



THE LAW SOCIETY  
OF NEW SOUTH WALES

## **The Locum Service**

### **Information for Locums**

#### ***Applying to be a Locum***

The Law Society of NSW's Locum Service connects firms seeking short or fixed-term assistance with experienced substitute solicitors.

For over 20 years, this interim staffing solution has helped firms facing a range of situations, from solicitors needing to take an unexpected break, to those looking for extra or specialised help during a busy project.

To be registered on the Service, our locums must be solicitors with a current Practising Certificate and have a minimum of five-year's post admission experience.

#### ***How does the service work?***

The Locum Service receives requests from firms for short or long term assignments. When a request is received, appropriate Locums are contacted to check for availability. A summary of available locums is then sent to the firm for selection. The firm will then contact the Locum directly.

#### ***What do I need to do?***

If you wish to register as a Locum please fill in the Locum application form and profile summary and forward these to the service along with your current CV. This Locum Profile is sent to firms when introducing you and should include a short 150 word summary about your skills and employment history.

All Locums need to hold a current NSW Practising Certificate. It is important that you tell us exactly what kind of Practising Certificate you hold. For information on the kinds of PCs and their conditions please see <http://www.lawsociety.com.au/ForSolicitors/practisinglawinnsw/yourpractisingcertificate/practisingcertificate/types/index.htm>

#### ***How often will I receive work?***

The Locum Service cannot guarantee placement with a firm as the demand for Locums is unpredictable and dependant on many factors such as assignment availability, location, and area of law. All Locums are selected by the firm for each assignment and the Service is unable to place Locums directly.

#### ***Insurance***

Often Locums will need to hold their own PII insurance unless they are employed on a short term contract by the firm as an employee. You can obtain a minimum PII policy from Law Cover and then inform them as you receive work. Law Cover also provides a Consultancy Checklist which will tell you whether you need separate cover for a particular assignment. You can contact Law Cover on 1800 650 748.

The conditions of your assignment and insurance cover will need to be discussed with the firm

## ***Fees***

Registration for the Locum Service is free to all NSW Solicitors.

## ***Performance Reporting***

At the end of each assignment, the Locum Service will conduct a performance evaluation with the firm where you were placed. This feedback will only be used internally by the Locum Service. In the event unexpected feedback is received, a Locum Service Coordinator will contact you to discuss the experience.

## ***Keeping the Locum Service up to date***

Just as you would with The Law Society Registry Department, we ask that you inform us if your circumstances change. We will contact you once a year to renew your registration with the Service. Should you not renew with the Locum service, you will be categorised as inactive until we hear from you.

## ***Privacy***

The information you provide to The Service will only be used to process your application and to conduct Locum Service business with you. Checks with Law Society Registry and your referees will be conducted. Your Locum Profile details will be given to firms only after contacting you. The Law Society Privacy Policy can be viewed on the Law Society website.

## ***Further information***

For further information, please contact the Locum Service on 9926 0255 or 9926 0245 or by email on [locums@lawsociety.com.au](mailto:locums@lawsociety.com.au)