



Land and Environment Court New South Wales

ASSOCIATE TO JUSTICE PAIN

Applications are invited for the position of Associate to the Honourable Justice Nicola Pain of the Land and Environment Court of New South Wales.

Position Description

Grade: Clerk 5/6

Role: Full time, but part time and job share applications will be considered

Salary: \$99,938-\$110,271 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 her 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 her 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 her 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 painjassociate@courts.nsw.gov.au

Inquiries: Sarah Froh, Registrar, tel. 02 9113 8200

Closing date for applications: Thursday, 24 July 2025