Crown Law
QUEENSLAND

CANDIDATE APPLICATION PACK

Working at Crown Law

WELCOME TO CROWN LAW

Thank you for considering a career with Crown Law. As the in-house law firm for the Queensland Government, we offer a unique and rewarding opportunity to contribute to work that truly matters. At Crown Law, you'll be part of a talented and purpose-driven team, working on legal matters that directly impact the State and its people.

Your career here will be shaped by diverse and challenging legal work, whether your advice informs major policy and legislation or significant projects and litigation. We are committed to providing you with a fulfilling career path, offering opportunities for continuous professional growth, learning and development.

At Crown Law, you'll find a culture of collaboration, respect and support, where every team member's contribution is valued. We believe in fostering an environment that encourages both personal and professional success, and ensuring you have the tools and opportunities to thrive in your career.

We're excited about the potential to welcome you to our team and to support you as you take the next step in your career with us.

Cecelia Christensen

Crown Solicitor

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ABOUT CROWN LAW

Crown Law's extensive pool of experienced lawyers advises and represents the Queensland Government in all areas of law affecting the public sector and the State of Queensland. We operate as a self-funded business unit of the Department of Justice (DoJ), providing legal services to Queensland Government only. Our focus is ensuring the Queensland Government's legal needs are met.

Our team members have the opportunity to work on matters that shape the future of Queensland.

Crown Law offers a rare blend of meaningful legal work, professional growth and a supportive workplace culture. Whether you're looking to gain hands-on experience in high-profile cases, access a community of respected legal professionals or achieve a healthy work-life balance, Crown Law provides the platform to build your career. The opportunities for impactful work, mentorship, and long-term career development make Crown Law a truly unique and rewarding environment.

Our vision

Crown Law will be the Queensland Government's first choice by being the best provider of legal services.

Our purpose

Crown Law's purpose is to protect and support Government in the public interest.

Our core values

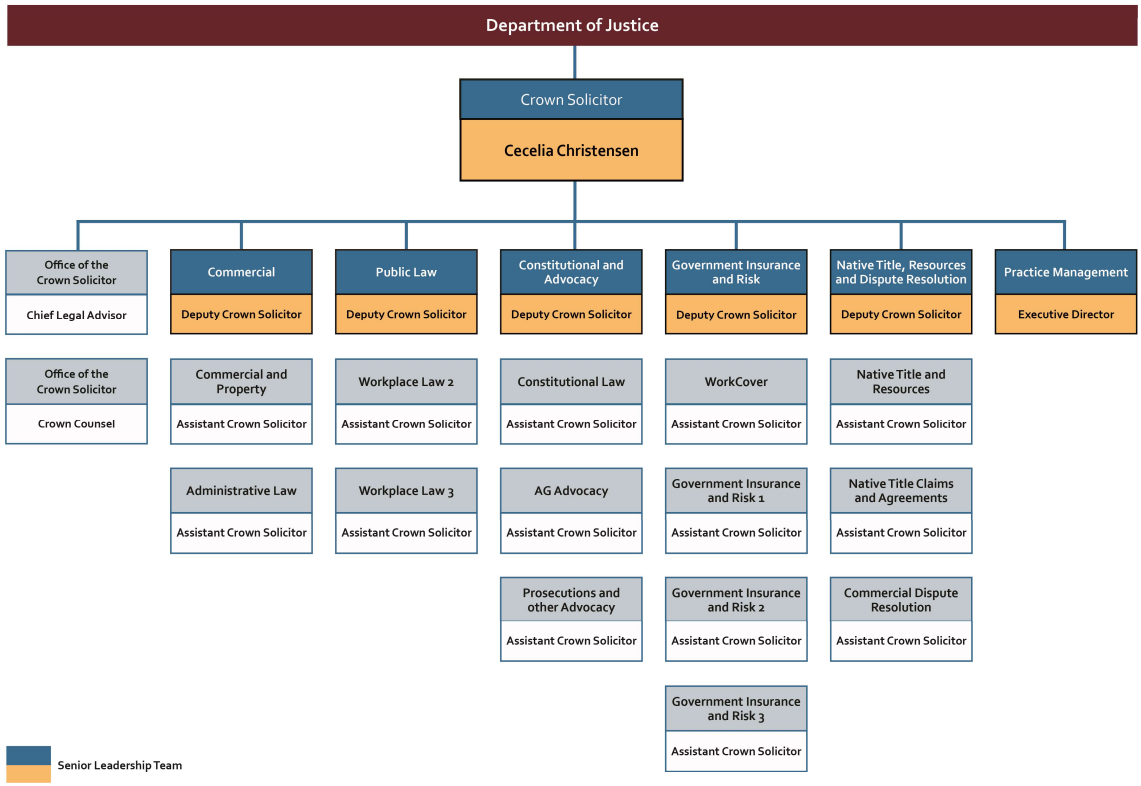
Integrity – Absolute impartiality and honesty.

