

Your Career with the Attorney General's Department of NSW

A flexible and diverse workplace that values your contribution



New South Wales Government
Attorney General's Department



Career Opportunities

There are a broad range of positions available within the Department. These range from positions requiring little previous work experience and no educational qualifications to positions with specialised skills and experience. There is a good career path within the Department and on the job training is provided.

There are positions available in Sydney, regional centres and in rural locations across NSW.

Types of jobs within the Department include:

- Sheriff's Officer
- Information Technology Support
- Court Reporter and Sound Reporter
- Transcription Typist
- Court Liaison Officer
- Professional (tertiary trained) officer roles
- Human Resources Officer
- Finance Officer and Accountant

- Legal Officer
- Paralegal
- Policy and Projects
- Administrative and Clerical Officer
- Librarian and Library Technician
- Social Worker
- Psychologist.

There are a number of other graduate and career options available including:

- **Graduate Program:** this program provides university graduates with work experience and training relevant to their discipline in a number of business areas.
- **Traineeships:** the Department's traineeships combine part-time study and on-the-job training to achieve a recognised qualification.
- **Law Clerkships:** clerkships provide temporary employment for law students for three to 12 months, on a full-time or part-time basis.

About Us

The Attorney General's Department of NSW works towards a just and safe society by administering the courts and delivering many community programs. It also assists the Attorney General in his role as the main adviser to the government on legal, constitutional and policy issues.

The Department employs more than 4300 employees across NSW.

Employees are committed to public service and the justice system. Integrity, innovation, hard work and professionalism are valued. The Department is committed to people development, dignity and respect and the well being of its employees.



Competitive remuneration, career development opportunities and flexible work arrangements are offered.

The Department encourages job applications from people of diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds.

Contact Us

Human Resources Branch, Attorney General's Department of NSW | Phone: 02 8688 8403 | Email: agrecruitment@agd.nsw.gov.au
Address: Locked Bag 5111, Parramatta NSW 2124 | www.lawlink.nsw.gov.au/agd

Where to look for jobs with the Department

Vacant positions are advertised on the internet and newspapers including:

- The Sydney Morning Herald
- The Daily Telegraph
- The Koori Mail
- The Indigenous Times
- regional media.

Jobs are advertised on the internet at:

- www.jobs.nsw.gov.au (advertises all NSW Government jobs)
- www.lawlink.nsw.gov.au/agd (select the tab 'career opportunities')
- www.seek.com.au

Providing rewards, benefits and flexibility

There are many benefits and employee programs at the Attorney General's Department to ensure employees are provided with a supportive and progressive work environment.

Here is an overview of the many programs that aim to provide employees with rewards, benefits and flexibility in their workplace.

People Programs

- **Employee Assistance Program:** free counselling services to assist and support employees and their family members.
- **Staff Networks:** there are staff networks for women, people with a disability, people from culturally and linguistically diverse backgrounds, and

How to apply for a job

If you find a job that interests you:

Step 1:

Ensure you carefully read the *selection criteria* which lists the minimum skills and experience required for the position.

Step 2:

You should **contact the Enquiries Officer** named in the job advertisement to get more information. They can tell you more about the job and send you written information.

Step 3:

The next step is to make a written application. Remember you **must** show examples of how you meet each selection criteria in your application, otherwise you will not get

an interview. Examples do not have to be from paid employment, they could be from other experience such as community activities.

If you are registered with a job network agency, make an appointment with them to assist you with your job application.

Step 4:

If you get an interview you will be contacted and given a date and time. Usually there will be three people asking you questions about why you would be the best person for the job. All people interviewed are asked the same questions, that relate to the selection criteria.

Aboriginal and Torres Strait Islander people.

- **Well for Life campaign:** information and services to improve health and healthy life style. Discounted gym membership is available.
- **re:spect campaign:** right to dignity at work is promoted with a strong focus to provide a workplace free of harassment.
- **alumni:** an Alumni operates for former employees to share their experience, expertise and social activities.
www.lawlink.nsw.gov.au/alumni

Performance Management

- **Training and Development Programs:** in-house and external training is delivered to ensure each employee receives a minimum five days training and development each year.

- **Reward and Recognition Programs:** Annual Achievement Awards and other programs to acknowledge outstanding results by individual employees, teams and projects or programs.
- **Employee Opinion Surveys:** surveys to encourage employees to have their say about issues they would like the Department to address.
- **Individual Achievement and Development Plans:** regular meetings of employees and their supervisors to identify work requirements, progress and development needs and opportunities.
- **Annual Travel Pass Scheme:** annual public transport travel pass which employees can repay over a year.

Flexibility

- **Flexible Working Hours:** a 35 hour week with flexibility in start and finish times, with up to 18 flex days per year (days off for accumulated work hours).
- **Flexible Working Arrangements:** part-time work, job share, work from home, and leave without pay may be negotiated.

