

# *CAREERS GUIDE*



THE 2016  
EDITION

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SYDNEY UNIVERSITY  
LAW SOCIETY



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# FOREWORD

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The Legal Profession is constantly evolving. With ever increasing numbers of graduates and the implementation of technology across international law firms and their partnership agreements, a career in law appears a very different prospect to a career in law even a decade ago. The legal profession, like the law it serves, is always in flux. It is by definition an evolutionary system, and one which is shifting to meet new challenges, developments, and opportunities in Australia and the World. The average law student is changing too, and modern law students are more diverse, aware, and passionate about the law and the world it operates within than ever before.

It is in this context that we are proud to present the 2016 Sydney University Law Society Careers Guide. Navigating the complex and intersecting fields of legal employment is a daunting task for any one student, and we are privileged to provide this resource to assist prospective graduates chart a course through the myriad of possibilities facing them, whether it be through clerkships, the public sector, corporate advisory, or off into novel directions on the cutting edge of legal work.

In 2016 we are privileged to partner with the International Careers Guide in the provision of the most up-to-date and useful information in an increasingly international and global legal world. We are also excited to continue the work of our predecessors in opening students' minds to careers in corporate advisory, the public sector, alternative dispute resolution, and social justice, and expanding our coverage of opportunities for in-house legal graduate positions. This reflects both the many interests of contemporary law students and the increasingly complicated and diverse career paths they are taking.

We want this guide to be more than career buzzwords. The application process for graduate positions is often approached by students with trepidation and anxiety. We are committed to giving students to have the fullest information to pursue their career and goals to their greatest potential. We are also aware of the advantages enjoyed by students with family and friends in the legal profession. It is our goal that the Careers Guide begin to bridge the gap other students face in understanding the complexity and 'inside information' of the legal profession. With this in mind, we have sought to demystify the graduate program and present a user friendly guide.

We are indebted to the work of those who have poured their time and effort into this guide in the past, and grateful for the work of our 2016 editorial team; Nicola Borton, Angela Cartwright, Aria Kim, Nikita Malhotra, Longen Lan, and Vivian Wei, whose talents in editing and communication enabled us to include the vast number of firms we have had the pleasure of contacting for the guide. This guide would not exist without you.

Special thanks must go out to the unsurpassable Judy Zhu, whose design brilliance has returned to grace the SULLS Careers Guide yet again, along with the SULLS Design team, in particular Kieran Hoyle and Alison Xiao and Eric James Van Winsen from the International Careers Guide Team, to whom we owe the high-quality collaboration on International Firms we're proud to include in 2016.

To paraphrase C. Wright Mills, freedom is not merely the capacity to do as one wills, or choose between alternatives; it is rather the capacity to understand one's choices, argue over them, and only then to choose one's path. We hope that this guide will free students, empowering them to chart their course into the wide world of graduate employment with confidence.

*William Khun &  
Evangeline Woodforde*

# OVERVIEW OF ORGANISATIONS

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## *Summer Clerkships in Law Firms*

Summer clerkships provide an excellent opportunity to understand how the world of commercial law operates, and often lead to a graduate position. Clerkship programs are primarily offered over the university summer vacation period from the beginning of December until early February. The Summer Clerkship Program is generally open to penultimate year law students only (LLB IV and JD II), however final year students with an extra semester left in their degree are also encouraged to apply.

The clerkship process begins with many of the domestic law firms attending the Law School to present information regarding their summer clerkship programs. These presentations commonly occur throughout Semester One, and usually cover specific firms and practice groups.

The application process for summer clerkship programs commences via 'cvMail' or on the websites of relevant firms, and are run through the Law Society of New South Wales. Applications are typically open from the mid-June to mid-July. The process is often time-consuming and competitive, with firms often receiving up to a thousand applications.

The selection process typically includes first and second round interviews, and events such as information nights, cocktail evenings and group discussions. The process increasingly includes the use of behavioural or performance-based testing, either as an additional requirement to qualify for interviews, or at a later stage in the interview process.

At the conclusion of the interview and assessment process, offers will be made to successful applicants with a short period of time for acceptance, usually five days. Most firms make offers to students on the same date.

## *Graduate Programs in Law Firms*

Many law firms may not participate in an independent graduate program, preferring to recruit graduates through their summer vacation or clerkship intake. See individual firm profiles to find out which ones have separate graduate recruitment programs. This especially applies to specialised or boutique firms.

## *International Law Firms*

Applications for vacation programs overseas generally close earlier in the year than summer clerkships and the process is more compact. Firms also often fill positions on a rolling basis, so don't wait until the deadline to submit your application. Be prepared for commercially orientated questions in particular. Similarly for graduate recruitment, be aware that applications do not occur at the same time as Australian firms. Some firms recruit up to two years in advance.

## *Government Departments and Agencies*

Government departments and agencies generally recruit candidates through a graduate intake selection process, and most do not offer summer clerkships (notable exceptions including the Department of Prime Minister and Cabinet, and the NSW Department of Attorney General and Justice).

Application procedures involve stages such as interviews, group discussions, and psychometric and aptitude testing. Interviews are usually formal and in a question-answer style.

## *Social Justice*

Most social justice organisations do not have formal internship or vacation programs, but are happy to take on volunteer workers during their penultimate and final years at university. Many also offer graduate opportunities. Their application procedures vary significantly. Social Justice Organisations also may offer international opportunities.

## *Courts and ADR*

Careers in the Courts and in dispute resolution may be an attractive option for students interested in the process, judgement and resolution of legal disputes.

The application processes for Associates and Tipstaves vary greatly – see the Courts section of the Guide for this.

Alternate Dispute Resolution organisations provide training and workshops for those interested in pursuing ADR. See the individual organisations' profiles for information on participating in these.

## *Corporate Advisory*

Most corporate organisations request online applications through their respective websites. Application procedures include interviews, psychometric testing, problem questions and group activities. These are often filled on a rolling basis.

Accounting firms and investment banks usually take summer clerks in addition to graduate recruits.

Management consultancy firms tend to offer graduate positions only, though some have seminars, short programmes, or networking events targeted at undergraduates looking to enter the field.

# SUBMITTING AN APPLICATION

*The majority of online graduate applications require written responses to a range of questions. This process enables the firm or organisation to learn more about the candidate, to assess their written communication skills, and to consider various individual responses and how the candidate may be suited to the culture of the workplace. The key to answering these questions is to be precise and ensure that you have provided the relevant details.*

*It is important that your application is free from any elementary mistakes. Some of the most common ones are the incorrect name of the firm or organisation, incorrect name of the person addressed, and grammatical and spelling errors. Be sure to proofread your applications carefully, and ask a second person (a friend or family member) to read over your application before you submit it.*

*Questions that are asked as part of the online application process generally fall into four categories:*

## *1. Questions aimed at finding out more about you, your achievements, and what you can offer the firm or organisation*

This style of question is designed to encourage candidates to discuss achievements that they are particularly proud of. As part of your response, you should aim to describe specific situations and achievements that have showcased your skills and qualities. This ensures that candidates are not just academically successful, but display many talents and are well rounded. This is a perfect opportunity for you to include any extracurricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills, as well as tie your experiences together to illustrate your ability to draw skills and expertise from different fields.

Examples questions under this category may include:

- Describe how you have applied something significant that you have learnt to make a practical difference.
- What motivates you?
- What do you feel is your greatest achievement, and what challenges did you face in achieving it?
- Please detail your extracurricular activities and positions you have held.
- Please outline your level of involvement in community, sporting and charity organisations.
- What interests and activities do you participate in outside university?
- What are your personal interests?

## *2. Questions aimed at discovering your motivation for joining the legal profession and/or the firm/organisation you are applying for in particular*

One of the primary attributes employers look for in prospective employees is enthusiasm for the job or in a specific area of law. The key point of your response is to convince the firm or organisation of your genuine desire to be a lawyer there, and that you are aware and prepared to commit the time and effort required to successfully execute your given tasks. You must demonstrate willingness for a long-term partnership with the firm or organisation. It is important that you have familiarised yourself with the background of the firm or organisation, its areas of focus, and elements about the firm or organisation that are different from its competitors. Be honest in your answers. Firms tend to favour genuine interest over false enthusiasm and can tell the difference, as they're made up of real people with interest in their field, and are looking to employ people who share their

interests. If your motivation for applying for a firm is purely financial gain, try and find some other aspect of the firm to discuss: there are many reasons to pursue a career in corporate law beyond financial remuneration!

Examples of questions in this category may include:

- What is your personal motivation for seeking a career in law?
- What has attracted you to this firm or organisation, and why do you want to work here?
- What do you think the core values of this firm or organisation are?
- This firm is a value-based organisation. Please describe which of the firm's key values you have recently demonstrated.
- Which of the practice groups in our firm has attracted your interest? Please provide reasons.
- What areas of law particularly interest you and how have you come to develop that interest?
- Our firm has recently been acknowledged as Australian Law Firm of the Year. What do you think has enabled us to achieve this accolade?
- What do you think are the three most important attributes of a successful lawyer?

## *3. Questions aimed at testing your level of commercial awareness*

Major law firms act in commercial environments and represent corporate clients. They therefore want to know that you understand the realities of business, and how financial news affects the industry. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms and levies. This information can often be gleaned from reading *The Australian* or *The Australian Financial Review*.

On the other hand, if you are applying for a social justice organisation or a public sector department, the type of questions will be substantially different, although they will remain focused on the activities of the organisation.

In answering these questions, be sure to remain on topic, provide a brief description of what the issue entails, and ensure that you link your response to the potential impacts on the organisation. These questions are designed to test your ability to process and analyse contemporary developments in the news, your level of interest in the type of work the organisation undertakes, and your commercial acumen. To distinguish yourself with these, you will need to demonstrate a deeper understanding of the issue and its

implications beyond basic facts. It is also helpful to demonstrate an understanding of how business operates, especially in relation to the impact of current events.

Research for this is essential. Following current events, researching the organisation's recent deals or projects and forming your own opinion of these helps to develop your commercial awareness. Commercial awareness can't be developed overnight - try to keep an eye on the financial news in the two months leading up to your clerkship interviews, develop areas of interest and test out 'commercial speak' with family or friends.

Examples of questions in this category may include:

- Given the current economic and political landscape, what are some of the issues you think our clients might face in the short-term?
- Identify a current commercial issue that has attracted your attention recently. Why do you consider it to be significant? Who are the key stakeholders in this situation and what are the implications to those concerned?

Be wary of merely parroting back the firm's stated stance on contemporary issues, but also avoid openly criticising the firm. Whilst firms are generally looking for people who can offer novel analysis and suggestions to approaching complex issues, they're also unlikely to look favourably on people who disagree entirely with the firm's stance. This is not just a matter of pride on the part of the firm; the firm came to its decisions based on careful consideration, using a particular style and culture of analysis, and are looking to see whether you can fit constructively into that approach.

Beyond the direct questions relating to current affairs, you can highlight commercial awareness through substantiating your statements about work experience with knowledge of the company and their drivers. For instance, you may discuss why the duties you undertook were necessary for the company.

#### 4. Residual section

Many firms provide a section where you can include any additional information relevant to your application. This is your opportunity to address any issues that may be of concern such as gaps in education or employment, and failed subjects.

You may also choose to mention specific skills, achievements, awards, publications, or scholarships you have received which were not addressed elsewhere in your application, cover letter, or CV.

#### 5. Questions designed to test your numeracy, reasoning, and logic skills (Psychometric)

These questions are increasingly common in online testing and even in an interview setting. There is no easy path to success in these questions, but like studying for a close-book exam, it is possible to practice the kinds of skills and questions which may arise. Ultimately, the best path to improving your performance in these questions is to practice logical reasoning and pattern recognition in everyday life; whether that be identifying trends and underlying principles in legislation or the common law, or spotting patterns and making predictions in financial analytics, the skills you develop are what makes you attractive to firms.

##### Psychometric Testing

Unlike applications by CV, cover letter, grade average or interview, you have little control over the nature of psychometric testing, as it varies between firms. That doesn't mean you can't study and prepare for these tests! Most modern psychometric testing is designed to test your capacity for pattern recognition, numeracy, abstract thinking, and problem solving. Whilst these take a wide variety of forms, and the details of such tests are often confidential, it is nevertheless possible to prepare and practice in slightly unconventional ways. Apart from numeracy practice, which is relatively straightforward, logic puzzles, three-dimensional spatial puzzles, and other similar games and quizzes designed to test and promote logical thinking and rational analysis are your best bet to prepare for these styles of tests. Ultimately firms aren't generally looking for perfect results; they're looking for results which indicate a particular pattern of thinking and approach to complex problems, so don't stress if you don't get a score comparable to your weighted average mark, they are often pitched a much higher level than university exams.

It is also possible to train your brain in these areas. Most firms use similar providers for their online tests, for example CEB- SHL Talent Measurement. The websites of these third party providers often contain practice questions so you get a feel for the questions you will be asked. If you know someone who has completed these kinds of tests before, ask them what strategies they used to success.

If you complete psychometric testing for a firm, some firms will require you to perform a similar test in-person to verify your performance and eliminate the chance of cheating (such as someone else filling out the test on your behalf). This in-person verification is becoming increasingly common, but shouldn't be a cause for nerves: if you have been asked to verify your performance in-person your performance in the online testing is likely to have been adequate.

#### In-Person Psychometric and Analytic Questions

An alternative form of performing these psychometric tests is via in-person questions, for instance being asked to estimate "How many bottles of wine are purchased in Australia per year?" These questions tend to be more common in management consultancy or advisory firms. The best way to answer these sorts of questions is by reasoning carefully and thoughtfully, and explain your thought process as you go through. The objective isn't necessarily to come up with an exact answer, but to illustrate your skills in reasoning, logical deduction, careful assumptions and hypotheses, and often numerical estimation skills and 'common sense'. As for the online psychometric testing, there is no quick path to success, these skills can only be improved with practice.

##### Personality Questionnaires

Increasingly, firms are using online tests to gauge applicants' personality types. These tests will ask the applicant a series of questions about which statement best represents their personality, asking the applicant usually to rank and compare statements e.g. I never miss deadlines, I am a natural leader, I often feel stressed etc. Importantly, there is no right answer to these questions. The software is designed to test whether applicants are being consistent in answering the questions, so this is definitely a time where honesty is the best policy! Firms are also not looking for a single 'type', but often a clerk cohort that complements one another, so there's really no harm in just being yourself.

# CVMAIL

*cvMail is a law student portal run by Thomson Reuters that provides information about the legal industry and enables law students to apply and schedule interviews online. A number of major firms in all states (as well as some overseas firms) now prefer applications online via [www.cvmail.com.au](http://www.cvmail.com.au). The firms that use this system change from year to year, so ensure you are aware of any changes well before you apply.*

## BENEFITS OF USING CVMAIL

- The application is sent via the secure online cvMail uplink.
- Applicants only enter personal and academic details once.
- The Application Manager keeps track of the closing dates for each firm.
- The Application Manager keeps track of the firms to which candidates have applied.
- The MycvMail Interview Scheduler allows candidates to arrange the most suitable dates and times for interviews and provides interview detail sheets (for participating firms only).
- The MycvMail Messenger records all email correspondence from firms to candidates.
- Candidates can browse comprehensive information about firms and the application process.
- Candidates have access to feedback from new graduates regarding firms and interviews.
- There are important tips such as how to compile the application, what to include in a cover letter, and CV examples.

## USING CVMAIL ONLINE

- Go to [www.cvmail.com.au](http://www.cvmail.com.au) and register as a 'First Time User.'
- Insert your name, email address and a password to create an account.
- Once you have created an account you can log on as a registered user using your email address and password.

### 1 Step 1: Personal Profile

Enter your personal details including name, address, email, and language ability. This information is automatically forwarded to the firm as you apply. All personal and academic profiles can be edited as many times as required prior to applying to the firm.

### 2 Step 2: Academic Profile

Create an education record for each of your relevant academic qualifications, and enter the individual marks.

### 3 Step 3: Submit Your Applications

Click on the Seasonal Tab for clerkships or the Graduate Tab, and select the state to which you are applying. This will display a list of the firms using cvMail.

Candidates can practice submitting an application to a practice firm prior to submitting a real application, which allows candidates to familiarise themselves with the electronic application process.

When the application is ready for submission, simply click onto the 'Apply Here' button, located next to the relevant firm.

Although each firm will have different application requirements, generally candidates can answer application questions, attach the resume and cover letter, and preview the application before confirming and submitting to the relevant firm. The level of specificity regarding the application questions varies from one firm to another. It is important to note that answering these questions can take a significant amount of time.

Examples of questions in this category will include:

- Education
- Achievements
- Employment history
- Other interests
- Additional information
- Referees.

Examples of questions a firm may ask under the above categories may include:

- Please outline any achievements, award, or prizes you have obtained including academic, sporting, community, and charities.
- What interests do you hold outside your studies?
- Where do you see yourself in the next five years?

# SELECTION CRITERIA

## *What are selection criteria?*

Selection criteria are specific job requirements describing knowledge, skills, qualifications, experience and attributes identified by selectors as important for effective performance in a particular job.

These specific job requirements are used to objectively and consistently assess applications and shortlist suitable candidates for interview. They also assist in choosing the candidate who ultimately gets the job.

Selection criteria common to many graduate jobs include:

- Planning and organising;
- Ability to work as part of a team;
- Excellent written and oral communication skills; and
- Problem-solving and data analysis skills.

## *Why address selection criteria?*

Addressing selection criteria clearly and effectively increases a candidate's chance of getting an interview. The completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role. Additionally, having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations. When addressing selection criteria, it pays to be as precise and explicit as possible; asserting you meet all the criteria is not enough, tie your skills and experiences directly to the criteria at hand. The STAR method is useful here (see below).

*The application you send is likely to consist of:*

- A cover letter;
- A resume; and
- A separate document called 'Statement of Claims against Selection Criteria', or 'Statement of Claims' outlining specifically how you meet the role's requirements. If asked to submit a Statement of Claims or similar document, you must do so to have any chance of an interview. If you do not provide a statement for each criterion, the recruiter is not able to make an assessment of your suitability for the role.

Selection criteria are classed as either essential/critical or desirable. All essential criteria must be met to reach the interview stage. For highly sought-after positions, desirable criteria are also considered. See the section below about how to write a Statement of Claims.

### PRIVATE SECTOR ROLES

Private sector organisations usually require the applicants to address selection criteria in the online application form and/ or the cover letter. Your resume should also be tailored to match the skills required.

Selection criteria are usually stated in the job advertisement. However, because some advertisements are very short, you may need to read between the lines, e.g. if the advertisement addresses 'an energetic ideas person' the selection criteria might include initiative, leadership ability, creativity or all of these.

If the advertisement does not specifically list selection criteria then imagine yourself as an employer describing the ideal candidate for that position, and tailor your letter and resume accordingly.

If the advertisement gives you the name of the employing organisation, refer to its website for possible information on the skills and attributes that organisation values.

To address selection criteria, write about the skills and knowledge gained through your degree, work experience, extracurricular activities and other activities you have been involved in, ensuring that you relate these to each criterion, where relevant.

You need to give the employer specific examples that demonstrate each of the selection criteria. It is not sufficient to include general comments stating that you have all the skills being sought.

It is also important that you address all the selection criteria and that you write concisely

as employers will be assessing your written communication skills. For more information about what to include in a letter, refer to the example cover letters below.

### GRADUATE RECRUITMENT ROLES

Employers offering graduate programs will usually participate in on-campus activities such as careers fairs and employer presentations. This is your chance to clarify information about their organisation and selection criteria.

You'll also find useful information about selection criteria in the graduate recruitment section of the employer's website and in graduate recruitment literature at the Careers Centre.

### PUBLIC SECTOR AND OTHER ROLES

It is more common for public sector positions and those in health, welfare, professional associations and educational institutions to clearly state selection criteria in the job advertisement.

