



# Applying for a role at Legal Aid Queensland



## The application process

Thank you for your interest in working with Legal Aid Queensland. This application kit is designed to inform potential applicants about the recruitment and selection process. We encourage you to read this information carefully before applying.



## Understand what the role is about

Legal Aid Queensland encourages you to apply for roles that are relevant to your experience, skills, qualifications and interest. Before you apply for a vacancy you should:

- read the role description to gain a broad understanding of the role and any mandatory qualifications or registrations that might be needed
- consider if you are the right person for the job and what skills, knowledge and capabilities you will bring to the role
- research [Legal Aid Queensland](#) to understand its values and purpose to ensure it is an organisation you want to work for.

Every role description has a contact person listed who can provide you with further information if you have any questions regarding the role.

Working out which jobs suit your skills and interests is a good way to find a career that is right for you. There are a [variety of online tools](#) that can help you with this.

## Understand what is required from you

Each recruitment process can be different. The About Applying section of a Legal Aid Queensland role description outlines what is required of you to apply for the role. For example you might be asked to submit a resume, provide a written statement and/or complete a questionnaire.

Many people do not progress to the next stage of a selection process simply because they have not provided enough information in their written application.



## Written applications

To help you prepare your written application, the following information may be useful:

- [how to write a resume and a cover letter \(Queensland Government\)](#)
- [how to build achievements into your resume \(Australia's National Career Information Service, MyFuture\)](#).

When a role description asks for a written statement in addition to your resume, this is commonly referred to as 'writing selection criteria'. If you haven't written this style of application before, take a moment to read about [how to respond to key selection criteria](#).

It is important you follow the guidelines in the About Applying section. If the role description asks for a 2-page response and you provide a 3-page response, this can have an adverse effect on your application.

## Interviews

If you are contacted for further assessment you have been 'shortlisted' and will be asked to participate in the next level of assessment. This could be a telephone interview or a skill test however will usually include an interview.

An interview is the most common form of assessment used at Legal Aid Queensland and may include a test of your skills.

If you are asked to attend an interview you can ask questions such as:

- How many people will be on the interview panel?
- How long is scheduled for the interview?
- Will the questions be given directly by the panel or will you have time to read them before the interview?

During the interview you will be asked questions about your previous experience, skills or knowledge that demonstrate your capabilities against those listed in the About You and About the Role sections of the role description.

Interviews are a critical part of the process and, as with any skill, practice is important.

To help you prepare for an interview, the following information may be useful:

- [Preparing for your interview](#) (MyFuture)
- [Tips for job interviews](#) (Queensland Government).

Legal Aid Queensland is an Equal Opportunity employer, if you have any special requirements, please let us know when we contact you.

## Referees and pre-employment checks

We will ask you to give contact details for a least two referees we may contact who can verify you possess the knowledge, skills and experience you have provided in your written application and interview. For this reason, the best referees are your most recent supervisors.

You can provide your referees in your written application or at the time of your interview. We usually only contact referees if you have been successful during the interview stage.

Being a referee is optional, so it is always important to check that the referees nominated are willing to be contacted before giving their details. It is also best practice to let your referees know if you have been offered an interview and give them with a copy of the role description.



We may also carry out the following pre-employment checks:

- identity
- entitlement to work (visas)
- qualifications
- professional registrations
- Queensland Law Society lists
- criminal history, ASIC and blue card

## Offer of employment or merit list

If you have been successful during the interview process, we will either offer you the role or may place you on the merit list.

We may create a merit list when there are more candidates found suitable for the role than vacancies available. If you are on the merit list, this means that if a similar vacancy in the same location becomes available within the next 12 months, we could offer that role to you without having to go through another recruitment process.

## Feedback

If you have not been successful in the application process, we will let you know by email or phone and you can then ask for feedback on your application to help you develop your written application and/or interview skills.

## Are you eligible to work for us?

Australian citizens, New Zealand citizens and Australian permanent residents are legal workers and may be employed at Legal Aid Queensland. For appointees in these categories, a single check confirming identity and citizenship or permanent resident status at the time of employment is all that is needed.

A non-citizen with an Australian visa that has a work entitlement attached to their visa is also permitted to work at Legal Aid Queensland for the period of that visa. We will conduct visa checks before the selected applicant starts work, before their visa expires and when their circumstances change. If a visa expiry date is unavailable, we will conduct checks to confirm ongoing eligibility to work every three months. We will also confirm a selected applicant's identity by sighting identification documents to confirm these match visa details. We will not appoint temporary visa holders to permanent positions at Legal Aid Queensland.

For more information about a non-citizen's eligibility to work in Australia, visit the [Department of Immigration and Border Protection website](#) or phone 131 881. This number is only available if you are phoning from within Australia. If you are outside Australia and want to make an inquiry, please contact the relevant [Australian Immigration office overseas](#).



## Employment conditions at Legal Aid Queensland

### Working hours

Our full-time staff work a 36.25-hour week.

### Leave entitlements

As a full-time employee you will be entitled to:

- four weeks annual leave a year (with 17.5 percent annual leave loading) or, if you are working in our Mackay, Cairns, Mount Isa or Townsville offices, five weeks (with 14 percent annual leave loading).
- access to 10 days paid sick leave per year, which accrue with each year of service
- paid maternity leave (14 weeks full pay, 28 weeks at half pay), unpaid maternity leave (up to 104 weeks) and spousal leave (one-week full pay and two weeks at half pay)
- 13 weeks paid long service leave after 10 years continuous service; our staff accrue 1.3 weeks of long service leave each year and can access this after seven years of continuous service
- other leave options including carers leave, bereavement leave, special leave and cultural leave.

### Work–life balance

We are committed to helping staff find a balance between work and their lives outside of the office. As a Legal Aid Queensland employee, you have the option of negotiating flexible working hours with your manager (e.g. accruing hours to take up to five 'flex' days a month, negotiating to work part time, job share or telecommute subject to the operational requirements of your role and team). You will be able to access leave options, including paid parental leave, sick leave and long service leave, and can access free personal and career counselling for you and your family.

### Salary packaging

Salary packaging is a benefit offered to Legal Aid Queensland staff because we are classified as a 'charitable benevolent institution' by the Australian Tax Office. This gives us a 30 percent fringe benefit tax exemption. We advise new employees to talk to a financial adviser about how to maximise their [salary packaging benefits](#)

### Superannuation

QSuper is the default superannuation fund for Legal Queensland however employees can choose their superannuation provider.

More [information on superannuation](#) in the Queensland Public Sector.