Benefits

- **Paid Recreational Leave:** standard annual leave is four weeks per year.
- **Paid Study Leave and Study Assistance:** employees are encouraged to undertake study and may be granted up to four hours per week paid study leave, plus exam leave. This may be accumulated as 'block' leave. Employees may also receive a contribution to the cost of the course fees.
- **Extended (Long Service) Leave:** generous extended (long service) leave is offered to those employed for more than seven years.
- **Parental Leave:** paid maternity leave of up to 14 weeks is available to employees, as well as adoption leave and paternity leave.
- **Family and Community Services Leave:** five days paid leave each two years is available to care for immediate family or for community service. Additional personal carers leave is available to care for a sick family member.
- **Subsidised Vacation Care:** employees with school aged children may receive assistance during holiday periods.
- **Paid Sick Leave:** sick leave is available to employees who are ill and unable to attend work.

- **Public Sector Mobility:** there is a broad range of careers within the Attorney General's Department and across the NSW Government. Accrued entitlements such as long service leave, sick leave and annual leave can be 'carried over' to another NSW Government agency.

Equal Employment Opportunity

The Department is an Equal Employment Opportunity (EEO) employer.

It has programs to support diversity and enhance recruitment, networking and career development opportunities of EEO target groups, especially Aboriginal and Torres Strait Islander people, women, people with a disability and people from culturally and linguistically diverse backgrounds.

Aboriginal Employment Strategy

The Department's Aboriginal Employment Strategy aims to increase the number of Aboriginal and Torres Strait Islander employees to a minimum six per cent by 2011. There are more than 130 Aboriginal employees.

The Department has many special programs and services to assist Aboriginal clients and community members. There is an Aboriginal Employee Network and an Aboriginal Staff Reference Group to provide a voice to Indigenous employees. The Norimbah Unit is a specialist unit within Human Resources that supports Aboriginal employment.

The Environment

The Department has a range of environmental commitments and activities that staff can participate in. It pursues ecologically sustainable development and works to reduce the impact of its operations on the natural environment by:

- reducing energy usage
- reducing water consumption
- improving waste management
- encouraging 'green' procurement

The Department's corporate headquarters at the Parramatta Justice Precinct has a five-star green design rating.



The Department's headquarters is based in Parramatta, but it has more than 200 office locations across the state.

Your Career with the Attorney General's Department of NSW

A diverse range of areas to work

Aboriginal Justice Advisory Council
www.lawlink.nsw.gov.au/ajac

Administrative Decisions Tribunal
www.lawlink.nsw.gov.au/adt

AGD Law Libraries
www.lawlink.nsw.gov.au/agdlib

Anti-Discrimination Board
www.lawlink.nsw.gov.au/adb

Bureau of Crime Statistics and Research
www.lawlink.nsw.gov.au/bocsar

Community Justice Centres
www.cjc.nsw.gov.au

Community Relations Unit
www.lawlink.nsw.gov.au/cru

Crime Prevention Division
www.lawlink.nsw.gov.au/cpd

Criminal Law Review Division
www.lawlink.nsw.gov.au/clrd

Crown Solicitor's Office
www.cso.nsw.gov.au

District Court of NSW
www.lawlink.nsw.gov.au/dc

Diversity Services
www.lawlink.nsw.gov.au/diversityservices

Dust Diseases Tribunal
www.lawlink.nsw.gov.au/ddt

Industrial Relations Commission of NSW
www.lawlink.nsw.gov.au/irc

Land and Environment Court of NSW
www.lawlink.nsw.gov.au/lec

LawAccess
www.lawaccess.nsw.gov.au

Law Courts Library
www.lawlink.nsw.gov.au/lcl

Law Reform Commission
www.lawlink.nsw.gov.au/lrc

Legal Services Branch
www.lawlink.nsw.gov.au/lsb

Legal Management Services
www.lawlink.nsw.gov.au/lms

Legal Profession Admission Board
www.lawlink.nsw.gov.au/lpab

Legal Representation Office
www.lawlink.nsw.gov.au/lro

Legislation and Policy Division
www.lawlink.nsw.gov.au/lpd

Local Courts of NSW
www.lawlink.nsw.gov.au/lc

Office of the Legal Services Commissioner
www.lawlink.nsw.gov.au/olsc

Office of the Protective Commissioner
www.lawlink.nsw.gov.au/opc

Office of the Public Guardian
www.lawlink.nsw.gov.au/opg

Office of the Sheriff
www.lawlink.nsw.gov.au/ots

Privacy NSW
www.lawlink.nsw.gov.au/privacynsw

Professional Standards Council
www.lawlink.nsw.gov.au/professionalstandards

Public Defenders Office
www.lawlink.nsw.gov.au/publicdefenders

Public Trustee of NSW
www.pt.nsw.gov.au

NSW Registry of Births Deaths & Marriages
www.bdm.nsw.gov.au

Reporting Services Branch
www.lawlink.nsw.gov.au/agd

Supreme Court of NSW
www.lawlink.nsw.gov.au/sc

Victims Services
www.lawlink.nsw.gov.au/vs

Victims Compensation Tribunal
www.lawlink.nsw.gov.au/vs

Victims of Crime Bureau
www.lawlink.nsw.gov.au/voc

Links to all these business centres are available on the Department's website: www.lawlink.nsw.gov.au/agd



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This document has been prepared by the Department for only general information purposes.
ISBN 978-1-921301-71-1

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