You can often obtain further information, such as a duty statement or detailed list of selection criteria, on enquiry.

## How to write a statement of claims

- To begin your Statement of Claims, open a new blank document and include your name as a header on each page, with your contact details on the first page. Use the title the organisation has given this document and include the job title and the reference number, if applicable.
- List criteria as headings in bold print, and address each criterion in a couple of paragraphs or a list of bulleted points (provide more information if requested). For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.
- Deal with the criteria in the same order as in the advertisement or duty statement.
- If you have been provided with the relative weighting of criteria, give more detail for the more important ones.
- Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/ or other documentation, they're good examples to use.
- Quantify your experience or skills if you can, e.g. 'Three years' experience in creating monthly budgets using Microsoft Excel.'
- Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

## Making a good first impression

If the advertisement includes a contact name and number (or an e-mail address), contact this person to discuss the vacancy.

For government positions and some private sector organisations you may be able to first download an information pack containing a duty statement, list of selection criteria and other useful information from the organisation's website.

Whether or not you believe the contact person is one of the selectors, it's important to make a good first impression:

- Before you call, research the organisation and be prepared to talk about how you meet the main criteria, as you may be asked some questions about your experience.
- Indicate your enthusiasm and clarify any areas where you have questions.
- If possible and appropriate, ask if you can visit the organisation and have a look.

### *A good way of addressing selection criteria is to use the STAR formula:*

**SITUATION** / Where, when and context of your example

**TASK** / The task or problem to be solved

**ACTION** / How you solved the problem, fulfilled the task or handled the situation

**RESULT** / The outcome achieved as result of your action/s

#### EXAMPLE:

*Q: When is a time you have responded to feedback to improve the quality of your performance?*

A: During law school, I once received a poor mark in a research assignment for a particular subject. As such, I sought feedback from my lecturers and tutors to see exactly where I had gone wrong, and where I could improve, and then took steps to practice rewriting the assessment and other similar problems taking this advice on board. This meant that by the time I came to the final exam, I had enough practice that I was able to apply my skills and answer the exam questions to a much higher standard than during the mid-semester assignment

Here you can see the situation (Law School assignment), a task (needing to improve research and problem-question skills), action (speaking to lecturers and tutors, practicing similar questions), and results (improved answer in the final exam), demonstrating that you do respond to feedback, thus meeting the criterion.

**Further information:** You can find further information in the book 'How to Address Selection Criteria' by Dr Ann Villiers, in the Careers Resource Centre.

For information about applying for jobs in the Australian Public Service, including a fact sheet on addressing Selection Criteria, visit the Public Service Commission website at [www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code](http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code)

# WRITING A COVER LETTER

*The cover letter is the means by which an employer will gain an initial impression of a candidate. It is the key way to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview; indeed a well-written cover letter is just as important as the resume.*

There are a number of significant reasons for why a well thought out and well written cover letter is important:

- It is the first introduction of the candidate to the organisation;
- It links the skills, abilities, and experience of the candidate to the position applied for;
- It highlights how the candidate can contribute to the organisation;
- It demonstrates effective communication skills, and the ability to write clearly; and
- It emphasises that the candidate has conducted research into the organisation, has knowledge on the nature of the position, and has conducted a thoughtful analysis of their qualities in addressing the selection criteria.

## Tips to Consider

- Plan your cover letter well in advance;
- Identify strong points in your personal qualities, skills, work/life experience and academic achievements;
- Self promote by using 'I';
- Tailor your letter to each organisation;
- Be familiar with the organisation and the selection criteria;
- Make reference to the aspects of the firm which you find interesting;
- The style should be clear and simple; colourful adjectives and phrases can detract from conveying a strong message. Firms are looking to see that you can communicate in plain english, a skill required to be a commercial lawyer;
- Be sure not to copy information from the website or brochures of the firm;
- Keep the cover letter to one page: four or five brief paragraphs is sufficient to demonstrate that you are concise. Also remember- concision is a skill, widening the margins is not;
- Meticulously check spelling, grammar and punctuation; and
- Emphasise how you can contribute to the organisation, and not what you are expecting to gain from the organisation.

**Structure:** Cover letters should begin with the date in the upper right hand corner, followed by your name, address, contact phone number and email address. The next information to include is the name of the contact person, their position within the organisation, the name of the organisation, and the address of the organisation.

**Salutation:** Always begin the letter with Dear [name of contact person], as it is best to avoid "Dear Sir/Madam" or "To whom it may concern," as it indicates that the candidate cannot ascertain the name of the relevant person. For the purpose of graduate/ internship programs, it is acceptable to use "Dear Head of Graduate Recruitment" where you cannot ascertain the person's identity.

**Heading:** State the name of the position you are applying for, and a reference number (if applicable).

## 1 Paragraph 1: Introduction

This paragraph serves as your introduction, and states the position you are applying for, and where the advertisement was placed. Try to summarise your purpose for applying and why the prospective employer should be considering you. But keep the introduction brief - unlike an essay there's no need to summarise the body of your letter!

## 2 Paragraph 2: The Organisation

This paragraph should focus on why you are interested in the role and the organisation. Ideally, you should have conducted research into the organisation through their webpage and industry contacts, and an awareness of the organisation in news headlines is worth mentioning. Reasons may include values, people you have met, practice group presentations you have attended, and any recent achievements by the company.

## 3 Paragraph 3: Meeting the Criteria

This paragraph outlines your skills and qualification in terms of meeting the selection criteria. Evidence should be provided by describing your experience and can be shown through your employment history, extra-curricular activities, and volunteer positions you have held. Be persuasive and positive in your account of your qualities.

## 4 Paragraph 4: Organisation's Values

This paragraph outlines why your values align with those of the organisation you are applying to. These values can usually be found on an organisation's website, and may include values such as being client-centric, community-focussed, social, able to work in a team, innovative etc. You can use your own experiences and qualities to demonstrate how you have these values. Be careful not to come across as overly pretentious, be clear, precise, and honest using the specific terminology that the firm uses on their website and other promotional material.

## 5 Paragraph 5: The Result

This paragraph should mention your availability for an interview, and conclude that on the basis of outlined skills and experience you would be pleased to be considered for an interview. Thereafter, thank the person addressed for their time, and state that you look forward to hearing from them.

# EXAMPLE COVER LETTER #1

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[Your name]

[Your address]

[Your contact number and/or email]

[Name of contact person]

[Position]

[Organisation name]

[Address]

[Date]

Dear [Mr/Ms last name of contact person],

RE: Application for [Organisation] 2016/2017 Summer Clerkship Program

I write to apply for the 2016/2017 Summer Clerkship program at [Organisation Name]. I am currently in my penultimate year of a Bachelor of Arts/Bachelor of Laws degree at the University of Sydney, having just completed my undergraduate major in [Major]. I have a strong distinction average, which I have achieved whilst maintaining heavy extra-curricular commitments, including being elected by my peers to the role of 2015 [Position] of [Student Society/Leadership Organisation], and working part-time.

I am applying to [Organisation Name] because of its position as the leading law firm in the Asia Pacific Region, and the first and only global legal practice headquartered in Asia. This is reflected in [Organisation's] success in consistently winning the [award], and in winning the [award]. [Organisation's] position as a market leader in Banking and Finance is reflected in its consistent Chambers Asia Pacific Band 1 ranking, and in its role in advising on the financing of the [deal/matter/project]. Further, [Organisation's] status as a leading global Banking and Finance practice is evident in its receipt of the [award]. [Organisation's] role in [litigation/deal/matter], and [litigation/deal/matter], affirms its Chambers Band 1 ranking in Litigation and Dispute Resolution, and the recognition of partners such as [relevant partner name] and [relevant partner name] as leading Australian commercial litigators reflects the excellence of [Organisation's] commercial litigation practice. My interest in commercial litigation is reflected in my success in winning both the 2015 and 2014 [Moot Competition]. However, I would welcome the opportunity to experience any of [Organisation's] practice groups.

I am the ideal candidate for [Organisation] because my achievements and experience exemplify the characteristics [Organisation] seeks in its lawyers. My role as a [position] at [Organisation] provided me with legal experience in working in-house for a commercial client, teaching me the importance of client-focused work. My attainment of a High Distinction in Introduction to Property and Commercial Law reflects my interest in commercial law. My commitment to excellence in client service is reflected in my previous experience in hospitality, which afforded me the ability to work collaboratively under pressure. My role as a Debating Coach at [School] has afforded me excellent communication and analytical skills. In my capacity as [Student Leadership Role], I am responsible for overseeing the [role] Subcommittee, facilitating [role responsibilities/activities], and inaugurating the [important initiative/publication]. This role also sees me working collaboratively with the rest of the [leadership board/student society executive] to make important decisions for the society, providing me with strong leadership and teamwork skills. My extensive extra-curricular involvements have afforded me excellent organisational skills, and the ability to meet tight deadlines under pressure.

My personal values and interests suggest I would be an ideal cultural fit for [Organisation]. I actively participate in volunteer work at the [Volunteer Organisation] and with the [Other Volunteer Organisation], and would be keen to contribute to [Organisation's] pro bono program. My involvement in various sports, as well as my membership of the 2014 [Role] subcommittees, reflects the social culture of [Organisation]. My drive for success and commitment to excellence is evidenced by having spent the 2015 winter break preparing for, and ultimately winning, the [Moot Competition].

I believe that my academic and personal achievements would make me an asset to [Organisation], and I welcome the opportunity to discuss my potential to be a valued member of the [Organisation] team. I may be contacted either via my mobile on [number] or via email at [email].

Yours sincerely,

[Your name]

# EXAMPLE COVER LETTER #2

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[Your Name]

[Address]

[Phone] [E-Mail]

Attention: [Name of Contact Person] [Position] [Organisation]

Dear [Mr/Ms last name of contact person],

I wish to express my interest in applying for a summer clerkship with [Organisation]. I am currently in my penultimate year of a combined Arts/Law degree at the University of Sydney. For me, a position at [Organisation] offers an unrivalled foundation to a rewarding career in commercial law. In turn, I thoroughly believe that I represent a promising candidate as someone who wholeheartedly embodies the values at the core of this firm.

I am an ambitious student who approaches work with rigorous commitment and enthusiasm. As evidence of this, I am a recipient of the [academic scholarship] and was awarded [subject prize]. I am globally-minded, an avid traveller who enjoys the challenge of working in new environments, as was affirmed during my recent exchange to [foreign University] where I held the position of International Student Ambassador for Australia. It is my ambition that impels me to seek work at a world-leading law firm, where I will be exposed to matters that are complex and intellectually stimulating, and advising clients of significant public import – as exemplified by the current [takeover/acquisition] that is making headlines.

Beyond my academic results, my extra-curricular pursuits demonstrate that I am an assured and well-rounded individual. As a seasoned debater, I have had extensive experience competing in both national and international tournaments, requiring me to think critically and communicate clearly and articulately under pressure. My involvement with Young UN Women as [position] has also required me to demonstrate strong verbal communication skills through collaboration with NGOs and marketing events. As an English Major and editor of [student journal] and [student magazine], I have had extensive opportunities to refine my written communication skills, culminating this year in the opportunity of being published in the [publication name]. In my spare time I am an enthusiastic reader [insert hobbies]. As such, I am attracted to the diversity that [Organisation] celebrates and would love the opportunity to work amongst its interesting and eclectic group of individuals.

Through my professional experiences I have proved perceptive in applying my analytical skills to the real world. As an intern at the [Organisation] I was fortunate to take part in stakeholder collaborations, a process that taught me the importance of considering wider contexts and varied interests in the creation of inventive solutions. As a Law Clerk at [Law Firm], I received extensive practice drafting formal legal documents, an experience that reinforced the need for clarity and concision when conveying complex ideas.

Like [Organisation], I recognise the fundamentality of human relationships and empathy in the provision of legal services. I pride myself on being down-to-earth and accessible while at the same time maintaining an appropriate level of professionalism. Through my work experiences I have demonstrated maturity in professional relations and a capacity to work collaboratively in a structured team environment, yet as a Juniperina mentor, [Organisation] ambassador and student representative, I have taken those interpersonal skills further, practising leadership through sensitivity to the needs of others. For this reason I believe I would readily embrace the client-centric culture and would thrive in the friendly, meritocratic and open working environment that your firm promotes.

I firmly believe that I would complement the successful culture of [Organisation] and would greatly relish the opportunity to build a meaningful career at such a prestigious firm. Thank you for considering my application.

Sincerely,

[Your name]

# WRITING A CV

*A Curriculum Vitae (CV) or resume is primarily a summary of various aspects of your life to date with emphasis on education, employment history, skills and experience, extra curricular activities, hobbies and interests. It can be seen as a marketing tool that should be tailored accordingly to highlight your suitability and experience that is relevant to the area of employment you are targeting.*

*The purpose of a CV is to ensure an offer for an interview with the prospective employer, so therefore it is important to consider the format and content. A successfully drafted CV will take considerable time and effort to construct. As it is the first contact you have with a prospective employer, it forms their first impression of you.*

## THE BASICS

Some basic points to remember when writing your CV/resume may include:

- Use relevant and professional language
- Active verbs highlight your skills and qualifications, such as achieved, delivered, negotiated, organised, and supervised. Key words are important during the 'screening' of C.V.s as some organisations filter through applications via an electronic process seeking these words.
- Leave a comfortable margin on all sides.
- Keep the CV to two pages in length.
- Have a family member or friend proofread your CV.
- Don't forget to include your name, address, phone, and email details in the main heading.
- There is no single correct format or style to use, however the chosen format/style must be consistent throughout the CV.
- Use 12 point font in a clear style such as Arial, Times New Roman or Garamond to ensure the CV is legible.
- Use headings to divide the CV into appropriate sections such as career objective, education, work experience, hobbies and interests.
- Use short sentences and bullet points rather than dense paragraphs of text.

The essential objective is to clearly and effectively communicate your skills and qualification for the job; ultimately if that can be served by using a different heading structure, or different breakdown of your achievements, then that is preferable. Adherence to conventional CV structure (outside of the essential formalities, content, and professional courtesies, which are obviously vital) comes second to you promoting your candidacy for the role.

## Elements of a successful CV

A CV or resume is typically made up of a number of elements that provide prospective employers a glimpse into your background when reviewing an application.

The following is an outline of these elements, although it is important to keep in mind that, while some elements are deemed as essential, others are optional.

### PERSONAL DETAILS

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This section outlines your full name (including a preferred name if any), home and/or correspondence address, telephone number, and email address.

Tip: ensure your voicemail message is professional and polite.

### CAREER OBJECTIVE

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This section is a brief paragraph that informs potential employers of your intended career direction and field of interest, and the skills you can offer to the employer. Primarily, this serves to inspire the reader to review and analyse the remainder of your CV, and therefore, it is important to be specific, factual, and use short sentences.

## EDUCATION AND ACADEMIC ACHIEVEMENTS

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For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first.

This section includes your course of study in reverse chronological order, indicating the name of the course, institution, and period of study. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good). It is advisable to include any academic achievements, honours, awards or scholarships you have received during your education, and, if you choose, your GPA or WAM.

## WORK EXPERIENCE

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This section is to include your job title, start/finish dates of employment, name of employer, location, duties and responsibilities, and any specific accomplishments you may wish to address. Once again, these listings should be in reverse chronological order, and ensure that you extract your skills and achievements from each position using sentences with strong action words. Highlight the manner in which you contributed to previous positions, and quantify your accomplishments where possible. It is important that you do not merely list a point form of your duties.

## EXTRACURRICULAR ACTIVITIES

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This is the section to address your involvement in extracurricular activities at school, university and in the broader community, particularly highlighting the use and development of certain skills such as leadership and teamwork. Examples may include involvement in university societies, mooting or other competitions, sporting teams and community work.

## INTERESTS

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This section allows you to demonstrate that you are a well-rounded person capable of balancing work and study commitments with your other interests, such as reading, baking, or playing tennis. Often potential employers use these interests as a springboard for discussion in the interview, so make sure they are genuine interests, not just what you think the firm wants to hear!

## REFEREES

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At the end of your CV/resume, it can either state that 'referees are available upon request,' or include between two to three references. References should include the name of the contact person (such as your supervisor or manager), their title or position, the company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible, due to perceived conflicts of interest).

If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for. If you have a contact or mentor within the organisation who would be willing to be your referee, that can be a great way to show a personal connection to the firm.

## OTHER HEADINGS

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In writing your CV or resume, you have the freedom to develop your own categories that best highlight your background and achievements. Examples could include Awards, Personal Achievements, Positions of Responsibility, Leadership, Professional Memberships, and Completed Courses such as first aid or computer skills.

# EXAMPLE CV

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[Your Name - Curriculum Vitae]

[Your address]

Phone:

Email:

LinkedIn profile URL

## Education

Bachelor of Arts (English Literature)/Bachelor of Laws, The University of Sydney

2012 – Present

Achievements:

- Winner [Moot Competition] 2015
- Winner [Moot Competition] 2014
- Winner [Academic Award] 2014

Higher School Certificate, [Your School]

1998 – 2011

Achievements:

- [Award] (2011)
- Premier's Award for All-Round Excellence in the New South Wales Higher School Certificate (2011)
- School Captain (2011)

## Legal Experience

[Organisation Name]

August 2013 – June 2015

Legal Intern (8 hours per week)

- Directly assisted the [Supervisor Role] in a variety of research, legal, and administrative tasks
- Gained experience in the areas of commercial law, trusts and bequests, intellectual property, marketing, and development and review of internal policy
- Developed practical legal skills and the ability to balance multiple tasks in a busy office environment

## Other Experience

[Organisation Name]

July 2011 – present

Debating Coach (5 hours per week)

- Responsible for students in communication and speaking skills, current affairs, and argument preparation
- Responsible for adjudicating debates and providing constructive feedback to students

[Café Name]

December 2011 – December 2012

Waitress (10 hours per week)

- Waitressed tables and served clients in a fast-paced, high pressure environment
- Ensured effective communication between team members in the efficient completion of tasks
- Gained awareness of the importance of client-focused service and excellence in customer interaction

## *Extra-curricular Involvement*

Sydney University Law Society (SULS)

2014 Competitions Director

November 2013 – November 2014

- Responsible for organisation of SULS' nine internal and eleven intervarsity mooting and skills competitions; organisation of advocacy forums and social events; preparation of budgets and funding proposals
- Created the inaugural 2014 Competitions Handbook, a comprehensive resource for mooting and skills competitors at all levels

Convenor, Allens Torts Moot

March 2013 – June 2013

- Facilitated semester-long mooting competition with over 100 participants
- Responsible for preparation of draws, organization of student judges, and liaising with competitors, faculty members, barristers and professional judges to ensure effective running of the competition

Other Extra-Curricular Involvement

2011 – 2014

- SULS Careers Mentoring Program – Mentor: [Mentor Name]
- SULS Women's Mentoring Program – Mentor: [Mentor Name]
- 2014 [Debating Competition] Adjudicator
- Sydney University Law Society Interfaculty Sport Competition 2012–2015
- SULS-Compass Regional Schools Visit 2013
- Faculty of Law Peer and International Student Mentor, 2013

## *Volunteer Work*

[Volunteer Organisation Name]

February 2010 – Present

Volunteer, Café Staff (2 hours per fortnight)

- Volunteer at charity for the homeless, working as a member of the café team
- Developed skills in engaging with vulnerable patrons and clientele of varying backgrounds
- Gained experience in problem solving and working under pressure

Juniperina Juvenile Justice Centre

March 2013 – November 2014

Volunteer Mentor (2 hours per fortnight)

- Volunteer as a visiting mentor through SULS' Juvenile Justice Mentoring Scheme
- Responsible for the creation of educational and recreational programs and activities for inmates
- Assisted in establishing positive role models through building trust between inmates and volunteers

## *Hobbies*

- Touch Football
- Baking
- Singing

## *Referees*

[Referee Name]

[Position]

[Organisation]

[Phone Number]

[Email]

[Referee Name]

[Position]

[Organisation]

[Phone Number]

[Email]

# ATTENDING THE INTERVIEW

*If you are invited for an interview, know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities. Receiving an interview means they think you are capable of doing the job, and now want to ascertain whether you will fit into that workplace. Congratulate yourself on getting this far, and prepare yourself so you can seal the deal.*

*The interview gives you the opportunity to reinforce the positive impression that has already been created. You need to respond to the questions asked, relating them back to the interviewer's needs. You should elaborate on the achievements already stated in your CV and explain how you will contribute to their organisation. It's also an opportunity for you to learn more about the firm and the position. An interview is a two-way process in which both you and the interviewer are selling and evaluating.*

*Employers now utilise more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms and case interviews. Be prepared for multiple rounds of interviews intended to expose different aspects of your aptitude for the job.*

## PRIOR TO THE INTERVIEW

The interview process is designed for you and the organisation to get to know each other better. You should undertake general research to understand the culture of the organisation and what they are looking for in employees.

