal Practitioners Admission Board's Diploma in Law Course.

How to apply

Applications are now open, closing **Wednesday 2 August**. Applicants must submit:

- An up-to-date resume or curriculum vitae, clearly detailing your capabilities, knowledge and experience relevant to this role
- A cover letter, no longer than 2 pages, that: 1) identifies yourself and your community, 2) captures how your skills and experience are relevant and suit the role and 3) nominates your top 3 preferences out of the CSO's [specialist legal teams](#).
- A copy of your latest academic transcript

Submit your application before 5pm on Wed 2 August on the Ngalaya website:

<https://www.ngalaya.org.au/ngalaya-cadetships-1>