

Graduate Legal Officer

Information Pack

November 2024 | Version 1.0



Contents

Graduate Legal Officer Program.....**Error! Bookmark not defined.**

 What does a Graduate Legal Officer do?**Error! Bookmark not defined.**

 Am I required to undertake the Tasmanian Legal Practice Course?..... 3

 How often am I required to work?**Error! Bookmark not defined.**

 What areas of DoJ are offering Graduate positions? **Error! Bookmark not defined.**

 What benefits does the DoJ Graduate Legal Officer Program offer? 4

 How do I apply? 4

 When will I be notified of the outcome of my application? 4

 For more information? 4

Graduate Legal Officer Program

After the success of the first program in 2024, the Department of Justice (DoJ) will host a second DoJ Graduate Legal Officer Program for 2025. This program will facilitate on the job experience, whilst Graduates undertake the Tasmanian Legal Practice Course. The Tasmanian Legal Practice Course (TLPC) is a post graduate professional legal training program whose graduates are eligible to apply for admission as legal practitioners. It is the only course of this type in Tasmania. As a graduate, you are also awarded a Graduate Diploma of Legal Practice from the University of Tasmania.

What does a Graduate Legal Officer do?

Graduate Legal Officers develop quality legal skills by undertaking a range of activities that provide exposure to the operations of public sector legal services, while completing the Tasmanian Legal Practice Course. This includes undertaking research and analysis, providing advice and recommendations on a range of matters, and providing general support as required

Am I required to undertake the Tasmanian Legal Practice Course?

Yes, all Graduate Legal Officers are required to undertake the Tasmanian Legal Practice Course through the Centre for Legal Studies.

How often am I required to work?

For the duration of the Tasmanian Legal Practice Course (February – July), Graduate Legal Officers will work in their placement role on Mondays and Fridays and undertake their coursework on Tuesdays, Wednesdays and Thursdays.

Following the conclusion of the Tasmanian Legal Practice Course and successful completion, Graduate Legal Officers will work full time in their placement role until December 2025. There will also be a three week placement undertaken in their placement role as part of the course.

What areas of DoJ are offering Graduate Legal Officer positions?

In 2025 there are Graduate Legal Officer positions in the following areas:

- Office of the Solicitor General
- Office of the Crown Solicitor
- Office of the State Litigator
- Office of the Director of Public Prosecutions
- Consumer, Building and Occupational Services
- Strategic Legislation and Policy

Although it is hoped that there is a match between the request of the candidate to the placement, this is not always possible.

What benefits does the DoJ Graduate Legal Officer Program offer?

The DoJ Graduate Legal Officer Program offers a range of benefits including:

- Experience in a public sector legal environment
- The opportunity to learn from experienced legal practitioners
- Competitive salary and the ability to work in a role which compliments your legal studies
- Leave entitlements, such as recreation and personal leave, which accrue on a pro rata basis
- Access to mentors to support you through your program
- Training and development program

How do I apply?

To apply, please provide a written response to the questions outlined in the job advertisement and a copy of your current Resumé/CV. We do not require a separate statement addressing the selection criteria. Please also provide the details of two referees who can support your application. Please note if you submit the details of your referees with your application the Selection Panel may contact them without notifying you.

Please apply online by clicking the 'Apply Now' button on the job advertisement. Please note, attachments must be in Microsoft Word or PDF format. If you are unable to submit your application online, please contact the Department of Justice Recruitment Team on (03) 6165 4914.

For any general or workplace adjustment queries, please contact [Rachel Isaac](#) or the HR Organisational Development and Design Team via [email](#).

When will I be notified of the outcome of my application?

All applicants will be notified of the outcome of their application in January 2025. Applicants who are shortlisted for interview will be contacted and invited to interview in December.

For more information

To discuss the program please contact Chelsea Trubody-Jager, Director Crown Law Services (03) 6165 3635 or email Chelsea.Trubody-Jager@justice.tas.gov.au