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and desire to be a part of it. It is vital to research and understand the way the organisation works before the interview. It may also be helpful to do some research on your interviewers, if you know their identity prior to interviewing. Most organisations list bios and CVs, and LinkedIn is always a good option.

It is tempting to use this information to pre-script answers to questions. Whilst you should have prepared answers for the reasonably expected questions, it is far more valuable to have a structure enabling you to clearly respond to any question using information about the firm and your qualifications. Overly rehearsed answers run the risk of sounding stilted and mechanical, and worse missing the crux or nuance of the question being asked. Make sure that in your preparation you focus on a systemic understanding of the firm, the job, and your

qualifications, such that you can answer any question posed with clarity and confidence.

## AREAS OF RESEARCH

### Websites

Websites are a great tool for gathering up-to-date information regarding partner profiles, practice areas, organisational structure, the latest transactions, values and mission statements, and details of the clerkship/graduate programs.

The websites of organisations have various sections that can assist you in terms of preparing for interview questions and in answering application questions online, such as “Values Statement” and “Our People”.

### Media

Media searches can also assist in gathering information about recent and/or current deals, enterprises or matters an organisation has recently been involved in. They also provide a broader indication of an organisation's place in the business or community landscape. The Australian Financial Review has a “Legal Affairs” section every Friday, which gives an excellent overview of current legal issues.

Organisations will use the interview to test your understanding of commercial awareness. Gaining a solid understanding of current events is therefore an integral aspect of your interview preparation.

### Personal

A more informal and very effective method of finding information about an organisation is to talk to people who are currently employed, or have worked there. It is also worth talking to some experienced legal professionals so you can better understand what, for example, a plaintiff law firm, corporate law firm, boutique IP practice, or government organisation looks for in their graduates, as they will all be looking for different attributes.

### Research yourself

Re-read your resume and be thoroughly familiar with its contents. You will most likely be asked on specific aspects relating to your resume, such as explaining a gap in employment or a fail on your transcript. The interview will work much more in your favour if you already have prepared responses to these questions. It is certainly possible to explain poor marks or employment gaps in context, and in doing so might enable you

to discuss your other skills and experiences, but this requires preparation as unforeseen questions regarding gaps or perceived black marks on your CV may cause anxiety and uncertainty.

### TIPS FOR THE NERVOUS

Don't try to rehearse answers to questions - this will be immediately obvious. Practice answering questions off the cuff with someone, or record yourself. This has the advantage of letting you see what the interviewers see, and can help identify unconscious habits, bad posture, particular forms of speech you'd want to avoid, etc.

Don't skate over mistakes or weaknesses that may come up. Acknowledge them and focus on what you have learnt. Similarly, if asked to describe your weaknesses, don't say "working too hard" or "being too good at my job" - be honest, and use the question to demonstrate how you're aware of your shortcomings and have acted to overcome your weaknesses (which is what the interviewer is looking for anyway).

Power-poses (such as standing with your chest out, feet shoulder-width apart, hands on your hips) are claimed to facilitate confidence, with some research supporting this contention. If this helps you feel more confident then it is advisable, but take care not to make poses in front of your interviewer, other workers at the firm, potential clients, or other applicants. Take time to find a secluded spot (ideally before you enter the firm) to check over your appearance and demeanour, and prepare psychologically for the interview.

### ON THE DAY OF THE INTERVIEW

Ignore everything anyone has said to you contrary to this: first impressions last. Some helpful (and hopefully self-evident) tips:

- Ensure your clothes are clean, neat and professional.
- Prepare all relevant documents such as your transcript, references, awards, etc.
- Practice answering questions about past behaviour, which help demonstrate your competencies, known as Behavioural Event Interviewing.
- Be prepared to share examples of your achievements, failures or past behaviours and discuss them in some detail.
- Ensure you can describe a situation, the challenges faced, the action you took, and the outcomes of your action.
- Check the format of the interview: duration, how many people are interviewing you.

### ARRIVING AT THE INTERVIEW

Make sure you know how to get to the place of interview. Punctuality is crucial and you should aim to arrive at the interview ten minutes early. If you are late due to unforeseen circumstances, contact the organisation and apologise for your lateness with a brief explanation, and provide them with an estimated arrival time. This should be obvious due to common decency but be courteous to everyone, especially the receptionist as you never know who is sitting behind the desk, or how they may influence the interviewer's decision.

### MEETING YOUR INTERVIEWERS

When you are introduced to those who will be conducting the interview, shake hands with a smile. It is vitally important to remember their names, and address them accordingly during the interview. This is also relevant during "small talk" which interviewers often use to break the ice. Just remember to be yourself, relax, and enjoy the experience. Overall you have to look like you want to be there, which shouldn't be difficult considering you want the job.

If you aren't particularly good at small talk, practice. It is an essential skill in ensuring that you make a strong, confident, and articulate first impression.

### BODY LANGUAGE

Being relaxed and professional, and maintaining eye contact throughout the interview are key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, make eye contact with everyone in the room, even if one person seems to be doing all the talking. Occasional eye contact with the other interviewers will establish a connection with them and will involve them in the interview, even if you are not answering their questions.

### LISTENING AND TALKING

The ability to listen is important in any position. Listen carefully to the question being asked, and answer the question directly by providing detailed answers, which demonstrate that you can fully articulate your ideas. If required, don't shy away from beginning your response with a simple 'yes' or 'no', followed by an explanation.

Don't be afraid to follow your interviewer's lead, they will tend to dictate the formality and scope of your interview. If they want to spend the whole of your interview talking about travel or sport, go with it! They're probably trying to see if you're someone they could get along with in the office.

*Taking into account that the aim of an interview is to assess your suitability for the role, both in professionalism and your personality, an interviewer will seek to include the following key features:*

#### Experience

The organisation will be looking for relevant experience or other life experience that may be appropriate for the role, such as experience in research or dealing with people. What you have achieved in your life that will set you apart from your competition? Draw on areas outside of employment such as extra-curricular activities, voluntary roles, etc.

#### Communication and Listening Skills

Your ability to express yourself orally in a complete yet succinct way, which follows from your ability to listen to the questions asked, will be keenly observed by the interviewers. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways. Take some time to think about your response before answering, having a clear structure to your answer is preferable to a long winded, off the cuff response,

#### People Skills and Confidence

Your ability to develop a rapport with the interviewers will be important, as this will be seen as a reflection of your ability to deal with colleagues and clients alike. So smile, even if you feel uncomfortable. While it is hard to be confident when you are nervous, it is important to be as relaxed as possible so that you give the impression of being reasonably self-assured. Again, employers are looking for candidates who will be able to interact with their clients and represent the organisation, so confidence is important.

## COMPLETION OF THE INTERVIEW

It will reflect well at the conclusion of your interview if you demonstrate your genuine desire for the position by commenting briefly along the lines of “Thank you for your time, I’d love to work in this position and I look forward to hearing from you”.

Remember, not all positions you apply for are right for you. The purpose of the interview is to sort out whether the ‘organisational fit’ is right in terms of matching the position and organisation with your personal values.

You must ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture. If you suffer several rejections, don’t simply give up. Interviewing is a skill that comes with practice, so treat your interviews as a learning experience and reflect upon them as stepping-stones towards positive growth.

### PITFALLS

- Arriving late - aim to arrive 5-10 minutes before

- Bad manners, slouching, mumbling, no eye contact
- Addressing the interviewer by the wrong name
- Lack of cleanliness and improper dress
- Poor organisation/presentation of CV
- Dishonesty when answering questions
- Inability to listen/not answering questions appropriately
- Talking too much, or not enough
- Having little or no knowledge about the organisation

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## Individual interviews

Individual interviews are one of the most common forms of interview. In a one-on-one interview, a senior person from the organisation such as a Manager or Partner will ask you questions on how and why you would fit within the organisation.

The aim of such an interview is:

- To determine if you have sufficient communication skills by effectively engaging throughout the interview process.
- To analyse whether or not you are a ‘good fit’ within the organisation.
- To consider your levels of confidence and ability to respond to questions.
- To weigh up areas of development/ training you would require from the organisation.

In order for an organisation to come to a conclusion on the above four points, it is

most likely you will be confronted with two types of interview questions:

**Questions to analyse you and what you have achieved:** Examples include ‘tell us about your favourite subject at uni and why it interested you,’ or ‘explain what led you to select your major/s.’

**Questions to determine if you are a ‘best fit’ within the organisation:** Examples include ‘describe a time where you represented the values of this organisation,’ or ‘tell us about a time where you displayed courage to lead or to think outside of your comfort zone,’ or ‘what do you value in a professional relationship?’

During the interviews, it is often possible to understand the culture within the organisation based on the questions asked and the conduct of the interviewer.

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## Group interviews

This type of interview usually involves working with a small group (about 5 or 6 people) and discussing a particular problem scenario. This method has become increasingly common for Summer Clerkship and Graduate programs, although not too common in the social justice and government sectors.

The problem scenario given to a group is usually generic, and can be concentrated around a number of areas such as ethics, and technical related questions. During this, one or two ‘silent interviewers,’ whose role is to observe the dynamics of the team, assess group interviews, but do not actually provide any input into the deliberations.

A group interview assesses how you would interact with team members, and in this sort of environment, you are likely to notice different types of individuals.

**The ‘Talker’:** This type of individual usually enjoys being in control of the situation and may try to dominate the dialogue between group members. At times, they can be overbearing and force their ideas on the

group, to the extent of disregarding any other suggestions made.

**The ‘Quiet Person’:** This type of individual is generally quiet during group discussions and fairly reluctant to volunteer their opinions or suggestions. Rather, they will prefer to go along with whatever decisions are said and done by the other members of the group.

**The ‘Complainer’:** This type of individual may continually reflect on the supposed difficulty in the situation and divert conversations from the topic at hand. Tell-tale symptoms include such comments as ‘The question would be better if...’, or ‘I really think we have too short a time to discuss such a complicated problem...’ and so on.

**The ‘Mediator’:** Within a group interview, it is best to establish yourself as the ‘mediator’ between the different ‘factions’ as noted above, and seek to find the middle ground. For example, when the ‘talker’ is in the middle of forcing their opinions, try to pause and get input from the ‘quiet’ person on what they think of the scenario.

# INTERVIEW QUESTIONS

## TYPICAL QUESTIONS AN INTERVIEWER MAY ASK

Think of possible answers to these questions before your interview, using your own experiences and skills to create interesting answers that demonstrate you have the qualities they seek. You may even wish to practice answering them out loud, or have a friend or family member act as interviewer in a mock interview.

*How would you describe yourself to a stranger?*

This is often the first question interviewers ask, and is surprisingly hard to answer! Try to think of characteristics about you as opposed to what you do i.e. being funny, outgoing, hardworking etc as opposed to a law student who plays rugby.

*You have chosen to pursue a career path in criminal law. What aspects of criminal law have captured your interest?*

The key to answering any question is to be honest. Be sure you know why you want the job/field you're applying for.

*What do you think sets you apart from other applicants?*

This question requires the confidence to assess your own capabilities and provides an opportunity to highlight your best qualities for the role.

*How have you demonstrated leadership skills within a group situation?*

The ideal way to answer this question is by reference to a specific event or challenge. Remember to outline the situation, the task required, the action you took, and the outcome.

*Where do you see yourself in the next five years?*

Answering this type of a question requires care and effort, as in most cases the organisation seeks evidence in your answer of your long-term commitment to the role. However, firms may not favour candidates who don't have any ambition, as this could be taken to provide evidence of a lack of motivation. The key is to balance long-term commitment with passion and ambition for the role within the firm.

*What do you regard to be your strengths and weaknesses?*

This is another common question that you must be prepared for. You should be aware of your strengths and weaknesses well enough to give an answer that is self-analytical. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement. Make sure your weaknesses are genuine, rather than contrived answers such as 'being too good at my job' or 'working too hard'.

*Why did you fail a unit?*

The first thing to remember is that a fail is not the end of the world. Be honest and explain your reasons for the fail, such as illness, death in the family or full-time work. This is the perfect opportunity to express what you have learnt from it, and remind them that your marks have been improving continuously since that rogue mark.

*What has attracted you to this organisation?*

Research the website of the organisation and consider its future direction for this question. Specifically, reference the recent activities of the firm, such as high-profile cases. Be honest.

*Could you describe a time when you were faced with a difficult problem, how did you approach it?*

These questions are great to highlight your ability in facing a challenge, addressing the situation, and applying your problem solving skills. You should come to the interview with a specific scenario in mind.

*What type of activities do you participate in outside of your studies?*

These questions are designed to relax you, allowing you the opportunity to outline your ability to multi-task. For example, if you have been playing a sport or volunteering for your local community while working part time, this shows that you can manage your time effectively.

*Describe a time when you have had to meet a difficult deadline, and how did you approach it?*

This question is asking you about your time management skills and ability to work to a deadline, and offers an opportunity to demonstrate your ability to work under pressure.

*What specific skills can you contribute to this position?*

This is another opportunity for you to highlight the skills you have gained from your previous employment and why you perceive them to be important for the position. If specific skills were outlined in the job advertisement, address these.

*Describe a time when you have been part of a team and were confronted with a difficult situation?*

Teamwork is universally acknowledged as very important, so it is vital you demonstrate that you can work cohesively with other people.

## OTHER EXAMPLES OF INTERVIEW QUESTIONS

- Why do you want to work in commercial law?
- Why do you want to work for this firm/why are you a good fit?
- If you received a number of offers what factors would you take into consideration?
- What areas of law/practice groups are you most interested in?
- Why did you study law/what does the law mean to you?
- What do you like about the law?
- What's your favourite/least favourite subject and why?
- What do you hope to get out of this role?
- Why did you leave your last job?
- Tell me about yourself?
- How can you demonstrate commercial awareness/commercial acumen?
- What are your greatest achievements?
- Tell us about a case you have studied that has particularly interested you.
- When have you made a mistake?
- How do you deal with difficult co-workers?
- When is time you've failed/had to be resilient?
- What's your biggest regret?
- When have you had to convince someone of your point of view?
- What work environment motivates you?
- What is your working style?
- What do you value in colleagues?
- What do you think are the successful attributes of a commercial lawyer?
- When have you demonstrated these attributes?
- What have you learnt from previous jobs?
- How have you dealt with criticism?
- When has your integrity been challenged?
- Tell me about a time you worked in a team
- Tell me about a time you worked under pressure
- Tell me about a time you demonstrated leadership skills
- How do you handle conflict?

# QUESTIONS FOR THE INTERVIEWER

*Often, at the end of an interview you will be provided with an opportunity to ask any questions you may have. Ask questions to which you genuinely want to know the answer and that you couldn't find the answer to online, and keep it within the boundaries of the role and the organisation. This is your opportunity to learn things about the organisation which may not have been available from brochures or the website. It's better to ask questions about the firm and the clerkship structure as opposed to questions better addressed to Human Resources, such as 'when will we find out the outcome of our interview' etc.*

Example questions you could ask include:

- Do you like working here? Best and worst aspects?
- What's the most exciting/interesting part of working here?
- What attracted you to working in your practice group?
- What would an average day as a clerk at here be like?
- What would an average day as a partner or SA be like?
- How is the health and wellbeing of employees encouraged in the organisation?
- How is work/life balance encouraged in the organisation?
- How are long-term career opportunities encouraged in the organisation?
- How is performance management conducted?
- How often is feedback provided?
- How is employee performance rewarded?
- What are the key responsibilities for this position?
- Does the organisation have policies in place for ongoing/further studies?
- What are examples of work that is given to clerks/grads in your team?
- What do you personally value in clerks working for you?
- How often does the firm get together in a social setting/how much is collegiality important to the firm?
- What do you consider to be the 'culture' of this firm?
- How did you personally make the decision about which firm to join?
- How many clerks end up taking on a grad role?
- How do you feel when someone more junior has a different perspective from you/how do partners react to juniors challenging them?
- Do you have any advice for someone interested in a career in the law?
- Specific questions about mergers etc.
- Specific questions about the interviewer's practice area



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org/w/index.php?curid=25504096*

Though the bulk of this guide is about Australian firms and organisations, we realise that many law students are interested in practising law internationally. There are any number of ways this can happen – such as via secondments, lateral hiring, or graduate positions – but what these pathways have in common is that each country will have its own procedures and processes for qualification as a lawyer.

This section of the guide covers the procedures for several other English-speaking countries – Canada, England and Wales, and the US – as well as several Asian jurisdictions. However, please note information in this guide is only a brief outline, so if you are serious about practising overseas, we strongly recommend you undertake further research.

# UNITED KINGDOM (ENGLAND AND WALES)

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org/w/index.php?curid=3259988



The UK legal market is going from strength to strength. The UK legal market can be a fun and challenging change of pace for Australian law graduates who want to step out from the splendid isolation of the domestic market and participate on the global stage.

The structure of the legal market in the UK is similar to that in Australia in that it can be separated into different tiers of firms. The 5 leading firms are known collectively as the “Magic Circle”; they are Allen & Overy, Clifford Chance, Freshfields Bruckhaus Deringer, Linklaters, and Slaughter and May.

Not far behind are the ‘Silver Circle’ firms, which record slightly lower turnover but a much greater than average profit. These are generally seen as Herbert Smith Freehills, Ashurst, Berwin Leighton Paisner, King & Wood Mallesons, Macfarlanes and Travers Smith.

To work in the UK you must qualify to practice. There are two ways to accomplish this (see opposite).

## RECRUITMENT PROCESS

To work in the UK your best shot is to secure a training contract. Operating like a graduate program, most will run for two years and will involve four rotations.

Many firms will recruit their ‘trainees’ from vacation scheme programs. Vacation schemes are short internships run during semester breaks and are similar to clerkships. Vacation schemes in London are most commonly run during July, with applications closing between mid-December and the end of January.

After the completion of a training contract you are not guaranteed a job at the firm, however 80% of trainees stayed at the firm that provided training in 2015. Deadlines for applications for training contracts starting 2018 range from May 31 2016 – August 1 2016, prospective applicants should seek out specific firm policies.

## RESOURCES

- Official website of The Law Society of England and Wales: [lawsociety.org.uk](http://lawsociety.org.uk)
- Official website of the Solicitors Regulation Authority: [sra.org.uk](http://sra.org.uk)
- Official website of The Bar Council: [barcouncil.org.uk](http://barcouncil.org.uk)
- For a comprehensive overview of firms operating in the UK see: [legal500.com](http://legal500.com)

## Steps for qualified Australian lawyers

### SOLICITORS

1. Apply to the SRA using the Apply using the Qualified Lawyers Transfer Scheme Form (QLTS-2), fulfilling the requirements of the Suitability test.

Requirements under the Suitability Test:

- Must be a qualified lawyer in recognised jurisdiction;
- Must satisfy English Language requirements or have completed your degree in English; and
- Must be of good character.

2. If you receive a Certificate of Eligibility certifying the above, you then sit the QLTS examinations:

There are two tests:

- Multiple Choice Test; and
- Objective Structured Clinical examinations.

