

Associate Employment Register (Non-Ongoing), 19 October 2023 to 18 October 2024

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Company: Administrative Appeals Tribunal

Location: Perth

Category: business-and-financial-operations

Applications Close: 18/10/2024 11:45 PM

Occupation: Administration/Support Service, Legal, Registry

Location: Canberra Metropolitan, Sydney Metropolitan, Brisbane Metropolitan, Adelaide Metropolitan, Hobart Metropolitan, Melbourne Metropolitan, Perth Metropolitan

Work Type: Non-ongoing - Full Time

The Administrative Appeals Tribunal is seeking Associates to provide paralegal, administrative, and case-management support to members of the AAT to assist members with the conduct of their practice. Associates may be assigned to a particular member or members, or work in a team supporting multiple members.

Currently we have opportunities **Melbourne** and **Sydney** :

Melbourne: 1 Associate vacancy available. To be considered for this position, you will need to register your interest by **11:45pm on Sunday, 17 March 2024**. More positions in these and other locations are also likely to become available in the near term. If you have questions about this position, contact Tess Price (03 94546311)

Sydney: 1 Associate vacancy available. To be considered for the current position, you will need to register your interest by **11:45pm on Tuesday, 12 March 2024**. More positions in these and other locations are also likely to become available in the near term. If you have questions about this position, contact Lauren Gow (02 9276 5740)

Our Associate roles provide recent and soon-to-be Law graduates with a 12-month opportunity to develop their legal and professional skills in an organisation that plays a

crucial role in Australia's legal landscape.

Duties may include:

Undertaking legal or general research

Assisting with the preparation, editing, or proofing of Tribunal orders and decisions

Liaising with parties and their representatives

Drafting case summaries, correspondence, directions, and interlocutory orders

Accompanying and supporting members in hearings.

Candidates must have completed, or substantially completed, a recognised degree in Laws.

The position description has more information about the role and the required capabilities and experience (click Apply to access the position description).

Associates may be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, or Sydney. Associates are engaged for a period of 12 months. Hybrid (office/WFH) arrangements are available.

Associates work in one or more of the following divisions of the AAT:

Freedom of Information Division

General Division

National Disability Insurance Scheme Division

Security Division

Small Business Taxation Division

Taxation & Commercial Division

Veterans' Appeals Division

The annual salary on offer for these positions is between \$71,223 - \$77,331 plus 15.4% Superannuation. Our newly approved Enterprise Agreement will deliver a 4% pay increase from 14 March 2024.

The AAT website (www.aat.gov.au) has more information about the AAT.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

Mandatory: You must have completed, or substantially completed, recognised degree in Laws.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au

Read about the current reform of the Australian federal administrative review system on the Attorney-General's website, www.ag.gov.au

How to apply:

To apply, register your interest on the AAT's Associate Employment Register. Once on the Register, you may be considered for any Associate position that may arise during the period of the register in the location(s) you have identified. Associate position vacancies will arise at different times in different locations.

Applications must be lodged by selecting **apply** below. A current resume should be attached to your application. Please attach your Resume/CV and a statement of capability (maximum 400 words) against the area that you have expressed interest in working for and your current resume.

The Associate Employment Register will close 11:45 pm (AEDT) on Friday 18 October 2024. If you wish to remain on our register after this date you will need to reapply.

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing or ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

Please contact our recruitment team on (02) 9276 5443 or recruitment@aat.gov.au should you require assistance with accessing our website or with lodging your application.

Attachments:

- PD RO23004 - APS4 Associate.pdf

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Cross References and Citations:

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