



Supreme Court
of New South Wales

Researcher to the Common Law Division

Role

The position of Researcher to the Common Law Division involves the provision of research assistance to the judicial officers in the Common Law Division.

The Researcher is required to develop and modify legal research methodologies and prepare reports in relation to jurisdictional issues, practice and procedure of the Court. This often requires the interpretation of complex legislation and new legal precedent. The Researcher must also be able to exercise sound judgment in determining work priorities in a potentially high-volume environment.

It is essential for this position that the person exercises absolute discretion in handling highly confidential and sensitive information that requires a sound understanding of strict court protocols. Ethical standards must be upheld to ensure that the status of the Court remains highly respected by the legal profession and the community.

Skills

The position holder must possess the following skills:

- highly developed interpersonal and communication skills (both written and oral)
- strong analytical and problem-solving skills
- ability to meet tight deadlines
- advanced computer and keyboard skills
- sound knowledge and application of legal research methodology
- ability to work independently and as part of a team
- demonstrated ability in planning, organising and coordinating work priorities in a high-volume environment, and
- high level time management skills.

Duties and activities

The position holder will be required to carry out the following duties and activities:

- provision of legal research assistance
- preparation and maintenance of NSW Court of Criminal Appeal statistics; NSW Court of Criminal Appeal Reserved Matters; Criminal Appellate Decisions Bulletin
- proof reading judgments or other written material prepared by judicial officers
- liaising with all areas of the Registry and the Library (Level 15)
- liaising with the legal profession
- assist Associates with the conduct of cases before any judicial officer
- observance of strict confidentiality in regard to all information and knowledge obtained at the Court and in accordance with the Court's requirements, and
- act as a Tipstaff, both in court and out of court, as directed by the Chief Judge at Common Law.

The position is for the duration of the 2023 Law Term and will conclude on or around the last day of the Term in December 2023.

A successful applicant is expected to commence full time employment in the position from 24 January 2023.

Applications should include a cover letter, CV and Academic Transcript of Record and sent by email to the Associate to the Hon. Justice Beech-Jones, Chief Judge at Common Law: chambers.beech-jonesj@courts.nsw.gov.au

Any **enquiries** can be made by calling the Chambers of Justice Beech-Jones on 02 9230 8740.

Applications close **Friday, 11 November 2022**.