## Steps for non-qualified Australian lawyers

### SOLICITORS

1. Satisfy the academic requirements and then apply to the SRA to have your qualifications assessed.

2. Follow the domestic route for qualification:

- apply for 12 month full-time Legal Practice Course (LPC);
- undertake 2 year training contract at a law firm; and
- complete Professional Skills Course (PSC).

### BARRISTERS:

1. Satisfy the academic requirements and then apply to the BSB to have your qualifications assessed and be granted a 'Certificate of Academic Standing'.

2. Follow the domestic route for qualification:

- apply for a 12-24 month full-time Bar Professional Training Course (BPTC);
- undertake one year of pupillage; and
- obtain tenancy

### BARRISTERS:

1. Apply to Bar Standards Board to have training assessed by the Qualifications Committee.

Requirements:

- Must provide evidence that they are of a good character;
- Must prove you have practised for at least three years, and regularly practised in court;
- Must prove you are in good standing and do not have a criminal record; and
- Must provide proof of professional qualifications and English competency.

2. Depending on qualifications and experience, you may then be assigned to complete further academic or vocational training, or assigned the Bar Transfer Test, which can exempt you from certain stages of training.

## ALUMNI SPOTLIGHT: **ASHIQUE RAHMAN**

*Sydney Law School, LL.M. Sydney Law School, LL.B. University of New South Wales, Bachelor of Science*

### Background

Mr Rahman is a senior associate at Fietta, a law firm entirely dedicated to public international law and international arbitration. "My work includes representing private clients and sovereign States on a broad range of contentious and non-contentious public international law matters, including arbitral proceedings brought under investment treaties," he stated.

### Life After Sydney Uni

"Following completion of my Bachelor of Laws at Sydney University, I practiced in Australia for a number of years before completing an LLM from the same institution, specialising in public international law and international dispute resolution. Thereafter, I

joined a public international law firm based in London."

### Working in London

For Mr Rahman, his decision to pursue public international law seems to have provided him the impetus to move to London. "While there are opportunities in Australia to practice public international law and investment treaty arbitration, the market tends to be dominated by practitioners and law firms based in London, Paris, Washington D.C., and more recently, in Asian capitals such as Hong Kong and Singapore," he wrote.

### Highlights

In writing to us regarding his experiences thus far, Mr Rahman emphasized the positive experiences he has had. "The "highs" are many and include, working with colleagues who are incredibly intelligent, come from

diverse backgrounds and have deep knowledge of and experience in all aspects of public international law."

### Tips and Advice

When asked to provide advice to students looking to follow a similar career path to his own, Mr Rahman wrote:

"Public international law is a field that lies at the crossroads of academia and legal practice. Leading public international law practitioners often are also thought leaders in their field. I would encourage students who are interested in a career in public international law to pursue their academic interests (whether it be through further study or through publishing their work) in conjunction with practice. There are also many international courts, tribunals and organisations that provide invaluable practical experience for young practitioners in the field."

# CANADA

PHOTO BY GEORGE SOCKA

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Like Australia, the majority of the Canadian provinces implement the UK common law system. With its abundant natural beauty and resource wealth and close proximity to the United States, Canada is a favourite destination for those looking for a cooler climate. The National Accreditation Committee oversees the accreditation of international degree holders and is a necessary step before qualification. At the moment, applicants need to apply to individual provincial bar associations for practicing certificates however there has been talk of moving to a nationalised standard in the near future.

The top tier law firms in Canada are collectively known as the “seven sisters” and are comparable to the Big 6 in Australia pre 2012.

- Blake, Cassels & Graydon LLP
- Davies Ward Phillips & Vineberg LLP
- Goodmans LLP
- McCarthy Tetrault LLP
- Osler, Hoskin & Harcourt LLP
- Stikeman Elliott LLP
- Torys LLP

Of course, there are many other firms operating in the Canadian market. For more information please see <http://www.lexpert.ca/500/canadas-largest-law-firms/>

## RECRUITMENT PROCESS

It is important to remember that Canada and the USA are operating on an opposite academic calendar than Australia. This means that summer positions are all but unavailable to Australian graduates because they are run May-September. This means that Australian graduates must participate in graduate/articling programs. It is important to remember that the majority of law firms will require Australian graduates to complete relevant qualification processes before accepting them into graduate programs. Canadian firms will generally stagger application process based upon geographic location.

Applications for Articling recruitment will open for Ontario firms in May and open in June for Alberta and BC. Successful applicants will begin their articles in June of the following year.

## RESOURCES

- Official website of the National Accreditation Committee: [fisc.ca/national-committee-on-accreditation-nca/](http://fisc.ca/national-committee-on-accreditation-nca/)
- Official website of the Law Society of British Columbia: [lawsociety.bc.ca](http://lawsociety.bc.ca)
- Official website of the Law Society of Alberta: [lawsociety.ab.ca](http://lawsociety.ab.ca)
- Official website of the Upper Law Society of Canada (relevant for Ontario): [lsuc.on.ca](http://lsuc.on.ca)

## Qualifying in Canada

Law graduates and qualified lawyers must apply to the NCA for assessment before you begin the process of qualifying in Canada. Coming from the University of Sydney, applicants will need to pass 5 Canadian specific subject examinations:

- Canadian Administrative Law
- Canadian Constitutional Law
- Canadian Criminal Law
- Foundations of Canadian Law
- Canadian Professional Responsibility

In addition, candidates must demonstrate competency in Contracts, Torts, Property and Business Organizations (Corporations law). For University of Sydney purposes, this equates to a grade of 55% or higher.

After completion of the NCA Accreditation process, candidates must complete the province-specific accreditation program.

### BRITISH COLUMBIA

Complete 12 month Law Society's Admission program, which requires you to:

- Complete 9 months of articles in a legal workplace;
- Complete 10 week Professional Legal Training Course (PLTC); and
- Pass 2 qualification examinations.

### ALBERTA, MANITOBA AND SASKATCHEWAN

1. Complete the Canadian Centre for Professional Legal Education Articling Program (CPLD). This process takes approximately 10 months.
2. Pass 10 competency assessments.

### ONTARIO

Complete 'Barrister Examination' and/or 'Solicitor Examination' followed by one of the following:

- Complete an Articling Program
  - 1) Complete 10 months of articling
  - 2) Complete online Professional Responsibility and Practice Course
- Complete the Law Practice Program at Ryerson University (English) or the University of Ottawa (French):
  - 1) Four-month training program
  - 2) Four-month work placement

## ALUMNI SPOTLIGHT: MARNIE LUSIS

*Shea Nerland LLP, Associate. Sydney Law School, Juris Doctor. University of Calgary, Bachelor of Arts in Political Science.*

### Background

Ms Lusis is a Canadian, born and raised in Calgary, Alberta, and is currently an associate at Shea Nerland LLP. After traveling through Australia during her undergraduate studies and subsequently completing an exchange semester at Macquarie University, Ms Lusis decided she wanted to remain in Australia to pursue her law degree. Attracted to the School's domestic and international reputation, she pursued a Juris Doctor degree at Sydney Law School.

### Life After Sydney Uni

After graduating, Ms Lusis felt called to return to Canada and embarked on the route to qualification as a lawyer in Alberta. She submitted her application to the National Committee on Accreditation ("NCA") within a few weeks of receiving her final transcript, received her determination and undertook the requisite exams. All in, the NCA process took almost 12 months. During this time, while not studying for the exams, she worked on the in-house legal team for a media and design company.

Following her successful completion of the exams, Ms Lusis began searching for an articling role. Much like in Sydney, most of the major corporate law firms in Calgary recruit from their summer student cohorts. According to Ms Lusis, "the biggest hurdle for me was not being able to do a summer associate role." Being outside of the typical recruiting schedules meant she had to be more entrepreneurial in her approach.

As a result, she focused on mid-sized corporate firms that had strong practices in areas she wanted to work. "From there it was just a matter of hitting the pavement," said Ms Lusis. After a few months of searching she was offered an articling contract at the firm now known as Shea Nerland LLP. Ms Lusis is now an associate with the firm, where she advises public companies on mergers and acquisitions and individuals in respect of business start-ups.

### Working in Calgary

According to Ms Lusis, working in Calgary presents different opportunities and challenges than she would have faced in Sydney. As a smaller, primarily service-driven market she gets the opportunity to view much more of a business's life cycle than she would have working in Sydney. "Our firm works with a lot of start-up companies, which gives me the opportunity to work with

individuals with a concept, advising them from incorporation to expansion plans to raising capital and beyond."

One could still expect many similarities, as she is still working in corporate law. "It's not a 9-5 job," Ms Lusis cautioned. Her background, however, enables her to do more international work, especially for Canadian companies looking to extend into Australia.

### Highlights and Challenges

One piece of caution Ms Lusis shared was regarding the rigours of qualifying in foreign countries. The law is different in each jurisdiction and is very specific – there will always be hurdles in getting admitted. "Students must understand what the requirements are and be prepared for the all work and effort that it takes," she said.

That said, she believes the hard work is justified by the experience of living and working abroad. "Studying at Sydney University was a truly great experience – really worth it and very rewarding."

### Tips and Advice

"Put yourself out there." According to Ms Lusis, there were not networking events set up for foreign qualified students so she had to work harder to get in touch with people in the industry and build a network. "Go for coffees, send emails, try and chat with people whenever you can. Networking and putting myself out there is what I found was the key to success."

# UNITED STATES OF AMERICA

At present there are only three three jurisdictions which will recognize Australian law degrees; they are New York, California and Washington DC. This might change with the implementation of the Uniform Bar Examination (UBE) which standardizes the bar exam in 21 states, however at the moment all other American jurisdictions require specific American legal courses.

Top Tier American firms will differ based upon the metric used. As a general rule the top tier firms operating in New York are known collectively as “White Shoe firms”; those in California do not suffer from similar colloquialism.

## RECRUITMENT PROCESS

Those wishing to practice in the US are best served by first practicing at a premier Australian firm, and then moving laterally after a few years of domestic experience. Most US firms will not require Australian lawyers to already be qualified for the bar upon hiring, but will expect completion of the Bar Exam within 12 months. The recruitment cycle timing is very similar to Canada, and dates will vary depending on the geographic location of the firm. NY firms will generally close in May, with Californian firms closing around July.

## ALUMNI SPOTLIGHT: MARYAM JAHEDI

*Maryam Jahedi Law Firm, Attorney.Sydney Law School, Juris Doctor. University of British Columbia, Bachelor of Arts in Economics.*

### Background

Ms Jahedi is a Sydney Law School graduate that is now a criminal defence lawyer in New York City. She is fluent in Farsi and is now living in her fourth country. While studying at Sydney University, she developed an interest in both criminal and international law. In pursuit of those interests she gained extra-curricular experience by working with the Intellectual Disability Rights Service in Sydney.

### Life After Sydney Uni

Ms Jadehi chose the JD Program at Sydney University with the ultimate goal of practicing in New York, as it was accepted and recognised by the New York Bar Association.

Her first step was to undertake a prep course. “I really recommend completing a prep course,” she said. “In the final year American law schools focus on preparing students to pass the exam.” This luxury is not afforded to foreign law students, which makes completing a prep course even more important. Even after completing the exam, she still needed affidavits from professors, employers and other character witnesses. “It’s quite a long process,” she stated.

While waiting for her application to pass she gained experience working with the Legal Aid Society in Manhattan working on the Prisoners’ Rights Project. For Ms Jadehi, this was an important step as it allowed

her to hone her advocacy skills and receive training for criminal defence lawyers all while pursuing a cause she believed in.

Upon being called to the bar she decided to start her own law firm. According to Ms Jadehi, criminal law in New York City is very competitive and most firms are quite small. Starting your own firm is a daunting task, “but if you are willing to work hard and realise that you are building something of your own, I recommend going for it,” said Ms Jadehi.

### Working in New York City

As mentioned above, criminal law in New York City is very competitive and comprises of many small law firms. Further, since there is no solicitor/barrister distinction you have to really work to develop a client base. Having just started a new firm, Ms Jahedi decided to focus on getting involved with as many bar associations and societies as she could, trying to build her reputation and get cases through word of mouth. “It’s important to accumulate as much support as you can and develop a network of people you can leverage.”

In that ilk, she has also focused on continued legal education. A student of Gerry Spence’s Trial Lawyers College, Ms Jahedi lauded both the importance to gain practical advocacy skills if pursuing a career as an attorney, while also highlighting such endeavours as an opportunity to network.

### Highlights and Challenges

In discussing her decision to start her own criminal law firm in New York City Ms Jahedi spoke of the ownership she had as a major benefit. “I have my own schedule, I can pick my own clients and I can follow what I think is right to do.”

However, this freedom does not come without risks. “They never taught me how to run a business at Law School,” she said, emphasising that you need to be a bit of a risk taker to start your own firm. There will be unexpected challenges, especially with administrative matters, that one must be prepared for.

### Tips and Advice

Ms Jahedi’s biggest piece of advice was to get out and ask for help. “Coming from another country I recommend you find one or two people that you respect and can trust.” As the only attorney at her firm, she mentioned the ability to have a couple of other lawyers on speed dial if she ever needed to ask for help as something that gave her more confidence.

Moreover, she strongly recommends engaging in volunteer work. “For me I went to high schools and churches to inform people of their legal rights. They didn’t care I was new and it gave me an opportunity to build a network and develop a connection with the community.”

## *Qualifying in the US*

### **NEW YORK**

1. Have a 'qualifying degree' from a law school accredited by the NY Bar Association.
2. Complete the online 'Foreign Evaluation Form' via the New York State Board of Law Examiners.
3. Once approved, complete the 'Online Bar Exam Application' and pay \$750 Application Fee.
  - Sit the NY Bar Exam.

Source: Official website of the New York State Bar Association - [nysba.org](http://nysba.org)

### **CALIFORNIA**

1. Ensure compliance with Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules).
2. Have a 'qualifying degree' from a law school accredited by the State Bar of California.
3. Complete online 'Registration as a Foreign Educated General Applicant' and pay \$113 Registration Fee.
4. Have an evaluated law degree equivalency report and 'Foreign Law Study Evaluation Summary Form' to be completed by credential evaluation agency (approved by Committee).
5. Provide certified transcript of all legal studies completed.
6. Sit the California Bar Exam.

Source: Official website of the State Bar of California - [calbar.ca.gov](http://calbar.ca.gov)



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# HONG KONG

As a former British colony, Hong Kong's Common Law legal system resembles the legal system of England in many ways. Like Australia, the profession is split into barristers and solicitors. Additionally, registered foreign lawyers can practice in Hong Kong advising on the law of their home jurisdiction.

The Five biggest firms operating in Hong Kong are:

- Mayer Brown JSM
- Deacons
- Baker & McKenzie
- Linklaters
- Clifford Chance

Outside the big 5, a number of premier Australian-market firms operate in Hong Kong:

- King & Wood Mallesons
- Herbert Smith Freehills
- Allen & Overy
- Reed Smith Richards Butler
- Woo Kwan Lee & Lo
- Hogan Lovells

## *Recruitment Cycle in Hong Kong*

The recruitment process is slightly different from that of Australia, with firms offering clerkships, vacation programs, training contracts and pupilages. The process is not as standardized as it is here in Australia and each firm will have a slightly different process; however, the general format is below:

### CLERKSHIPS

A clerkship will run for approximately 4 weeks and represent an opportunity to gain knowledge of a different legal structure while soaking up the rich, vibrant culture of Hong Kong. There are two cycles; summer and winter. Applications for summer roles will generally close January/February of the relevant year (2017 summer clerkships will close January/February 2017). Winter applications will close August/September 2017.

**Recruitment process:** Applicants must generally complete an application form detailing relevant information and submit a resume, cover letter, academic transcript and references either online or by email or post. Selected applicants will be invited to attend an interview with HR and potentially a second interview with senior partners of the firm, although this differs from firm to firm.

**Application deadlines:** applications are often accepted on a rolling basis, and thus it is recommended that they should be made several months in advance.

### VACATION PROGRAMS

Vacation programs provide student with the benefit of an early exposure to the legal industry, and it is strongly recommended that students interested in being considered for training contracts apply.

Successful applicants have the opportunity to gain understanding and the skills required to become an effective solicitor.

**Recruitment process:** The application process is similar to those above - generally consisting of a detailed application form, resume, cover letter and potential interviews.

**Application deadlines:** Applications should be made several months in advance and firms usually interview all their vacation program alumni for training contracts

### TRAINING CONTRACTS (GRADUATE ROLES)

Completion of the training program will lead to admission as a practicing solicitor. Unlike Australia, applications for a training contract in Hong Kong will require significant preparation on your part. Again, the process will differ from firm to firm, however the standard application must be completed approximately 2 years before your first day at work.

**Recruitment process:** The application process is similar to that for the clerkship - generally consisting of a detailed application form, resume, cover letter and potential interviews. Interviews will generally be given to all students who have previously participated in the firms vacation programs, however all applicants will be considered. Applicants may only accept an offer if they have passed the PCLL examination.

### PUPILAGES

For those students who wish to become barristers, the best course of action is to gain admission to a Pupilage program. These programs are run by a large number of barristers' chambers in Hong Kong and offer pupilages with the aim of providing comprehensive and in-depth training for pupils. Through the program, successful applicants will be exposed to a wide range of commercial, company and general civil work as well as have the opportunity to learn from leading practitioners in the Hong Kong Bar.

**Recruitment process:** Applicants must generally submit a full resume and detailed cover letter along with academic references by email or post. Selected applicants will be invited to attend potential interviews with the relevant recruiters.

**Application deadlines:** Applications should be made 1 to 2 years in advance.



## Qualifying and practicing in Hong Kong

PHOTO BY WING

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### SOLICITORS

To work as a solicitor in Hong Kong after graduation:

1. Complete the Post-graduate Certificate in Laws (PCLL) by either getting exemptions for subjects, or competing them as part of the Conversion Exam.
2. Work in a Hong Kong law firm for two years under a training contract.

The PCLL requires applicants to demonstrate competency in 11 core subjects:

- Contract, Torts, Constitutional Law, Criminal Law, Land Law, Equity, Civil Procedure, Criminal Procedure, Evidence, Business Associations, Commercial Law.

For applicants with a common law degree from outside of Hong Kong, competence may be demonstrated if the core subjects were completed as part of their degree; exemptions may be granted by the PCLL Conversion Board if so. If these exemptions are not granted, students will have to sit the Hong Kong Conversion Examination for PCLL Admission.

### BARRISTERS

To work as a barrister in Hong Kong:

1. Meet one of the following requirements:
  - hold a Postgraduate Certificate in Law (PCLL)
  - be a solicitor in Hong Kong or
  - be an overseas lawyer.
2. Undertake one year of pupillage at chambers (unpaid).
3. Apply to the Bar Council for admission.

### ADMITTED AUSTRALIAN LAWYERS

**To qualify in Hong Kong as an admitted Australian lawyer:**

1. Have at least two years of post admission experience in the practice of law; and
2. Pass all of the Heads of the Overseas Lawyers Qualification Examinations (though applicants may be able to receive exemptions): 1) Conveyancing, 2) Civil and Criminal Procedure, 3) Commercial and Company Law, 4) Accounts and Professional Conduct, 5) Principles of the Common Law.

**To practice as an admitted Australian lawyer in Hong Kong:**

Foreign lawyers can practise on a fly-in/ fly-out basis if their presence in Hong Kong is limited to three continuous months or 90 days in total (over a 12 month period). Any longer stays require registration as a foreign legal consultant. However, they are not permitted to advise on Hong Kong law unless they are admitted.