Excellence – Total attention to detail, consistency and client needs.

Respect – Treat people as you would want to be treated.

Responsibility – Everyone to take responsibility for their own work and do their best.

OUR STRUCTURE



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Queensland Government

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CROWN LAW IN NUMBERS

Our people (as at 30 June 2024)

284 Total employee headcount	**156** Lawyers
105 Legal support staff and paralegals	**47** Practice Management Branch staff

Diversity

74% of staff are female	**64%** of our leadership team are female
4% of staff were born overseas	**4%** of staff speak a second language

Impact

We handled **3,296** legal matters in 2023-24	**43%** of Crown Law briefs were received by female barristers

OUR WORKPLACE

Workplace culture

At Crown Law, we are proud to reflect the vibrant and diverse community of Queensland. Our people come from all walks of life, bringing unique perspectives and experiences to everything we do.

We recognise and honour Aboriginal peoples and Torres Strait Islander peoples as the first peoples of Queensland and we support their aims, aspirations and employment needs.

Together, as lawyers, paralegals, and business and administration professionals, we are united by a shared purpose to support the Queensland Government as its trusted legal advisor.

With a workplace that values diversity, inclusion, and professional growth, Crown Law offers opportunities to make a meaningful impact while advancing your career. Crown Law is where talent meets purpose.

Challenging and engaging work

The variety and calibre of matters received by Crown Law means that working here is stimulating and personally rewarding. Crown Law is involved in many significant projects, litigation and initiatives across Queensland. Our clients include all Queensland Government departments and agencies and:

- statutory bodies and Government Owned Corporations (GOCs)
- commercialised business units
- disciplinary boards and tribunals
- local government authorities.

Our practice areas

Providing advice and legal representation in all areas of law affecting the public sector and the State, Crown Law's expertise spans 19 major areas of law, with a host of specialty areas also offered to clients. Our practice areas are:

- commercial
- insurance and risk
- constitutional and advocacy
- native title and resources
- public law
- workplace relations
- dispute resolution.

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EMPLOYEE BENEFITS

We help you balance work and life

Crown Law offers a rare blend of meaningful legal work, professional growth, and a supportive workplace culture. Some of the benefits on offer include:

- flexible working arrangements may be considered in the context of role requirements
- flexible working hours, including accrued time, may be available depending on employment conditions
- up to 12.75% employer-funded superannuation
- job security working for Queensland Government
- salary packaging options
- generous parental leave and access to special leave provision for carers, emergencies, disasters and critical incidents
- long service leave after seven years
- potential recognition of previous service (long service and sick leave entitlements) from recent employment at other government or educational institutions
- 10 days paid domestic and family violence leave and unpaid domestic and family violence leave.

WHAT OUR EMPLOYEES SAY

"I've had the opportunity to run matters to hearings – I've had a whole year of hearings working directly with Counsel and even running hearings in Cairns. You just don't get that in private practice at my level."

Junior Lawyer

"Crown Law provides many opportunities for lawyers to develop knowledge and skills in complex, varied and interesting areas of practice. It's a friendly and cooperative environment where support and friendship are readily available."

Advocacy Lawyer

READY TO JOIN OUR TEAM?

Crown Law offers high-impact legal work, career growth, and job security in a collaborative, expert-driven environment. Shape and influence public sector legal policy and decisions while advancing your career in Queensland's legal landscape.

We also offer outstanding opportunities in business support and administration including human resources, information-technology and finance, as well as opportunities for legal secretaries, paralegals and law clerks.

Why choose Crown Law?

Crown Law offers the best of both worlds—flexibility, work-life balance, and a positive, supportive culture where your expertise is valued. Enjoy tailored career development opportunities and the security of a stable public sector role, while working on high-quality legal projects that make a real impact.

Current opportunities

To find out more about the current opportunities we are recruiting in, visit the Crown Law website.

If there are no current vacancies that suit your skills and experience, don't forget to set up a job alert via Smart Jobs and follow Crown Law Queensland on LinkedIn to stay up-to-date with the latest career opportunities from Crown Law.

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ABOUT THE RECRUITMENT AND SELECTION PROCESS

Recruitment and selection processes are:

- aimed at finding the person best suited to the role
- fair and transparent
- reflect equity, diversity, respect and inclusion obligations.

