

## Position description

<b>Position title</b>	Practical Legal Training Student
<b>Position reports to</b>	PLT supervisor
<b>Position Works in Close Collaboration with</b>	Paralegals and lawyers
<b>Employment status</b>	Unpaid placement
<b>Hours</b>	37.5 hours per week (1.0 FTE). Part-time arrangements will be considered * minimum commitment of 50 days.
<b>Location</b>	Level 5, 175 Liverpool Street, Sydney NSW 2000 * Hybrid working model
<b>Closing date</b>	Rolling recruitment to late April 2023
<b>For further information</b>	Patrick Deane, Lawyer, Tel +61 3 86364400

## Role purpose

### Job Summary

Justice Connect's Access Program is a multidisciplinary team with in-house legal, data, and service design expertise. We are currently recruiting a Practical Legal Training student (full or part time, Mon-Fri) in Sydney, for a minimum 50 days total. Hybrid work options available.

### Our Team

In the face of rising levels of unmet legal need, Justice Connect designs and delivers high impact interventions to increase access to legal support and progress social justice.



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Justice Connect's Access Program is a multidisciplinary team with in-house legal, data, project, and service design expertise. We collaborate to increase access to legal assistance and progress social justice by responding quickly to a wide range of legal problems with a particular focus on disaster response, financial rights and employment law problems.

Our legal services use a range of approaches including specialist advice, pro bono referrals (leveraging our network of over 10,000 pro bono lawyers) and online resources to help people experiencing legal problems.

Our strategy commits us to identifying ways to scale legal help with digital solutions, including our in-house developed digital platform, Justice Connect Answers (JCA). We seek to identify and respond quickly to emerging legal need in the community.

## Key responsibilities

As a PLT student with this Service, you will develop practical and procedural legal experience and skills across various practice areas. Some of the tasks that the Access Program's PLTs undertake may include:

- Taking instructions from potential clients who are vulnerable
- Engaging with other legal professionals
- Managing intake of new online enquiries via Justice Connect's online intake
- File management, including maintaining accurate client information
- Providing supervised legal information to clients
- Involvement in current and potential Access Program projects, which may include researching issues or preparing fact sheets
- Legal research, analysis and problem solving
- Participating in making referrals which may include liaising with barristers and lawyers, preparing referral memos, drafting counsel briefs and delivering briefs to counsel chambers
- Contributing to the improvement of our various digital platforms for legal service delivery.
- Contributing to Justice Connect's Reconciliation Action Plan activities.

Direct client contact will only be available when working alongside Access Program staff in the Sydney CBD office.

### **Important information about the role**

Placement is full-time, 37.5 hours per week (Part-time arrangements will be considered) and successful candidates must commit to a minimum of 50 days.

This position is unpaid.

This role will be based at our Sydney CBD office with hybrid working arrangements.

Successful applicants will gain valuable and practical generalist experience working alongside experienced lawyers and be exposed to embedded digital platforms in our legal practice



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