Foreign lawyers can be admitted as Hong Kong solicitors either by;

- obtaining an exemption from; or
- going through the Overseas Lawyer Pathway (above)

For more information:

- PCLL Conversion exam: [pcea.com.hk/package.html](http://pcea.com.hk/package.html)
- PCLL University of Hong Kong: [ple.hku.hk/pcll/](http://ple.hku.hk/pcll/)

# MAINLAND CHINA



PHOTO BY J. PATRICK FISHER

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The legal system in the PRC was re-established in 1979 after the Cultural Revolution. It is a civil law system and was initially developed under the influence of the German legal system. Foreign law firms are subject to various restrictions; they are not allowed to practice PRC law, including providing any legal opinions on its application, and any PRC lawyers they hire must suspend their licenses. What foreign law firms can do includes providing legal advice on non-Chinese law.

Practising in China with a University of Sydney degree is complicated by the fact that foreign nationals cannot be admitted to practise in mainland China. Foreigners are not allowed to practice as an authorized lawyer in mainland China. Foreign lawyers can only work as legal counsel – to provide legal advices regarding certain issues) for a representative office of a foreign law firm established in mainland China.

Large law firms/ offices in Mainland China:

- Yingke Law Firm
- Dacheng Law Office
- King & Wood Mallesons
- DeHeng Law Offices
- Grandall Law Firm

## CHINESE CITIZENS OR RESIDENTS OF HONG KONG, MACAU OR TAIWAN

Steps to qualifying IF candidate has Chinese citizenship or residency status in Hong Kong, Macau or Taiwan:

1. Obtain approval for the eligibility of the degree at the Chinese Service Center for Scholarly Exchange (CSCSE).
2. Pass the National Judicial Examination (NJE), administered by the Ministry of Justice.
3. Apply for a one year Vocational training program and sign a training contract, and register with the local lawyers association.
4. Take the exam after at the end of this training program - and then apply to be admitted as a practising lawyer.

For more information:

- Official website of the International Bar Association: [ibanet.org/PPID/Constituent/Student\\_Committee/qualify\\_lawyer\\_China.aspx](http://ibanet.org/PPID/Constituent/Student_Committee/qualify_lawyer_China.aspx)
- Official website of the National Judicial Examination developed by the P.R.C. Ministry of Justice: [moj.gov.cn/sfks/node\\_8007.htm](http://moj.gov.cn/sfks/node_8007.htm)

## RECRUITMENT PROCESS

There are no universal pathways to practise in China as a foreign national; it comes down to the individual firm. Some global firms with access in China may offer secondments (for example, King & Wood Mallesons and Baker & McKenzie), and some firms may also take overseas students as interns (for example, Fangda Partners offers internships to overseas students). The process is far from standardized and those interested are best served to contract the firms directly. It is important to note that proficiency in Mandarin is a must.

# SOUTH KOREA



In recent years, South Korea has opened up its legal market to foreign law firms, which has seen a growing demand for foreign-trained lawyers. Foreign-trained lawyers may either practice as a Foreign Legal Consultant (FLC), prohibited from practising Korean law but able to advise on the jurisdiction in which they are qualified, or pass the Korean Bar exam and be qualified to practise in Korean law as an attorney.

## **PRACTICING IN SOUTH KOREA AS A FOREIGN LEGAL CONSULTANT**

To become an FLC, candidates must have practised in their respective jurisdiction for at least three years. FLCs may then operate representative offices, or be hired by law firms whose head offices' countries have signed and ratified a relevant Free Trade Agreement with the Republic of Korea. Relevant registration criteria include a license to practise law in a country that is a party to an FTA with Korea, a minimum of three years' experience in that country, and residence in the Republic of Korea for at least 180 days per year. There are also restrictions on the area of legal services that FLCs may participate in.

## **PRACTICING IN SOUTH KOREA AS LOCALLY ADMITTED ATTORNEY**

Alternatively, there are two requirements for a foreign practitioner to be admitted locally. Candidates must first complete a graduate level law school program at an approved Korean university and then pass the Korean Bar Examination. After being qualified to commence practice, the applicant must register with the KBA.

### **For more information:**

- Korean Ministry of Justice:  
[moj.go.kr/HP/MOJ03/  
menu.do?strOrgGbnCd=100000  
&strRtnURL=MOJ\\_10205010](http://moj.go.kr/HP/MOJ03/menu.do?strOrgGbnCd=100000&strRtnURL=MOJ_10205010).

PHOTO BY KOREA.NET (KOREAN CULTURE AND INFORMATION SERVICE)

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# SINGAPORE

Singapore is widely regarded as one of the leading commercial legal centres of Southeast Asia and the larger region. The increasing dominance of Asia in driving the world economy is cementing Singapore's position as a global legal hub, with many global firms expanding into the region. Singapore's international reputation as the leading centre for arbitration in the Asian region is has placed it the world map as the arbitration and international dispute resolution seat of choice.

## AUSTRALIAN LAW GRADUATES WITHOUT A SINGAPOREAN CONNECTION:

Foreign law graduates may practise law in Singapore by undergoing the Foreign Practitioners Examination (FPE), which allows experienced foreign lawyers to practise Singaporean law within permitted areas of legal practice. The permitted areas include banking and finance, mergers and acquisitions and intellectual property.

Foreign practitioners are required to have gained admission to a Bar overseas with at least three years of practical experience, and have obtained an offer to work in Singapore.

## SINGAPOREAN CITIZENS OR PERMANENT RESIDENTS OF SINGAPORE

1. Obtain at least a 70% average from an approved overseas university as a "full-time candidate".
2. Pass Part A of the Singapore Bar Exam.
3. Attain at least six months of recognised legal experience.
4. Pass Part B of the Singapore Bar Exam - a compulsory 5-month practical law course and examination for both local and overseas graduates.
5. Fulfil the Practice Training Period requirement (e.g. a six month Training Contract with a Singapore law practice).

For more information see:

- Singapore Institute of Legal Education: [sile.edu.sg](http://sile.edu.sg)
- The official website of the Ministry of Law Singapore: [mlaw.gov.sg](http://mlaw.gov.sg)
- Singapore Corporate Counsel Association: [scca.org.sg](http://scca.org.sg)

## RECRUITMENT PROCESS

Many firms will offer Summer and Winter internship programs, running July and December respectively (reverse from Australian calendar). Applications will typically close around 6 months before the start date. For example, Baker and McKenzie's 2016 Winter program applications close on the 31st of August 2016.

Applications for practice training contracts are generally open in September, for a start date two years in the future. For example, September 2016 for a 2019 start date.

PHOTO BY WILLIAM CHO

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# JAPAN

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## ALUMNI SPOTLIGHT: MICHAEL DUNMORE

*Stockholm University, LL.M. Sydney Law School, LL.B. University of Sydney, Master's Degree in Criminology. University of Windsor, Bachelor of Arts.*

### Background

Mr Dunmore is an associate working in the Dispute Resolution practice group at a major international law firm in Tokyo. Hailing from Ontario, Canada, he moved to Sydney to complete his Master's Degree in Criminology.

After deciding to pursue an LL.B. at Sydney Law School, Mr Dunmore took a course in international arbitration, thus convincing him to pursue a career in the field. He subsequently obtained an internship working at the Beijing Arbitration Commission while undertaking an offshore course in Shanghai.

### Life After Sydney Uni

Once Mr Dunmore completed his law degree, he interned for two leading arbitration institutions in Asia: The Singapore International Arbitration Centre and the Hong Kong International Arbitration Centre. He then further interned at the International Chamber of Commerce in Hong Kong, working in arbitration, when he was convinced of the need to complete an LL.M.

Mr Dunmore left Asia to complete his Master's Degree in Stockholm and subsequently worked at WilmerHale in London, one of the world's pre-eminent law firms, providing him the opportunity to work with and learn from some of England's leading arbitrators.

Upon deciding he wanted to return to Asia, Mr Dunmore was hired as an associate at a major international law firm in Tokyo.

### Working in Tokyo

Mr Dunmore highlighted that the work culture in Japan is completely different from Australia. Often times it is expected that associates aim to make an impression on their managers and consequently must work exceptionally long hours. While this differs team to team, students should be aware of the demanding work culture.

He also recommends learning as much of the language as possible. While all the work is in English, he is one of only a few lawyers at his firm that doesn't speak the local language, which presents its own obstacles.

### Highlights and Challenges

Mr Dunmore spoke very enthusiastically about his experiences working and living in Tokyo. "The food is amazing, it's very clean, there is always something going on and it's a really fun and safe place to live. I really enjoy the lifestyle, even without speaking the language."

With that in mind, Mr Dunmore reiterated that the work culture isn't for everyone, especially people that have never worked at an international law firm before. "The working hours and way of approaching work is quite different and it took me a while to get used to it."

### Tips and Advice

For working in Japan Mr Dunmore's biggest piece of advice was for students to learn as much as they can before making the trip over. "Learning the language and understanding the culture is extremely important."

# *Practising in Australia*



PHOTO BY GREG O'BEIRNE

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org/w/index.php?curid=563073*

## *Academic and practical legal training requirements*

Your path begins with a law degree, or by completing a course prescribed by the Legal Profession Admission Board. After graduating in law, prospective practitioners must then complete a practical legal training program (PLT). These are available through the Professional Program at the College of Law, or from a number of universities, including ANU. Such programs provide practical instruction in legal tasks often undertaken by solicitors, and offer training in the legal skills needed to carry them out. For more details on the College of Law and ANU programs, see the profiles included in this section.

At the end of your PLT, you will be issued with a Certificate of Completion. Depending on which Professional Program you undertook, you may be able to apply directly for admission in NSW, Victoria, Queensland, ACT or the Northern Territory. In order to enrol in the Professional Program, you must be a graduate, or be qualified to graduate, in law or another relevant course. Foreign degrees or foreign admitted practitioners may also apply, subject to approval from the admitting body.

## *Admission to practice*

After completing their PLT, a person may be admitted as an Australian Lawyer in the relevant State or Territory's Supreme Court. In NSW, an application must be made to the Legal Practitioners Admission Board. Once admitted, you may practise either as a barrister (by obtaining a practising certificate through the New South Wales Bar Association), or as a solicitor (by obtaining a practising certificate through the Law Society of New South Wales).

## *Further information*

### **PRACTISING SOLICITORS IN NEW SOUTH WALES**

To practise as a solicitor in NSW, a person must hold a practising certificate issued by the NSW Law Society. After receiving the certificate, you must complete two years of supervised practise. In addition, you must undertake an approved Practice Management Course if you wish to practise on your own account. The certificate is renewed annually, subject to compliance with the requirements of Mandatory Continuing Legal Education (MCLE). A certain number of hours of legal career development must be undertaken each year (10 MCLE credits), which may include attending seminars, publishing journal articles, studying privately, preparing and giving lectures, etc.

### **PRACTISING FEDERAL LAW**

Entitlement to practice in a court exercising federal jurisdiction requires both entitlement to practice in the Supreme Court of a State or Territory, and entry in the Register of Practitioners kept in the High Court of Australia.

### **PRACTISING IN OTHER JURISDICTIONS**

Practitioners may practise in other states and in New Zealand through mutual recognition schemes without need for re-admission. However, solicitors seeking to principally practise in NSW must obtain a practising certificate from the Law Society of NSW.



# PRACTICAL LEGAL TRAINING

THE COLLEGE OF LAW IS PROUD TO PRESENT ITS NEW AND IMPROVED  
PRACTICAL LEGAL TRAINING PROGRAM – **PLT PLUS**

We now offer **maximum convenience and flexibility** – at no added cost or time invested.

Your training will also be more practical than ever before.

What's more, PLT Plus now includes our new '**Certificate of Legal Business Skills**'. Not offered by any other provider, this unique series of seminars will give you the competitive edge as an entry-level lawyer.

## PLT Plus offers

- ✓ Only 5 days of face-to-face attendance
- ✓ More than 90% of coursework delivered online
- ✓ The widest range of learning modes available plus 10 starting dates in NSW
- ✓ Emphasis on task-based practical learning that mirrors real life practice
- ✓ The only provider of 'Certificate of Legal Business Skills' – a new qualification that employers want
- ✓ Preferred provider to 8 of the top 10 law firms
- ✓ Introduction of Canvas – a leading online platform used by Harvard and other Ivy League universities
- ✓ Two subjects automatic credit into the College's LLM program

# COLLEGE OF LAW

## LOCATIONS

Campus: Sydney, Brisbane, Melbourne, Perth

Program: Sydney, Adelaide, Brisbane, Cairns, Canberra, Darwin, Gold Coast, London, Melbourne, Perth, Townsville, Toowoomba

## CONTACT

Student Services Team / P: 1300 856 111 & E: [enrolments@collaw.edu.au](mailto:enrolments@collaw.edu.au)

## Admission

The College's program is approved for direct admission in all Australian states and territories.

**How to Apply:** [collaw.edu.au/plt](http://collaw.edu.au/plt)

## About

### The Best Just Got Better - Introducing PLT Plus

The College of Law is proud to present its new and improved Practical Legal Training Program – PLT Plus.

PLT Plus was designed with you in mind.

We now offer maximum convenience and flexibility – at no added cost or time invested. Your training will also be more practical and relevant than ever before.

What's more, PLT Plus now includes our new 'Legal Business Skills Series'. Not offered by any other provider, this unique series of seminars will equip you with skills critical for a successful transition into the legal business world.

### Flexibility? Maximised.

- You have told us how and when you want to study. So we've created a level of flexibility that's unheard of in standard PLT courses. PLT Plus offers:
- Choice of online full-time, online part-time, online part-time evening or full-time on campus programs
- 90% coursework delivered online
- Only 5 days of face-to-face attendance
- More than 10 start dates in NSW throughout the year

### Employability? Maximised.

The 'Certificate of Legal Business Skills' is not offered by any other PLT provider. Developed in close consultation with employers, the Legal Business Skills Series is designed to give you the competitive edge as an entry-level lawyer.

### Practical Skills? Maximised.

The College of Law has transformed its PLT course into a highly practical and relevant task-based curriculum. You will learn key areas of

competence through everyday scenarios that parallel real-life practice. Whether it's drafting an affidavit, preparing a Statement of Claim or creating a PowerPoint to advise a client on the best structure for their new venture, you'll learn by 'doing' – not just be reading.

### Discover PLT Plus

For course dates or more information about our PLT Plus program visit The College of Law website [collaw.edu.au/pltplus](http://collaw.edu.au/pltplus) or contact our Student Services Team on 1300 856 111 or [enrolments@collaw.edu.au](mailto:enrolments@collaw.edu.au)

The College of Law is Australasia's largest provider of Practical Legal Training (PLT), with campuses in Brisbane, Sydney, Melbourne, and Perth. We also conduct programs in Adelaide, Canberra and regional Queensland, as well as onsite sessions in London. The College of Law's PLT program leads to the award of a Graduate Diploma of Legal Practice (GDLP) which makes you eligible to apply for direct admission to your state or territory.

# UTS:LAW PRACTICAL LEGAL TRAINING

## ADDRESS

1-59 Quay Street, Haymarket  
NSW 2007

## LOCATIONS

Sydney

## CONTACT

Associate Professor Bronwyn Olliffe, Director (Professional Education) / P: +61 2 9514-3419 & E: Bronwyn.Olliffe@uts.edu.au

## Personal profiles

Rebecca Bredeceanu (UTS:Law PLT graduate) - <http://www.uts.edu.au/about/faculty-law/news/uts-plt-equips-alumni-life-%E2%80%98real-world%E2%80%99-lawyers>

Maree Selvaraj (UTS:Law PLT current student)

## Key application dates

There are three intakes per year – Summer, Autumn and Spring:

Spring 2016 (1 August- 21 October)

- Applications open now
- Applications close 30 June 2016

Summer 2016 (28 November-29 January)

- Applications open 8 September 2016

Autumn 2017 (March-June)

- Applications open 8 September 2016

## About UTS:Law Practical Legal Training

Are you ready to take the final step towards becoming a lawyer? Good news! Practical Legal Training at UTS can get you there.

PLT, or Practical Legal Training, is an essential requirement for admission as a lawyer to the Supreme Court of New South Wales. Practical Legal Training is designed to acquaint students who wish to practise law with the day to day work of lawyers. It's the final chance for you to exercise the complex legal knowledge you've learnt before you commit to the reality of being a lawyer.

PLT is comprised of two core components: coursework (academic subjects) and a practical experience work placement. Flexible study modes – such as part and full time study, on campus and online – are offered.

### You can study PLT at UTS!

UTS is the only university in Sydney to offer both the academic and PLT components that are required for any person wishing to practise

law in NSW. PLT can be completed as a 1-2 session course in the UTS Graduate Certificate in Professional Legal Practice for those studying:

1. An undergraduate Bachelor of Laws (LLB) or combined undergraduate Law degree, in your final session of study or on completion of the LLB; or
2. A Juris Doctor (JD) degree, in your final session of study or on completion of the JD.

Application to complete PLT at UTS is open to all individuals with the requisite qualifications.

PLT now in its 20th year at UTS

The benefits of studying PLT at UTS are numerous:

3. Take advantage of a long 20 year history and expertise in teaching PLT
4. Get a university qualification that is accredited by the LPAB
5. Concurrently accumulate full-time Practical Experience hours with academic studies
6. It's not as expensive as you may think. All university law graduates receive 6 credit points of advanced standing, leaving 18 credit points to complete PLT. This makes UTS price competitive\*!

\*All Bachelor of Laws and Juris Doctor students receive 6 credit points of advanced standing, leaving 18 credit points to complete PLT making UTS price competitive.

## GAIN THE PRACTICAL LEGAL TRAINING (PLT) SKILLS THAT EMPLOYERS ARE LOOKING FOR...



**LUKE DUGGAN**  
Associate - Clyde & Co Australia

"After years of studying more rigid and substantive legal issues, PLT provides students with the opportunity to learn more about procedure, and also to apply their substantive knowledge in practise-like situations. When I was doing my PLT at UTS I remember having to draft pleadings following the completion of an element matrix which detailed the elements of each cause of action and defence. This simple exercise is vital and a necessary part of litigation from the smallest of matters to the largest pieces of commercial litigation."



**NICOLA COOPER**  
Graduate Lawyer - Lander & Rogers Lawyers

"I found the subjects at UTS to be very practical and focused on problem solving, not simply identifying issues. This type of education sets you up perfectly for the legal industry where clients are looking for real solutions. UTS distinguishes itself in this regard."

## GOOD REASONS TO STUDY YOUR PLT AT UTS:LAW

**2016 INFORMATION EVENINGS**

16 Jun | 14 Sep | 09 Nov

Register to attend  
[law.uts.edu.au](http://law.uts.edu.au)

# Law firms

PHOTO BY EARTH AT  
ENGLISH WIKIPEDIA

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commons.wikimedia.org/w/index.  
php?curid=16039986*



Working at a law firm after University, either here in Sydney, inter-state, or overseas, is the most traditional avenue into an exciting and diverse career in the law. Alternatively, it provides a respected and recognised gateway into other fields like politics, economics, banking, and the public service. Indeed, the training provided by legal practices is second to none, and the intellectual rigour, personal satisfaction and professional development offered by a career in legal practice is undeniable.

When reading this guide, it is important to understand that legal practices offer a diverse range of opportunities. The career path offered by a large international commercial firm will be vastly different, for example, from that offered by a small Sydney-based criminal legal practice. Even within the commercial legal world, those interested in labour relations and class actions are likely suited to vastly different firms from those with a banking and finance background.

It is also important to understand the evolving nature of Australia's legal market. The introduction of big international players into the Australian market, and our increasing ties with the Asia-Pacific region are, together, changing the face of Australian legal work and firm composition and direction. There are thus distinctions to be drawn between independent Australian firms, Australian firms that have partnered with overseas firms to become truly international, and global firms with offices in Australia.

Moreover, beyond the information supplied, it is worth going on a firm's website or interacting with them at recruitment events to properly understand its people and its culture. A law firm is much more than simply the composition of its practice groups, and you should aim to understand what each firm values in its people, and whether their vision for their firm aligns with your own personal career goals.

