



## Land and Environment Court New South Wales

### ASSOCIATE (PART-TIME) TO JUSTICE ROBSON

Applications are invited for the position of Associate (part-time) to the Honourable Justice John Robson of the Land and Environment Court of New South Wales.

#### Position Description

Grade: Clerk 5/6

Role: Part-time (2 days/week on Mondays and Tuesdays)

Salary: \$93,295 - \$102,941 (pro-rata) plus employer's contribution to superannuation.

Start date: as soon as possible.

The role of Associate is to provide high level administrative, organisational and executive support to his Honour and involves court work, assistance in the preparation of judgments, liaising with the Court registry and the legal profession and other tasks that facilitate the efficient conduct of chambers. Access to his Honour is managed by the Associate. Effective issue management techniques and high-level communication skills are essential. The Associate liaises with other chambers and the registry on his Honour's behalf. Legal qualifications are an advantage but are not essential to the role.

#### Applications

Applications should contain a covering letter and curriculum vitae, along with the names and contact details of two referees.

Applicants should address the following selection criteria in their covering letter:

- Familiarity with, or experience working in, a legal environment;
- Proven experience in the provision of professional executive support services;
- Strong written and oral communication skills;
- Strong organisational and interpersonal skills;
- Computer literacy, including proficiency in MS Word, Excel, PowerPoint and word processing skills (over 60 wpm) with a high attention to detail;
- Proficiency using Olympus Dictation Management System software;
- Ability to work under pressure; and
- Ability to work independently and as part of a team.

Applicants should apply by sending their CV and cover letter by email to [pippin.pritchard@courts.nsw.gov.au](mailto:pippin.pritchard@courts.nsw.gov.au)

Inquiries: Pippin Pritchard, Associate to the Hon Justice John Robson, tel. 02 9113 8271.

Closing date for applications: Friday, 22 November 2024.