Shortlisting and selection

The panel will assess your eligibility and suitability for this role by looking at:

- whether you are allowed to perform the role, for example, citizenship or residency, mandatory qualifications or conditions, licences
- your ability to perform the requirements of the role, for example, the extent to which you have abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to carrying out the duties in question
- how you have carried out any previous employment
- your potential to make a future contribution to our department.

The interview

Panel interviews, usually consisting of three panel members, will be held in person or via Teams. If shortlisted, you will be contacted by phone or email to arrange a day and time for an interview. All candidates are encouraged to advise the panel of any additional support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) required during the recruitment process in order to ensure they can demonstrate their ability to meet the requirements of the role. In preparation for the interview:

- make sure you have a good understanding of the role and know what skills and experience you can bring to the role. Think about examples of past work or studies where you applied relevant skills and abilities. If there are parts of the role requiring capabilities outside your skillset, tell us how you would go about learning new skills to enable you to do the role. Just because you have not done it all before doesn't mean you will be unsuccessful.
- bring a copy of your resume to the interview for your own reference along with any personal notes to assist you.

You may also be given a work task to complete as part of the selection process or be required to participate in other assessment processes depending on the role.

Reference checks

You will be asked to nominate at least two recent referees. At least one referee must have thorough knowledge of your conduct and performance within the previous two years unless this is impractical. You will be notified before your referees are contacted.

Note: Reference checks may be conducted on all interviewed candidates to gather further information about their performance, abilities and teamwork.

Verification checks

Verification of mandatory qualifications and conditions including professional memberships may also be requested.

Suitability for employment

Please note suitability for employment is also known as probity, employment screening or pre-employment checks.

Legally, certain roles require suitability checks to assess the honesty, integrity and character of a person.

The role description will state any suitability checks that may be required to determine your suitability for employment.

Serious disciplinary action check

If you have had previous employment in the Queensland public sector, prior to an offer of employment, you will need to complete a declaration advising us of any serious disciplinary action taken against you during your employment in the public sector. A form will be provided to you to complete. Having disciplinary action taken against you does not automatically exclude you from employment with us.

Criminal history check

You may be required to provide written consent for a criminal history check prior to being offered employment. If you are concerned about undergoing a criminal history check, please contact us on (07)

3738 9096 or email HR@justice.qld.gov.au to discuss any concerns. A criminal record does not automatically exclude employment with us. Criminal history checks are conducted in the strictest confidence.

Disclosure – Matters you need to tell us about

Have you worked as a lobbyist?

If shortlisted with us, you must disclose if you have been employed as a lobbyist within the previous two years. This disclosure must be made during the selection process to the panel chair and again to your manager within the first month of your employment.

As a previous Queensland public sector employee, have you accepted early retirement, retrenchment or a voluntary medical retirement payment?

If you have previously accepted an early retirement, retrenchment or voluntary medical retirement payment from the Queensland public sector, you must disclose this information in your application and again during your interview. There are circumstances where you may need to repay part or all of the benefit your received if you accept a role with us.

Do you have any pre-existing medical conditions?

During your interview, you should disclose any workplace adjustments you may require due to a pre-existing medical condition. Further medical advice may be sought in relation to reasonable adjustments required.

Closure of the role and seeking feedback

You will be notified of the outcome of your application once the recruitment and selection process is complete. This may take up to two to three months after the closing date on the advertisement. You can request feedback about your application/interview though the panel chair/contact person in the role description. The feedback process is designed to be constructive and will be based on an assessment of your suitability for the role.

Probation

A minimum three-month probationary period applies to new, permanent and temporary fixed-term Queensland public service employees. The probation period may also be extended to evaluate your suitability for the role past three months if you have not had opportunity during your employment to demonstrate your suitability for the role (for example, due to taking extended leave).

The job advertisement will state whether a probationary period applies and the duration.

At the end of your probation, a decision will be made as to whether your ongoing employment is confirmed.

What are the Leadership Competencies for Queensland (LCQ)?

These are a tool we use to assist in many aspects of an employee's life cycle, including recruitment. The LCQ describe behaviours/actions used in everyday leadership, including self-leadership, and form part of the selection process.

Privacy statement

Any personal information you provide will be used for the purpose specified at the time it is collected, and will otherwise be managed in accordance with the *Information Privacy Act 2009*.

In some assessment processes (such as an assessment centre) your identity as an applicant may become apparent to other applicants.

If you disclose serious disciplinary action taken against you, that information may be disclosed to the Chief Executive (or their delegate) of the entity where the action was taken for the purpose of seeking further information.

Any person (including an applicant) who seeks documents in relation to a recruitment and selection process must make an application under the *Right to Information Act 2009*. Fees and charges may be payable. You have the right to access your personal information held by the government under the *Information Privacy Act 2009*.