However, whatever your individual interests, the Australian legal market has never before been so replete with options for young lawyers, and the opportunities offered to graduates from each firm are generous and exciting, as new and old players in the market compete to win over the best and brightest young law graduates. Take time to read the information provided carefully, so that you are best equipped to taking advantage of all that Australia's diverse and expanding legal market has to offer.

The following firm profiles are alphabetized, with our sponsors listed first.

# CLERKSHIPS

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## THE BASICS

Summer clerkships are paid employment experiences in major commercial law firms over the summer break. For law students in NSW they are primarily based in Sydney, with other states and some overseas firms offering variations of the program.

The 2015 NSW Graduate Employment and Summer Clerkship Programs are coordinated by the Law Society of NSW for the benefit of law firms and law schools in NSW.

The Summer Clerkship Program is generally open to penultimate year law students only (LLB IV and JD).

### Common terms and Distinctions

- “Big Six” = Allens, Ashurst, Clayton Utz, Herbert Smith Freehills, King & Wood Mallesons, MinterEllison. Otherwise known as the “top tier”.
- “Magic Circle” and “Silver Circle” = UK-headquartered law firms regarded as the first and second-ranked groups of law firms respectively.
- “White Shoe” = the US-version of the top tier.

### Don't feel pressured

Don't do a clerkship just because everyone else is doing one. A clerkship is not something you have to do, or need to do, but it definitely can be a great thing to do if you're interested in a commercial path.

### Why apply?

A clerkship is the best way to try out a law firm and find out if commercial law is right for you. You get to do your best Harvey Spector impersonation for ten weeks in an environment that supports and looks after you. Law firms don't expect you to know everything - you just need to be keen and eager to learn.

Clerkships can give you great training. The firms want to show you that they are invested in your future and are interested in your learning and development. At most firms, you will be given introductions to every practice group in the firm as well as their leading partners, and can get a feel for which practice group is for you.

Certain practice groups can draw upon the knowledge you've picked up only recently in law school, which is an interesting opportunity to see your skills applied in real life, and might make all those late nights you've spent in the library seem a little more worthwhile. Of course, clerkships often lead to a graduate job. Most firms recruit their grads through the clerkship process. The amount of clerks taken in any one year is often dependent on graduate business needs. There's definitely a feeling of security knowing you can graduate, travel for a year if you want to, and come back to a job, an income and, hopefully, a firm you love!

## AREAS OF LAW YOU CAN BE EXPOSED TO

Firms offer a lot of interesting services across a range of industries, including construction, energy and resources, technology media and communications, to name a few. Learning about these groups becomes easier with the help of a buddy and mentor, which is commonly organised by the firm.

Within industry areas, you'll have the opportunity to choose rotations in different groups like corporate, property, taxation, private equity, insolvency and M&A. Most firms offer two or three rotations over the summer.

The size of different practice groups can vary dramatically. Small groups can be closer to 15 lawyers (for example tax and IP) whereas larger groups can require around 60 lawyers (for example corporate and litigation).

It is not uncommon to be placed in a group outside of your comfort zone, but that can often lead to very rewarding and interesting experiences. Keep an open mind and choose rotations that you think you might be interested in but don't know much about.

Groups can be either transactional, litigious, advisory, or a mix of the three. Transactional groups deal with 'front end' work - negotiating with clients and developing and drawing up contracts and other document packages. For example, a front-end Construction group could deal with lots of negotiating over which party would bear the most risk in the contract in the event of defaults or delay. Litigious groups deal with 'back end' work and basically everything after the contract is signed. Examples of back end groups include dispute resolution, litigation and insolvency.

# KEY DATES

*For firms participating in the Law Society of NSW's Summer Clerkship Program, the key dates are listed below. For other firms, you will need to check their websites.*

**Wednesday**  
**15 June**

APPLICATIONS FOR  
SUMMER CLERKSHIPS  
OPEN

**Sunday**  
**17 July**

APPLICATIONS FOR  
SUMMER CLERKSHIPS  
CLOSE AT 11.59PM

**Monday**  
**8 August**

INTERVIEWS FOR SUMMER  
CLERKSHIPS COMMENCE

**Friday**  
**23 September**

OFFERS FOR SUMMER  
CLERKSHIPS CAN BE  
MADE

**Tuesday**  
**27 September**

OFFERS FOR SUMMER  
CLERKSHIPS MUST BE  
ACCEPTED OR DECLINED  
BY 5.00PM

## *The application process*

The application process is time-sensitive, so make sure you are organised throughout. Don't be that person that submits their application at 11.59pm on the closing date.

### DOCUMENTATION

For information on putting together your CV and cover letters, please refer to earlier parts of the Careers Guide.

You will usually also be required to submit your official academic transcript. After your penultimate year's Semester 1 marks come out, send them in too. Transcripts take some time to order, so be prepared and have them organised early. Each firm will require you to submit a scanned and certified copy of your transcript via CV Mail. As such, you only need to purchase one from Uni. If you have an interview then you will need to bring a certified copy with you to the interview.

### INTERVIEWS

Please refer to the previous section of the Careers Guide.

### COCKTAIL EVENINGS

Cocktail evenings are designed to see how you are in a social setting. It is a good opportunity for the firm to get to know you in a more relaxed environment outside of the interview setting, and for you to talk to as many different people as is necessary to give you an idea of the firm culture.

Useful Tips:

- Wear a suit/corporate dress (cocktail dresses are not suitable).
- Be on your best behaviour. Don't be "that person" - there's always one.
- Be sure to be pro-active and mingle: don't limit your social interactions to your friends. People will notice if you only stand with other interviewees.
- Be polite to other interviewees - remember: these people may be your future colleagues.
- If you have to go to two in one night, email the firm that you are going to second and inform them that you will be late.
- Try to rotate around the party, speaking to lawyers of different levels in different groups. This is the only way you'll get a feel for the whole firm, and an insight into which team or which area you might like to work in.
- Remember: be yourself. They chose you to be a part of this late stage of the recruitment process for a reason.

### OFFERS

Firms make offers on the same day to give people the best choice, and to ensure you can decide between multiple offers fairly. That date is Friday, 25 September.

There are a number of things that can inform this decision.

- (i) Call HR/buddies/partners for advice;
- (ii) Consider whether the size of the firm you can ultimately see yourself working at;
- (iii) Consider the "specialty" of the firms;
- (iv) Consider the structural benefits to working at a certain firm e.g. some firms offer Paralegal opportunities in your final year of study.

Sometimes it can be as much as which firm gave you the best feeling. Go with your gut and the place where you think you'll be happiest.

If you do not get a clerkship offer but you're determined to work in commercial law, there are pathways you can go down. Try to secure a paralegal position so you can best qualify yourself for a graduate role. Or, consider delaying your degree by taking three subjects a semester, and having a go the following year. This sounds like an extreme choice, but is not uncommon in the law school community.

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## What you "need" to get a clerkship

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Take away points:

- (i) You are the sum of your parts;
- (ii) Get involved in varied things;
- (iii) Try to improve your marks.

Marks are obviously important. Some firms may only look at applications of students with an average over a certain level. A distinction average helps a lot - but there's more to it than that. Have your marks improved throughout university? Have you been consistent? What are your strongest subjects? What does that say about you? The answers to these questions can be selling points, and can help to make a rogue bad mark unimportant.

You don't need to have worked in a law firm or barristers' chambers - don't let anyone tell you otherwise. General work experience is important because it shows you can study and hold a job down at the same time - time management is a crucial skill in a commercial environment. Think about what skills your

job requires and how you can apply those to a commercial firm. For example, law firms are at their core customer service businesses, so maybe your job in retail where you assist grumpy shoppers has allowed you to develop the kind of client focus a law firm thrives on.

There are varied qualities firms look for in their clerks. People who are eager to learn and get their hands dirty. People who get along well with others and are team players. People who can think and communicate clearly - communication is the job of a lawyer and language is your tool. People with a sense of commercial awareness of the legal industry. People who have attention to detail. People who have interests and lives outside of law. People who are well-rounded individuals. Firms seek diversity in their hires because different individuals offer varied and complementary skills and perspectives, which ensures firms are able to attain the best possible outcome for their clients. Don't try and mimic the personality type that you think the firm wants, rather find what is valuable within your personality

and approach and use that to highlight your skills and utility to the firm.

Firms want to know what kind of person you are beyond your WAM. Show them what you have been involved in and what it means to you (e.g. clubs, student leadership, hobbies, sports, jobs, interests). Ultimately firms want to hire people whom they would like to work with, and this generally is aided by candidates being well rounded.

Most importantly - firms aren't just after people who want to work in a commercial law firm - they want people who want to work in their particular commercial law firm, so tailor your application to each individual firm.

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### FINDING THE RIGHT FIT

Take away points:

- (i) Get talking to people you know in the industry;
- (ii) Look into firms' websites and social media channels;
- (iii) Make the most of cocktail nights, interview and 'buddy' systems.

Ask yourself: "What qualities are important to me in a workplace?", "What kind of culture would I feel best in?", "What will make me happy at work?". It's as much about firms finding the right people for them as it is you finding the firm that's right for you. Try to visualise where you want your career to be in 5 years, then 10 years. What firm will be best to get you there? Don't be wooed by higher starting salaries.

Distinctions worth keeping in mind: top tier v mid tier v boutique; big firm v small firm; global v national; big clerk group v small clerk group.

Law firms are fundamentally similar. It could just be luck finding out what firm resonates the most with you. There may be differences in the competitiveness of a firm, how down to earth they are, or how strong they are in certain industries; but the cultures are essentially similar.

Do your research on the firms - they all have great website and Facebook pages that feature interesting articles and videos that are a good snapshot into the way the firm works.

## The clerkship experience

### ROTATIONS

It is important to be open-minded and to attempt new areas you're not sure about. You could be surprised at what you end up liking. The people in your team can sometimes be more important to the enjoyment of your work than what specific area of law you are practicing.

Be mindful of Litigation-based rotations in January - the work can often be quiet as the courts are closed.

The work done is usually a mixture of interesting and mundane tasks. As clerks are still very much in the process of learning, the work will rarely be too challenging. Depending on the business of your group or the culture of the firm, clerks are usually able to work reasonable hours - not too many late nights are required.

### THE FUN

There are lots of sporting opportunities to take advantage of for summer clerks: (i) Monday night sport at Rushcutters Bay; (ii) Firm lunchtime sports; (iii) Clerk-solicitor cricket matches; (iv) Beach volleyball competitions. Some of these are internal competitions and others are against other firms.

The Inter-Firm Cruise and Inter-Firm Trivia Night are annual traditions and a fun way to meet clerks at other firms.

Firm-wide and practice group Christmas parties are a lot of fun, and a great way to mingle with your future colleagues.

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# ALLEN & OVERY



## Careers at Allen & Overy

Visit us at [www.allenoverly.com/careers](http://www.allenoverly.com/careers)

Allen & Overy means Allen & Overy LLP  
and/or its affiliated undertakings

*Get connected to the rest of the world*  
Be part of something exciting

# ALLEN & OVERY

## Allen & Overy Summer Clerks 2015/2016

Eight of us were fortunate to participate in the 2015/16 Allen & Overy Summer Clerk Program. We completed two rotations in the Sydney office in a variety of areas, such as Banking, Competition, Corporate, Funds, International Capital Markets, Litigation, Project Finance and Tax.

Allen & Overy is one of the only truly integrated, global law firms in Australia with a world-class reputation with an extensive global network that the majority of work the office does, is multi-jurisdictional and involves cross-border collaboration with their other international offices.

We were given an insight into the operation of this global network when we each spent a week in an Allen & Overy office in either the Bangkok, Beijing, Ho Chi Minh City, Hong Kong, Shanghai, Singapore and Tokyo offices - this was one of the many highlights of our clerkship.

### Training

The overarching focus of Allen & Overy's training is aimed at producing globally minded lawyers that value commerciality in approaching problems. We received a range of practical training sessions that were conducted by partners and senior associates in their respective fields, and were an excellent means of scoping out areas of particular interest.

The emphasis Allen & Overy places on practical commerciality and being globally minded is embodied in the mock pitch and mock transaction exercises that we participated in. It provided an excellent opportunity to develop our commercial acumen, negotiation and presentation skills in a supportive and professional context.

### Culture

One of the greatest things about Allen & Overy is its people. They are from a diverse array of backgrounds but are united in their passion for the work they do and their interest in fostering the development of young lawyers in the firm. We were welcomed on our first day

with a firm-wide breakfast and we attended multiple functions including morning teas, Christmas parties and Friday night drinks.

Each clerk was assigned a buddy in Sydney and in our respective overseas offices. This was an important way of making us feel even more welcome at Allen & Overy, and our buddies answered questions relating to the tasks we had been assigned and generally about life as a graduate lawyer.

### Your Future with A&O

Allen & Overy offers its graduates a career path unrivalled in opportunity and flexibility. The structure and operation of the firm in Sydney and across its global network facilitate a truly international legal career, while fostering the rapid development of lawyers.

The size of the Sydney office means that junior lawyers are not only able to work intimately with leading partners and associates, but to do so in a substantive capacity, gaining significant experience and expertise early on in their career.

The future for graduates is not confined to Australia. Global mobility is both the norm and the expectation at Allen & Overy. Even in our short time at the firm, we witnessed lawyers travelling both from Sydney to other international offices, whether on short trips, secondment or transfers.

Working at Allen & Overy will give you the best of both worlds – a close-knit circle of immediate colleagues in the Sydney office as well as the support of Allen & Overy's internationally renowned, global network.

# ALLEN & OVERY

*Areas – Our Australian practice has three core groups: Banking & Finance, Corporate and Litigation. Within these, the practice areas are diverse including International and Debt Capital Markets, Mergers & Acquisitions, Private Equity, Projects, Structured Products, Funds, Competition, Tax, Energy & Resources, Litigation and International Arbitration.*



## ADDRESS

Level 25, 85 Castlereagh Street,  
Sydney, NSW, 2000



## LOCATIONS

Sydney & Perth, plus 42  
offices globally



## CONTACT

Australian Recruitment team / E: [australianrecruitment@allenoverly.com](mailto:australianrecruitment@allenoverly.com) / W: [www.allenoverly.com](http://www.allenoverly.com)

## About the firm

### — What is unique about this firm?

It is our global reach and our local depth that sets Allen & Overy apart. Our people are hand-picked. Even in such a large firm, you're part of a highly focussed team, playing a significant role. Our clients are blue chip. Worldwide we act for major institutions, financial powerhouses, mining giants; they could be based in your own home town or halfway around the world. We act on some of the most important deals. From the moment you join the firm, you'll be involved in helping our clients to protect and grow their assets.

### — What significant work has the firm done recently?

Crown Castle International on the AUD2bn sale of its Australian subsidiary, Crown Castle Australia, to a consortium of investors led by Macquarie Infrastructure and Real Assets. IJ Global Asia Pacific Award 2016 – Telecoms Deal of the Year.

### — How does the firm encourage employees to learn and develop?

Throughout your career with us you will have the opportunity to attend comprehensive training both domestically and internationally to meet and learn with colleagues here and overseas. You will participate in our CLE program as part of the firm's commitment to the ongoing professional education of our legal practitioners, as well as other bespoke practice-specific training and knowledge sharing opportunities. Technical training is complemented by business skills courses offered through the A&O Business School. They are specifically designed to enhance the core competencies that we value in our professionals.

### — Does the firm engage in pro bono, volunteer or other community activities?

Yes - volunteering is an important part of Allen & Overy's culture and we encourage our summer clerks and graduates to get involved as it offers a high level of responsibility and the chance to develop your client-facing skills.

### — Outside of work, what does the firm offer its employees?

Trivia, team sports, monthly staff drinks, annual staff functions, City2Surf, J.P. Morgan Corporate Challenge, and participation in charity activities, to name a few.

IT IS OUR GLOBAL  
REACH AND OUR LOCAL  
DEPTH THAT SETS  
ALLEN & OVERY APART.  
OUR PEOPLE ARE  
HAND-PICKED.

**EVEN IN SUCH A LARGE  
FIRM, YOU'RE PART OF  
A HIGHLY FOCUSED  
TEAM, PLAYING A  
SIGNIFICANT ROLE.**

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## *About clerkships*

### — How do students apply for clerkships to this firm this year?

Application open on 15 June and close on 19 July. All application should be submitted online via our website – [allenoverly.com/careers](http://allenoverly.com/careers) (select Australia).

### — What does the firm look for in a clerk?

There's no such thing as a typical Allen & Overy candidate. We're open-minded and interested in people who share that quality. Beyond strong academic performance, we want to see evidence of teamwork, motivation and drive, communication skills, planning and organisation, critical thinking, commercial awareness and commitment - both to a career in law and to a career with Allen & Overy.

### — What work does the firm offer a clerk?

Summer clerks gain experience in two of our practice areas, working alongside Allen & Overy lawyers on real deals and matters. Additionally, you will attend training sessions and presentations to broaden your understanding of our business and to help develop the skills necessary to be a successful commercial lawyer. Recent summer clerks have worked on a client pitch project and a mock transaction designed to simulate real transactions from beginning to end, sharpen research skills, and gain exposure to our range of practice areas. Previously, our Sydney summer clerks have been able to spend time in one of our Asia-Pacific offices during the ten-week program. This experience will give you a greater understanding of our global network and a taste of future opportunities at Allen & Overy if you are interested in global secondments or a transfer within our network during your career with us.

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## *About graduate positions*

### — What does the firm offer its graduates?

Graduate training comprises two six month rotations, with the option of additional rotations, in different practice areas, where you will work alongside a partner and our lawyers and actively.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Allen & Overy will support you throughout this training providing financial and study break assistance.

# ALLENS

*Areas – Arbitration, Asia, Banking & Finance, Capital Markets, Client Products, Climate Change, Company Secretariat, Competition Law, Construction & Major Projects, Corporate Governance, Energy Environment & Planning, Financial Services Regulation, Funds Management, Insolvency & Restructuring, Insurance & Reinsurance, Intellectual Property, International Business Obligations, Litigation & Dispute Resolution, Mergers & Acquisitions, Native Title, Patents & Trade Marks, Personal Property Securities, Privacy & Data Protection, Private Equity, Project Finance, Resources, Superannuation, Tax, Technology & Outsourcing, Water, Workplace Relations*

## ADDRESS

Deutsche Bank Place, Corner of Phillip and Hunter Streets, Sydney NSW 2000

## CONTACT

Liesel Gaumann / W: [www.allens.com.au](http://www.allens.com.au)

## LOCATIONS

Global office locations - Brisbane, Melbourne, Sydney, Hanoi, Perth, Ulaanbaatar, Ho Chi Minh City, Port Moresby, Jakarta, Singapore. Our Integrated alliance with Linklaters allows us to provide clients with access to market-leading lawyers through a global network of 40 offices across 29 countries, including emerging markets in Africa, Asia and South America

## About the firm

### — What is unique about this firm?

#### It begins with our people

It's our people who make us great. It is our priority to ensure they are constantly challenged, recognised, rewarded and empowered throughout their careers.

#### Our unique way of working

We adopt a flexible approach to the way we work, which builds strong and diverse teams, and is one of the reasons our lawyers tell us a career here is so rewarding. You won't be limited to working with a particular partner or group. Instead, you will have the opportunity to drive your career by working with a range of lawyers and partners.

#### We make the complex simple

We are known for the quality of our legal minds. That's why we attract some of the most complex legal work, and why our lawyers are recognised as the best in the profession.

#### Life-long learning

We're committed to giving you, as a graduate, the best professional and personal development opportunities. Our training programs provide graduates with practical legal education of the highest professional standard. You'll build your knowledge of the law and business, and find areas of law that inspire you. We will support you with leading learning and development programs to round out your skills and put you on the path to becoming a market-leading lawyer.

### — How does the firm encourage employees to learn and develop?

The learning never stops at Allens. It's woven into our culture and makes our people better leaders, as well as better legal practitioners.

Along with formal technical training and development, we offer a mentor program, a buddy program and support to pursue further education outside the firm.

