

MACQUARIE UNIVERSITY, LEGAL AID NSW AND TAFE NSW ABORIGINAL LEGAL PATHWAYS PROJECT - FAQ

1. What is the program about?

The program creates a legal career pathway by increasing the skills and qualifications of the Aboriginal and Torres Strait Islander workforce in legal services.

Through this program, you will be employed by Legal Aid NSW and obtain a qualification through TAFE NSW, with the opportunity for higher education through Macquarie University.

2. What are the eligibility requirements for the program?

You must:

- Identify as Aboriginal and/or Torres Strait Islander; and
- Be aged 18 years at time of application; and
- Be fully vaccinated against COVID-19 before you start work with Legal Aid NSW
- Be willing to do a Criminal Record Check and/or Working with Children Check; and
- Live in New South Wales for the duration of the program.

3. What qualifications are available?

The program will offer nationally accredited qualifications in Legal Services at TAFE NSW. Please note that some qualifications may require you to meet pre requisites.

4. What does the program entail?

You will be employed by Legal Aid NSW in one of their offices across New South Wales. You will be paid between \$67,975 and \$83,211 p.a. depending on the role you are appointed to.

You will undertake study blocks on campus at Ultimo TAFE to complete your qualification. Travel and accommodation arrangements will be made for you to attend these study blocks. You will be released from work to attend the study blocks and you will continue to be paid. You will also have the opportunity to participate in research that is linked to the program.

5. What roles are available?

Legal Aid NSW are offering successful participants employment in some of their core client-facing roles such as those listed below. You can learn more about each of these roles in the following role descriptions:

Legal Support Officer

Client Service Officer

Law Access Information Officer

Grants Officer

6. Where are the roles located?

Legal Aid NSW has offices located across NSW. You can view a full list [here](#).

All of the roles will require you to work from a Legal Aid NSW office. Please ensure you consider locations which you are able to travel to. Not all roles mentioned above are available at every office.

Legal Aid NSW is an accredited Flex Ready certified employer and are recognised as leaders in the area of flexible work. Some of our staff are able to work flexibly, for example, from home some of the time or in a way that helps balance family and work life.

7. How is the program culturally safe?

The program interview panel will include Aboriginal staff representing Macquarie University, Legal Aid NSW and TAFE NSW.

Successful participants will be supported by Aboriginal staff members from Macquarie University, Legal Aid NSW and TAFE NSW. TAFE NSW will have Aboriginal mentors available at each study block.

Macquarie University staff including those in the Djurali Centre have undertaken Manawari Cultural Safety Training, which includes modules such as Walk through Country, Language and working with Aboriginal people and Communities.

TAFE NSW staff are committed to provide training that is culturally safe, as well as safe spaces for Aboriginal students on campus.

Legal Aid NSW launched its first Aboriginal Cultural Safety Framework in May 2022. Under this framework, Legal Aid NSW is committed to provide culturally safe workplaces, engage in culturally safe practices and deliver culturally safe services to Aboriginal people and communities. Legal Aid NSW is currently rolling out cultural safety training to all of its staff.

8. How do I apply?

Applications will open again soon.

Keep an eye out on the IworkforNSW website.

All applications must be submitted online through the IWorkForNSW website.

A complete application will include:

- Your responses to the questions
- Your current resume, including contact details for your referees; and
- Proof of vaccinations.

If you would like to speak with someone, you can contact:

Alison Szylo - Project Coordinator, Legal Aid NSW

Phone: 02 9219 5811

Email: alison.szylo@legalaid.nsw.gov.au

Amanda Morgan - Project Coordinator, Macquarie University

Phone: 0434 115 444

Email: amanda.morgan@mq.edu.au

9. What is the selection process?

The selection panel will assess the online applications once they have closed. If your application is successful you will be invited to attend an interview.

At the interview, applicants will be assessed by the panel to determine whether they are suitable for the roles available at Legal Aid NSW.

Following interviews, applicants will be notified of the outcome of their interview.

Successful applicants will be offered an available role and invited to enrol in the program.