

## **PLT Placement - Law Graduate Crystal Migration Legal Services Job Description**

### **About the Role**

**Crystal Migration Legal Services (CML) is a Corporate Immigration and Advisory Law firm located at the heart of Sydney CBD. We are looking for a passionate, dynamic, lateral thinking law graduate to join our team part of the PLT placement. Completion of the PLT placement will render candidates eligible to apply or be offered a Graduate Lawyer Position.**

### **Key Responsibilities**

- Assist Lawyers, Registered Migration Agents, and Immigration Consultants by providing corporate, advisory and compliance services including visa applications, appeals and cancellations;
- Draft legal documents, submissions, statutory declarations, and supporting evidence;
- Conduct legal research using legislation, policy, case law, and Departmental resources;
- Assist with preparing merits and judicial review bundles;
- Prepare and organise client files;
- Liaise with clients to obtain documents, provide updates, and assist with form completion including assisting with lodgement of documents with Tribunals, Courts and Department of Home Affairs;
- Review documents and evidence including financials, employment records, Labour Market Testing, and personal documents;
- Assist with file management in Migration Manager and CML's internal legal systems;
- Support the team with administrative duties (scanning, filing, uploading documents, drafting emails);
- Attend internal training sessions and observe client consultations;

### **Learning Outcomes**

By the end of the placement, the PLT student will gain:

- Practical experience applying the Migration Act, Regulations, and policy
- Experience drafting submissions for complex and specialised matters

- Insight into the operation of a migration law firm, including compliance and client management
- Skills in preparing high-quality applications and merits review files
- Strong research and legal writing skills
- Understanding of ethical and professional obligations in migration practice

**What We Offer**

- Supervision from experienced Immigration Lawyers and Migration Agents
- Rotation between Corporate, Advisory and Cancellation Practices
- Exposure to a broad range of visa subclasses and complex case types
- Structured training and feedback
- Flexible working hours
- Certificate/letter confirming placement completion
- A supportive, collaborative team environment

**Job Type**

PLT Placement

**Location**

Sydney CBD

**Required Skills & Attributes**

- Currently completing Practical Legal Training
- Strong attention to detail and accuracy
- Excellent written communication skills
- Ability to manage deadlines and competing priorities
- Professional, empathetic and client-focused
- Interest in Migration Law (not required but preferred)
- Proficient in Microsoft Office; willingness to learn Migration Manager
- Spanish and/or Portuguese as a secondary language is a plus