Then there's the constant on-the-job learning you can expect. No two matters are ever the same and we're known for finding clear and effective solutions to the most complex problems. Plus, we don't operate in silos; we collaborate and share knowledge across practice areas.

### — Does the firm engage in pro bono, volunteer or other community activities?

Allens is committed to pro bono work and to having a coordinated, focused, well-balanced and meaningful pro bono practice. Our pro bono practice provides free legal assistance to a range of not-for-profit and charitable clients, as well as to individuals in need.

The pro bono practice runs across all of our legal departments and we aim to give all of our staff an opportunity to become involved in pro bono work.

We were a Foundation Signatory to the National Pro Bono Aspirational Target which means we have committed to use our best efforts to ensure that the firm will undertake, on average, at least 35 hours of pro bono legal work per lawyer each year.

The total number of pro bono clients Allens has at any one time is between 300 and 400, with clients including Amnesty International Australia, The Arts Centre of Australia, The Indigenous Education Foundation, The Bicycle Institute, Bush Heritage Australia, ChildFund Australia, The Human Rights Law Centre, The Ovarian Cancer research Foundation, The Refugee and Immigration Legal Centre, WWF.

**THE LEARNING NEVER STOPS AT ALLENS. IT'S WOVEN INTO OUR CULTURE AND MAKES OUR PEOPLE BETTER LEADERS, AS WELL AS BETTER LEGAL PRACTITIONERS.**

## About clerkships

### — How do students apply for clerkships to this firm this year?

Submit an online application via [www.allens.com.au/careers](http://www.allens.com.au/careers)

### — What is the anticipated clerkship intake this year?

25-30 Clerks

### — What does the firm look for in a clerk?

There isn't an Allens type. In fact, the more you enjoy working with a variety of people, the greater your success will be. Diverse perspectives help solve some complex problems. On top of that, teams are stronger, client relationships become richer and life is just more interesting.

#### Initiative

A curious mind is vital, as is plenty of initiative. The more adaptable you're prepared to be and the more energy you bring with you, the more you'll get out of your career at Allens. You'll be able to steer a path that turns possibilities into realities.

#### Excellence

Excellence is essential. It's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn, you'll set the highest standards for yourself and strive to be the best you can be.

#### Commerciality

Successful lawyers understand that law is more than an academic pursuit. It's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.

#### Resilience

Positive people thrive in our environment. We look for people who can build sustainable careers with us; people who successfully juggle a busy life and varying commitments, while maintaining their wellbeing. Like us, you'll believe that leading a full, active life outside the law can make you a more interesting and well-rounded person to work with.

#### A fresh perspective

Our clients often tell us we have 'great people', and it's true. We look for people who can bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients. We aim to recruit people who are open minded, willing to learn, and committed to contributing to the firm in many different ways.

### — What work does the firm offer a clerk?

Our clerkships are designed to give students first-hand exposure to life as a lawyer at Allens. Our clerks get involved in work as soon as they arrive, working alongside lawyers and partners and their peers. The day-to-day tasks our Clerks get are similar to those of a junior lawyer, including attending court hearings and client meeting.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

We accept applications from students who are in their penultimate year of study at the time of their application.

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## About clerkships

### — Does the firm take graduates directly?

We recruit the majority of our graduates through our clerkship program. From time to time we run general graduate offer campaigns. We will advertise these opportunities on our website when they become available.

### — If so, what is the method of application for graduates?

Graduate positions will be advertised on our Graduate website: [www.allens.com.au/graduates](http://www.allens.com.au/graduates)

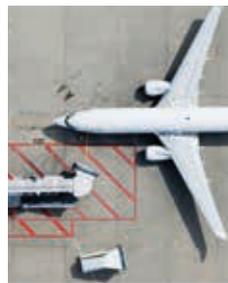
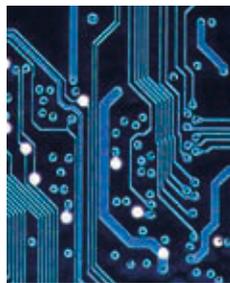
### — What does the firm offer its graduates?

Our graduate program is designed to not only enhance your technical expertise, but also equip you with the business development, project management and interpersonal skills required to become a successful lawyer. Our graduates benefit from:

- An intensive two-week induction program to kick-start your career.
- An allocated Development Supervisor and Performance Coach

who'll act as your mentors throughout your rotations to ensure you gain optimum experience and client exposure.

- Weekly in-house legal education seminars that give you a solid grounding in the basic technical knowledge all lawyers must have, whatever their practice group.
- Ongoing core skill development workshops run by internal and external providers.
- A broad range of work and on-the job training that exposes you to different areas of law, different teams and different clients supported by your Performance Coach.
- On-demand training such as videos, podcasts and online training modules.
- An individualised career and development plan which you maintain and develop through the course of your career.
- A tailored Graduate Diploma in Legal Practice (GDLP) program run through the Australian National University specifically for Allens, to get you admitted in 6 – 7 months.
- Secondment opportunities to our clients, our interstate and international offices. We also offer pro bono secondment opportunities as part of the rotation process.



# LIVE YOUR AMBITION



## MRITH SHANKER

During my fourth year at the University of NSW, Allens and Linklaters did a presentation on clerkship and graduate opportunities at both firms. Up until this point, I was not aware of the opportunities that the international alliance between the two firms provided.

After this presentation, I was so excited and impressed by the two firms, I applied for Linklaters' one-month Australian clerkship, and for an Allens summer clerkship. I was lucky enough to be accepted into both programs.

I spent one month in London in the Linklaters office in November and December. There were nine other Australians clerks from all over Australia, and we had such an amazing time. Linklaters took fantastic care of us while we were there, paying for our flights, accommodation, and some awesome social events! I completed two rotations in the Projects and Competition teams, and got to work on some interesting and marketing-leading work. In Projects, I worked on the building of an expressway in Finland and on a Russian oil supply deal. In Competition, I worked on a client pitch for a company in Japan and fascinating research into the iron ore industry for Rio. While I was there, I was struck by how global the deals were. I was also really excited by the fact there were Australians everywhere! There were so many lawyers I met who had been on international secondment, and I was really impressed with the many international opportunities the firm provided.

The clerkship experience at Allens was also fantastic, and really well organised. We had plenty of opportunities to socialise with fellow clerks, and to meet lawyers from across the firm to get a feel for what departments we were interested in.

After successful completion of the four-week clerkship in London, you are guaranteed a final interview with a partner to secure a place on the two-year graduate program. It was difficult for me to decide which firm to accept a graduate offer from, but in the end I decided that the opportunity to live and work in London was too good to pass up. I was constantly surprised at how friendly everyone was, and how willing they were to take time out of their busy days to explain things and teach me to ensure I got the most out of the experience. I am really looking forward to starting at Linklaters as a graduate in September 2016.

If I could leave you with one message, it would be to take up all the opportunities offered to you during the clerkship. Whether it be attending Practice Group seminars, going to social events, getting involved with the different groups at the firms, the more you get involved and the more people you meet, the better picture you have of what life would be like working at Allens or Linklaters.

If you are considering applying for a clerkship in London, I really encourage you to do so! Those four weeks were really some of the greatest in my life, where I met incredible people, got to travel, and worked on fascinating deals.

CLERKSHIPS AND GRADUATE OPPORTUNITIES  
WITHIN A GLOBAL NETWORK



**Standing out from the crowd**

At Arnold Bloch Leibler, we understand that everyone is unique. So, when recruiting for seasonal clerkship and graduate traineeship positions, we look for something out of the ordinary.

For information about our seasonal clerkship and graduate recruitment programmes, visit the careers section on our website [www.abl.com.au/careers](http://www.abl.com.au/careers).



'Like us' on facebook to stay connected at:  
[facebook.com/ArnoldBlochLeibler](https://facebook.com/ArnoldBlochLeibler)



# Arnold Bloch Leibler

Lawyers and Advisers

Seasonal Clerkships

Arnold Bloch Leibler (ABL) is a premium Australian commercial law firm renowned for advising clients on their most significant legal matters: high-stakes transactions, litigation and commercial issues. Our standing within the legal profession has been built over more than 60 years. Many of the values, characteristics and defining qualities from the firm's early beginnings continue to shape the firm as it stands today.

While our storied history is long, we are a modern firm. We see the law as an instrument of change, as a way forward. Our partners and lawyers are often at the centre of law reform and regularly advise on landmark matters.

We offer legal advice and support to a diverse range of clients however we are best known for advising entrepreneurial businesses (ASX-listed, family owned and international) and for our work with private clients. We also work with international corporations with interests in Australia and enjoy long-standing relationships with a select group of other professional advisors – including accountants, private equity firms, insolvency practitioners, private bankers and overseas-based specialist law firms.

## Clerkships

All recruitment for the firm is coordinated through the Melbourne Office.

### Melbourne Clerkships

In Melbourne, we offer around 45 clerkship positions each year, with three intakes of up to 15 clerks. Each clerkship runs for four weeks and coincides with university holidays - November/December, January/February and June/July.

### Sydney Clerkships

In the Sydney office, we do something slightly different and run a four week winter clerkship over the mid semester break. We are looking at hiring one or two clerks who are interested in the transactional space, so Banking & Finance, Commercial and/or Property law. As the clerkship coincides with the Melbourne winter clerkship programme (June/July), the clerks will have the opportunity to join the Melbourne clerks for induction training in their first week.

## Recruitment Dates

### Melbourne

The Melbourne recruitment dates follow the dates set out by the Law Institute of Victoria:

Applications open: 9.00am 11 July 2016  
Applications close: 11.59pm 14 August 2016  
Offers: 10.00am Tuesday 11 October 2016

### Sydney

Applications open: 9.00am 11 April 2016  
Applications close: 11.59pm 1 May 2016  
Interviews: 9 - 20 May 2016  
Offers: 9.00am Friday 27 May 2016

## How to apply

Application method: via the ABL website ([www.abl.com.au/careers](http://www.abl.com.au/careers)) or on cvMail - [www.cvMail.com.au](http://www.cvMail.com.au), addressing your application to Hayley Brown, Human Resources Consultant.

## What we look for in a clerk

We look for exceptional people who are seeking, and can provide, something extraordinary. We value good grades and intelligence, as well as life experience, lateral thinking, imagination and a passion for the law. Work experience and extra-curricular activities show your ability to manage your time. We look for people who know how to use initiative and accept shared responsibility for their career development. The other personal qualities we consider are a willingness to learn, sense of humour and preparedness to assume responsibility. We also like to know why you're interested in us, so please tailor your covering letter to explain why you've chosen to apply to ABL.

To ensure you are at a level of your education that can be developed further with us, we only consider applicants in their penultimate year of study.



**SYDNEY** / Level 24, Chifley Tower, 2 Chifley Square,  
Sydney NSW 2000

**MELBOURNE** / Level 21, 333 Collins Street,  
Melbourne VIC 3000



**CONTACT** / Hayley Brown, Human Resources Consultant  
E: [hbrown@abl.com.au](mailto:hbrown@abl.com.au) P: 03 9229 9802

# ASHURST

*Areas – As a global law firm with a rich history spanning almost 200 years, we've built a reputation for providing exceptional standards of service and established ourselves as a leading adviser to local and global corporates, financial institutions and governments, on all areas of law including finance, M&A, disputes and competition.*

## ADDRESS

5 Martin Place Sydney 2000

## LOCATIONS

Ashurst has 27 offices across the world's leading financial and resources centres in Europe, Asia-Pacific, Middle East and the USA. In Australia we have offices in Brisbane, Canberra, Melbourne, Perth & Sydney.

## CONTACT

E: [graduate.programs@ashurst.com](mailto:graduate.programs@ashurst.com) /  
W: [careers.ashurst.com](http://careers.ashurst.com)

**THE SIMPLE FACT IS: PEOPLE HERE LIKE WORKING WITH EACH OTHER. WE HELP AND CHALLENGE EACH OTHER TO DEVELOP OUR THINKING AND DELIVER OUR BEST WORK.**

## *About the firm*

### — What is unique about this firm?

How we work together!

The different cultures, communities and countries within which we operate around the world are immensely varied. The way we actually interact with each other isn't. The simple fact is: people here like working with each other. We help and challenge each other to develop our thinking and deliver our best work.

### — What significant work has the firm done recently?

Ashurst has advised WestConnex Delivery Authority on the awarding of a landmark concession contract for the widening of the M4 Motorway in Sydney, in the first stage of the A\$14.9 billion WestConnex motorway.

### — What advice would you offer to someone applying to the firm?

What you say in your application is up to you: but be sure to express your personality and tell us why you want to be a commercial lawyer – and why you'd like to join Ashurst in particular.

### — How does the firm encourage employees to learn and develop?

Our Global Training Program is offered across the firm to all career levels. Our clerks and graduates take part in a combination of legal expertise, industry and business skills sessions which lay the foundations for continuous learning at Ashurst.

### — Does the firm engage in pro bono, volunteer or other community activities?

Ashurst is committed to creating a world leading pro bono practice on a global scale and to being a sustainable law firm which delivers positive impacts for its employees, clients, the legal profession, the environment and the communities in which it is based.

Last year, the Australian pro bono practice did more than 31,500 hours of pro bono work.

Ashurst aims to:

- Contribute to communities, focusing on supporting the most marginalised and disadvantaged;
- Work to reduce the environmental impact of its operations.

Outside of work, what does the firm offer its employees?

- Competitive salary
- Additional annual leave scheme
- Flexible work policies
- Health and well-being programs
- Subsidised gym membership (most offices)
- Discounted health insurance
- Sponsored sports teams and events
- Employee assistance program

## About clerkships

### — How do students apply for clerkships to this firm this year?

We only accept applications online at careers.ashurst.com. Please refer to our website for application details for our other Australian offices.

### — What is the anticipated clerkship intake this year?

Across Australia we typically take around 130 seasonal clerks. The Sydney office roughly takes 20-30.

### — How many clerks did the firm take last year?

23

### — What does the firm look for in a clerk?

There's absolutely no Ashurst 'type'. We want to actively involve a broad range of mind with a broad range of background, all united by a common set of strengths.

### — What work does the firm offer a clerk?

You can expect to be involved in a wide variety of work and activities during your clerkship. Ranging from preparing draft articles for clients, preparing file notes and case summaries to assisting with pro-bono matters and research projects.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

We prefer clerkship candidates to be in the penultimate year but we will consider applications from final year students, if they were not able to complete a clerkship in their penultimate year.

## About graduate positions

### — Does the firm take graduates directly?

We aim to recruit our graduate predominantly from our seasonal clerkship programs.

Dependant on business needs we may recruit graduates outside of this process.

### — If so, what is the method of application for graduates?

Graduate roles will be advertised on our website and candidates will need to apply online.

### — What does the firm offer its graduates?

Your program kicks off with an induction and education program where you'll meet your peers in one location, giving you the chance to build your networks across the nation.

Back in your home office, you'll benefit from local induction plus in-house Practical Legal Training (PLT).

We'll also work closely with you to plan your three rotations, and we'll review that plan regularly.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes we offer an in-house PLT course. It's tailored to our firm and so, as you might expect, some modules are chosen for you. We cover all costs and we provide study support.

### — What is the typical progression path of graduates in their early years at the firm?

You'll be admitted as a lawyer once you complete your PLT and, as the end of your program approaches, we'll work with you to decide which practice area you join. The choice depends on business needs, your preference and your performance.

Even partners with 30 years' experience still have their "aha!" moments. While the graduate program will have given you a solid foundation of skills and a knack for disentangling complexities, your experience will continue to grow. Every case, client and colleague will set off on a new learning curve – so keep an open mind.

# ASHURST

At Ashurst, you won't just be learning from the past or from specifics. You will also be developing the instincts to tackle the most complex issues in international law and building an understanding of each client's business. We want a broad range of minds, all united by a common set of strengths.

10  
time zones

## WE'LL HELP MOVE MINDS

Internationalism is part of the fabric of our firm. It's not just how many offices we have in how many countries. It's how closely, how seamlessly and how naturally all of those offices work together.

16  
countries

Pick up the phone. Send off an email. In the world's largest financial and business centres across Europe, Asia Pacific, the Middle East and the USA, there are Ashurst lawyers who'll answer you – swiftly, efficiently, skilfully.

27  
offices

## SO WHAT DO THE NUMBERS MEAN?

More access to intellectually demanding, multijurisdictional work. Great international mobility and secondment opportunities.

Most of all: collaborations. Across the firm, you will find the same engaging culture wherever you are based.

3,300  
people

## OUR STRENGTHS

We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 27 offices across the world's leading financial and resource centres in Europe, Asia-Pacific, Middle East and the USA, we operate at the cutting edge of the financial, resources and infrastructure, corporate and new economy markets.

We tackle diverse areas of law, including finance, M&A, disputes and competition. In each, we offer advice that's as commercially astute as it is technically accurate.

1,500+  
lawyers

400+  
partners

## CURIOSUS?

The best way to understand what it feels like to work here is to actually work here! Every year, we hold clerkships in each of our offices to give you an intensive experience of our culture and the kind of work we do.

We work hard to make sure they're as useful and as stimulating as possible. You'll spend time in our departments, where you'll work with a supervising partner, a lawyer and a buddy who'll get you involved in real work.

## STARTING YOUR CAREER

As a firm, everything we do is characterised by a pursuit of insight, understanding and clarity. We share our clients' ambitions and we cut to the heart of their issues with speed and clarity, whether we're working locally or globally.

As a graduate, you'll benefit from a tailored rotation plan, in-house PLT and global firm structured aQ training to help develop the highest standards of technical legal expertise, industry know-how and business and legal skills.

## APPLY

What you say in your application is up to you: but be sure to express your personality and tell us why you want to be a commercial lawyer – and why you'd like to join Ashurst in particular.

We need people with a rare kind of mindset: an openness to the way you work, an agility to the way you think, and a strong desire to keep evolving as a professional.

To start moving your mind, begin now at [careers.ashurst.com](https://careers.ashurst.com)

# A DAY IN THE LIFE OF...

## Jacqueline, Seasonal Clerk

Studies: Bachelor of International Studies (UNSW) /  
Juris Doctor, (JD) Sydney University



As a seasonal clerk at Ashurst no two days are the same. Below is an example of the type of experiences I had when I was a clerk.

- 08:45 As soon as I arrive at work I log on and check my emails and calendar.
- 9:15 One of the lawyers asks me to do an ASIC company search and a partner gives me a short research task to complete. He reminds me to make sure to visit the library and use the resources available there.
- 9:30 I am back at my desk and about to start my tasks when my supervising lawyer asks me to draft a letter for him. He says he would like it done before lunch.
- 11:00 Letter completed, draft is printed and I give it to my supervising lawyer to edit. He lets me know he will review and give me feedback later.
- 11:15 A lawyer has asked me to see him in his office to give me instructions on serving documents. He tells me I must note the exact time I serve the documents as it is an important detail I will need to include in the affidavit which will then be used in court.
- 12:00 I now have to immediately start on the affidavit. I am given a precedent to use as a guide. I then make 2 copies of the affidavit; the original to be used in court and a copy to be filed.
- 12:45 Lunch time and there is a presentation on some changes to the *Real Property Act* (relating to the mortgages section). My buddy invited me to come along, so I bring a notepad and pen and join them upstairs.
- 13:30 Next I attend a Learning and Development session. The session today is given by the Disputes team – and is a briefing on the Apple-Samsung deal. Very interesting!
- 14:30 Coming back to my desk I find an email asking me to ‘uplift court documents’ from the Victorian Supreme Court. As I cannot do this myself I organise for LitSupport to complete this. I hop on the phone and give very clear instructions to LitSupport on what documents it is that I need, in what format I require them and by when I need this job completed.
- 15:00 Some very important documents arrive for an ongoing litigation within our team. Myself, the other clerk and a junior lawyer are briefed by a partner. The junior lawyer will aid us with any queries we have on the task. We are to use a program called ‘Ringtail’ to review documents and to look for relevant information.
- 15:20 Back at our desks and starting to review documents.
- 17:00 LitSupport call to inform me the job has been completed. Turns out there is a large volume of court documents so they will bring them down to my desk.
- 17:45 I am almost finished with the reviewing when the junior lawyer on this matter tells us to leave and to continue tomorrow morning first thing. I give my emails a final check, before leaving the office.
- 17:55 Downstairs in the lobby I run into a few of the graduate lawyers from my team who invite me to join them for an after work drink.



# Your journey continues with a world-class graduate program

Market-leading work – across borders. And a global approach to development. Our graduates want the best foundation for their career – just like you. We've been developing our graduates into exceptional, global lawyers for more than 50 years.

Become a world-class lawyer.  
Join the firm that was born global.

**Ready to explore our world?**

Natalie Brunton +61 2 8922 5747

**BAKER & MCKENZIE**



[www.bakermckenzie.com/careers/australia/sydney/](http://www.bakermckenzie.com/careers/australia/sydney/)

# BAKER & MCKENZIE

Areas – Banking & Finance; Capital Markets; Commercial Real Estate; Construction; Dispute Resolution; Employment; Energy, Resources, Infrastructure & Corporate; Environmental Markets; Financial Services and Structured Transactions; Hotels, Resorts and Tourism; Intellectual Property; Media, Mergers and Acquisitions; Private Equity; Tax; Technology and Communications

## ADDRESS

Level 27, AMP Centre, 50 Bridge Street, Sydney NSW 2000

## CONTACT

Natalie Brunton / P: +61 2 8922 5747 & E: natalie.brunton@bakermckenzie.com / W: www.bakermckenzie.com/careers/australia/sydney/

## LOCATIONS

Abu Dhabi, Almaty, Amsterdam, Antwerp, Bahrain, Baku, Barcelona, Berlin, Brussels, Budapest, Cairo, Casablanca, Doha, Dubai, Dusseldorf, Frankfurt, Geneva, Istanbul, Jeddah, Johannesburg, Kyiv, London, Luxembourg, Madrid, Milan, Moscow, Munich, Paris, Prague, Riyadh, Rome, St. Petersburg, Stockholm, Vienna, Warsaw, Zurich, Bangkok, Beijing, Brisbane, Hanoi, Ho Chi Minh City, Hong Kong, Jakarta, Kuala Lumpur, Manila, Melbourne, Seoul, Shanghai, Singapore, Sydney, Taipei, Tokyo, Yangon, Chicago, Dallas, Houston, Miami, New York, San Francisco, Palo Alto, Toronto, Washington DC, Bogota, Brasilia, Buenos Aires, Caracas, Guadalajara, Juarez, Lima, Mexico City, Monterrey, Porto Alegre, Rio de Janeiro, Santiago, Sao Paulo, Tijuana, and Valencia.

## About the firm

### — What is unique about this firm?

Our difference is in our unique values: our passion for being global, our culture of friendship, our commercial pragmatism, our support for entrepreneurship, our commitment to development, our focus on contributing to the community, and our genuine focus on maintaining a diverse and inclusive environment for all of our people.

What really distinguishes us from other firms though, particularly for those at the beginning of their career, is our global approach to development. Because we have been global from the beginning, we have well established regional and global programs and a deeply embedded culture of knowledge sharing, support and mentoring both within and across offices.

Our global development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker & McKenzie. It is the product of a careful study of our clients' and lawyers' views about what success looks like at our firm. A living document, the Development Framework shapes the way we recruit, select, develop, manage and promote our lawyers. For you, the Development Framework means always having a clear career roadmap, empowering you to plan and drive your development – formally and on the job – at every stage.

Our lawyers benefit from an Australian professional development curriculum based on the Development Framework. We pay serious attention to black letter law for both junior and senior lawyers while also offering practice-specific skills and knowledge development at the local, regional and global levels. We encourage lawyers to build core professional skills from the beginning. For example, our communication programs include a focus on clear, powerful business writing and effective speaking.

Our associates attend regional training as well as practice group specific events and conferences held throughout the region in order to help develop global networks and legal skills.

Our associates also attend regional transition programs at each stage of their career – when they transition from junior to mid-level associate, from mid-level associate to senior associate and from senior associate to partner. These programs provide development in the key skills which our lawyers need at each stage such as people leadership, business development and project management, and also enable our lawyers to foster deep relationships with international peers at the same career stage. Recently, programs have been held in Bangkok, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Singapore, Sydney, Taipei, and Tokyo.

We also provide a number of scholarships to our lawyers for full-time graduate legal study outside their home jurisdictions, ideally in a college or university near one of our offices. Each scholarship is awarded for a minimum of 12 months of study. Our lawyers can also apply to attend prestigious summer school courses in the USA, studying American and international law among professionals from all over the world.

### — What significant work has the firm done recently?

1. Baker & McKenzie Successfully Acts for Citywide Service Solutions on Asphalt Operations Joint Venture.
2. Baker & McKenzie Advises The Priceline Group On Acquisition Of AS Digital.
3. In 2015 Baker & McKenzie lawyers in both Australia and Japan advised Japan-based Recruit Holdings Co. Ltd, one of the world's largest recruitment firms, on two separate significant Australian transactions.

(a) acquisition of ASX-listed, HR services provider, Chandler Macleod through a scheme of arrangement;

(b) acquisition (via a newly incorporated Australian SPV) of Peoplebank Holdings Pty Ltd from private equity firm Navis Capital Partners, plus the acquisition of receivables related to the business from GE Capital.

Our client, Recruit is one of the world's biggest human resource firms with a market capitalisation of Y2.04 trillion (\$21.5 billion). On conclusion of the two transactions, Recruit is the second largest recruitment firm in Australia. The transactions delivered Recruit a number of "first" experiences: first Australian M&A, first transactions since IPO the previous year, first dual-simultaneous transactions and first M&A of a public company.

4. Advised the New South Wales Government on the privatization of the state's electricity generation assets.

5. Baker & McKenzie acted for the underwriters of the A\$135m institutional placement and sell-down of securities in Aconex Placement and the A\$494m entitlement offer by Qube Holdings Limited.

### — Does the firm engage in pro bono, volunteer or other community activities?

We care about the same things you do. Poverty, hunger and homelessness. The health of our planet. Social justice. Quality legal representation and access to justice for all. We believe that connecting with the community and sharing one's skills and time with those in need are core professional responsibilities. In FY15, we contributed more than 6,600 pro bono hours to more than 200 individual members of our community, charities and other not-for-profit organisations and

about 82% of our legal staff participated in our pro bono matters. As a summer clerk and graduate lawyer, you will work closely with other lawyers to run pro bono matters and you will have the opportunity to participate in our community service initiatives.

Baker & McKenzie lawyers are actively encouraged to undertake pro bono work. Some of our recent pro bono matters include advising members of the Stolen Generation in relation to potential claims arising out of their removal and/or time in care; representing asylum seekers in the Federal courts and seeking judicial review of decisions relating to their refugee status; and assisting seriously ill clients with their legal affairs. Our lawyers also regularly undertake pro bono legal work for disadvantaged clients at outreach legal clinics in Sydney and Melbourne. Our pro bono work also extends globally. For example, we are currently drafting papers for publication at the world's first international conference for the legal rights of street youth.

We also provide pro bono legal advice to a range of not-for-profit and charity organisations on a variety of legal issues. For example, we have advised organisations dedicated to assisting victims of human trafficking and we have assisted a not-for-profit organisation with the development of a national mentoring program to support and mentor LGBTI students and young professionals. Elsewhere, our lawyers helped a pro bono client launch one of the first community-funded solar energy projects in Australia. We also provide pro bono support to clients whose systems enable the public to donate more efficiently to Australian not-for-profit causes and social enterprises.

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## About clerkships

### — How do students apply for clerkships to this firm this year?

Online at [www.bakermckenzie.com/careers/australia/sydney/](http://www.bakermckenzie.com/careers/australia/sydney/)

### — What is the anticipated clerkship intake this year? 10-12.

### — How many clerks did the firm take last year? 12.

### — What does the firm look for in a clerk?

We look for people who enjoy a challenge and seek new opportunities;

Legal and non-legal staff also participate in a variety of community service initiatives. Community service opportunities include mentoring year 9 students at risk of disengaging from education as part of the LEAPS (Law firms Encouraging and Assisting Promising Students) program, exchanging PenPal letters with students from a remote regional community, and fundraising or volunteering for charities such as Youth Off the Streets, 20th Man Fund, MS Australia, Project Futures and the Aids Council of New South Wales. Some of our fundraising activities include charity film nights, trivia evenings and bake-offs.

### — Outside of work, what does the firm offer its employees?

Baker & McKenzie is committed to ensuring a healthy work/life balance which, for us, means fostering flexibility in our workplace and a focus on understanding and supporting the diverse needs of our people to create a culture of inclusion. Our Diversity and Flexibility Steering Group, made up of partners and senior managers, drives our initiatives in key areas. These include our gender diversity initiative, BakerWomen, BakerLGBTI, BakerDNA and Baker Balance. We offer a range of policies and programs designed to enhance the experience and work/life balance of all staff.

Our 'Baker Balance' program includes a range of workshops and sessions available to all members of the firm. Past areas of focus include nutrition, exercise, stress prevention, meditation, sleep, mental health awareness, environmentally sustainable living and other general lifestyle issues.

who share our global perspective; who have sound academics and are practical in their approach; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas; who are client-focussed and strive to provide excellent service to their clients; and who seek a friendly and inclusive culture that encourages making a difference to our local and global communities.

### — What work does the firm offer a clerk?

Right from the start, our summer clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, shadowing, research and other everyday activities within your assigned practice group.

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## About graduate positions

### — Does the firm take graduates directly?

The majority of our graduate roles tend to be filled by former summer clerks.

### — What does the firm offer its graduates?

Graduates complete three rotations of six months each, over an 18 month period, before they join a particular practice group as an associate. This gives you meaningful exposure to a broad range of legal practice areas. You are assigned a supervising partner and an associate 'buddy' in each rotation to oversee your on-the-job and formal learning.

At Baker & McKenzie, we have a deep commitment to your development. We work with each graduate to create a tailored development plan aligned with the graduate's career goals. To help you reach your goals, we offer tailored learning opportunities – from seminars on core legal topics to skills development in areas like effective business writing, drafting and presenting.

We also work hard to facilitate your on-the-job learning and the many ways it happens – through informal mentoring relationships, client secondments, involving you in global teams working on international deals, or supporting you to run your own file as part of our award-winning pro bono program. To make sure you get the strongest possible start to your career, we invest in your development by covering the costs of your Practical Legal Training and through our dedicated graduate professional development program. We also cover the costs of your admission and practising certificate.

Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once you finish your graduate program, you will travel overseas to attend a regional orientation program with other mid-level associates from the region.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

To make sure you get the strongest possible start to your career, we invest in your development by covering the costs of your Practical Legal Training. We also cover the costs of your admission and practising certificate.

## A DAY IN THE LIFE

### Angelique Wanner

Graduate, Sydney  
International Clerk, Hanoi

#### Joining the truly global firm

Baker & McKenzie was my first choice for a Summer Clerkship because in my view, it is the only truly global law firm in Australia that operates seamlessly across 47 countries and 77 offices. It also offered an International Clerkship, an opportunity that is rare so early in one's career. I was lucky enough to be awarded an International Clerkship with our Hanoi office before commencing as a Graduate in Sydney.

#### And I'm off...

I arrived in Vietnam in February 2014 to begin my 3 week Clerkship in the Intellectual Property (IP)/ International Trade Commission (ITC) Practice Group. IP is becoming increasingly important in Vietnam and right from the outset, I worked alongside a team of very accomplished IP lawyers, drafting client advice and correspondence, marking up contracts and letters of demand and familiarising myself with the complex and developing intellectual property laws of Vietnam. Working directly with partners, I also drafted an academic paper on the Trans-Pacific Partnership multilateral Free Trade Agreement and its potential ramifications in Vietnam. Everyone was extraordinarily encouraging and inclusive. The Managing Partner of the Vietnam offices, who was visiting from Ho Chi Minh, even took the time to welcome me to the team. I sat in on Professional Development sessions, conference calls, team meetings and enjoyed some exquisite Vietnamese banquets. The English proficiency among my colleagues was astounding, although it became a little more challenging once lost in the winding and beautiful streets of the city.

I made some excellent friends, who were kind enough to show me the wonderful sites around the city and make sure that I had an authentic Hanoi experience. We visited

temples, wandered around the world-famous Hoan Kiem Lake, and enjoyed some traditional street-food. A Sydney Clerk who was on an International Clerkship in Ho Chi Minh City visited Hanoi one weekend. We spent a couple of days visiting museums and getting lost in the Old Quarter, surrounded by excellent food and lovely local people. We also treated ourselves to high tea at the Hotel Metropole, known for its historical French Colonial-style architecture.

#### A warm welcome

The kindness and hospitality I experienced inside and outside the office was unforgettable, I felt like I had been part of the IP/ITC team for years, even after only a single day in the Hanoi office. The global coordination between the Baker & McKenzie offices and lawyers was seamless, despite widely diverging jurisdictions. The lawyers have countless connections throughout the Asia-Pacific Region, and beyond, and are more than happy to integrate newcomers and help cultivate important networks. I was even asked by one of the partners if I would be interested in pursuing a career in the law in Vietnam! Although I was only there for a short time, I was never once made to feel like my presence was fleeting. Everything I contributed was greatly appreciated and I was given feedback in the same way as I would be at home.

#### Forging lasting friendships

I have since corresponded with my Supervising Partner about various projects that we were working on and I am certain that we will keep in touch. I discovered that the friendships you forge and the people you meet during an International Clerkship form one of the most important aspects of the experience. In addition to the knowledge acquired about the complexities of a completely different legal system, these bonds are career-shaping. The International Clerkship experience is a wonderful way to immerse yourself in an entirely different culture, engage with and learn about the law, and meet some incredibly talented people, with whom I will continue to correspond into the future.

#### Learn more:

Visit: <http://www.bakermckenzie.com/careers/australia/sydney/>

# Your journey to a world-class career begins here

Baker & McKenzie is Australia's first global law firm. We've been developing global lawyers in Australia for more than 50 years – each started out as a law student, just like you.

Become a world-class lawyer.  
Join the firm that was born global.

## Ready to explore our world?

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# CLAYTON UTZ

Areas – Banking & Financial Services, Commercial Litigation, Competition, Corporate, M&A and Capital Markets, Environment and Planning, Insurance, IP & Technology, Major Projects & Construction, Public Sector, Real Estate, Restructuring & Insolvency, Pro Bono, Tax, Workplace Relations, Employment & Safety

## ADDRESS

Level 15, 1 Bligh Street Sydney  
NSW 2000

## LOCATIONS

Sydney, Brisbane, Canberra,  
Darwin, Melbourne, Perth

## CONTACT

Emilie Skinner, Graduate Recruitment Adviser / W: [www.claytonutz.com/graduates](http://www.claytonutz.com/graduates)

## About the firm

### — What is unique about this firm?

People. It always starts with people. At Clayton Utz, we've built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what your client needs. We offer the sharpest legal minds. The clearest advice that cuts through the complexity, so our clients can concentrate on the things that really matter. And an unshakeable sense of what's possible.

This offers our graduates the opportunities to work on cutting-edge, complex transactions and litigation with lawyers who are recognised as leaders in their fields. We also provide first-class training and development to support our lawyers to be the best they can be. As one of the world's top 10 pro bono firms\*, graduate will also have the chance to contribute to our pro bono practice and help make a difference to the individuals and organisations it supports.

\* Clayton Utz was named among the ten leading pro bono firms in the world in the inaugural Who's Who Legal Global Pro Bono Survey. The survey recognises firms that are leading the way in their pro bono contributions, levels of participation and efforts to institutionalise pro bono work.

### — What significant work has the firm done recently?

- Advising on the \$37 billion National Broadband Network: the largest infrastructure project in Australia.
- Act as Project Counsel to the APLNG joint venture between Sinopec, Origin Energy and ConocoPhillips: advising on all aspects of the \$35 billion Australia Pacific LNG project, including the US\$8.5 billion project financing which was the first time that the export finance arms of the United States and China have co-operated on an Australian project.
- Acted for Macquarie Bank: on its acquisition of the Esanda dealer finance portfolio from ANZ for \$8.2 billion.
- Acted for Japan Post Co. Ltd: on its \$6.7 billion takeover of Australian logistics company, Toll Holdings Limited.
- Acted with joint partner Regency Centers Corporation: on the purchase of a US\$2.79 billion portfolio of shopping centres in the US.
- Advised Chinese sovereign wealth fund China Investment Corporation: on its \$2.45 billion acquisition of Investa Property Group's portfolio of nine office towers, the biggest direct real estate transaction in Australia's history.
- Represented Biostime International Holdings: on its purchase of Swisse Wellness for \$1.6 billion.
- Advised Novartis/GSK/Eli Lilly: on the award winning \$30 billion suite of transactions.
- Acted for the joint lead managers (Deutsche, Goldman Sachs and Macquarie): on the A\$5.7 billion IPO of Medibank Private.
- Advised business solutions software provider MYOB: on its

A\$2.1 billion IPO and ASX listing - the largest tech IPO in Australia to date in 2015.

- Advised vehicle and equipment financier Eclix Group Limited (formerly FleetPartners): on its A\$518 million IPO and ASX listing.
- Advised online currency exchange provider Ozforex: on its successful dual track A\$600 million IPO and listing on the ASX.
- Advising on the \$6 billion Barangaroo project: one of Australia's largest ever and most exciting urban renewal developments located on the Sydney Harbour Foreshore adjacent to Australia's financial centre.
- Advised the NSW Government: on the \$3 billion NorthConnex project, the first transport infrastructure project to be procured under the NSW unsolicited proposals policy.
- Advised AMP Limited: on the \$14.6bn merger with AXA Asia Pacific Holdings.
- Acted for ASIC: in relation to their High Court of Australia appeals against former directors and officers of companies in the James Hardie Group and in defending the appeal brought by the former company secretary/general counsel in that Court.

### — What does the firm look for in a potential employee?

Clayton Utz employs people with a wide range of backgrounds, skills, interests and competencies. We look for people who can contribute new ideas and who take a creative approach to solving problems.

We look for people who are:

- focused on results and can drive a task or project through to completion;
- flexible, and can stay effective while adjusting to a changing work environment;
- excited by learning, and actively seek new ideas and different perspectives;
- adept at building relationships with clients and peers to achieve goals;
- natural leaders who can provide guidance, feedback and direction to others.

What advice would you offer to someone applying to the firm?

- Invest some time in preparing your application and doing some research on Clayton Utz: our business, our position in the market, our clients, our community involvement, and our people.
- Talk to Clayton Utz summer clerks and employees to find out about the firm first-hand.
- If you're offered an interview, think about what you've learnt, and what you would like to learn from us in the interview, and prepare some questions.
- Practise answering standard and behavioural interview questions with family and friends. Always provide supporting examples of previous situations and explain the outcomes.

How does the firm encourage employees to learn and develop?

Clayton Utz has a strong focus on professional development for all employees so we all can keep our specialist knowledge and skills up to date. This is offered through continuing legal education, professional development training programs, coaching and on-the-job training.

Our national training program, Learning@Clayton Utz – Building Excellence, offers a range of professional and personal development opportunities to support our people in reaching their full potential.

We encourage our employees to learn and develop through:

- intensive orientation programs at the beginning of the clerkship period and graduate program;
- on-the-job guidance and support from peers and senior lawyers;
- regular Continuing Legal Education sessions led by specialists sharing their knowledge and experience;
- tuition assistance for further study; and
- external courses and seminars relevant to your professional and personal development.

— **Does the firm engage in pro bono, volunteer or other community activities?**

Clayton Utz is a leader of Australian law firms in pro bono practice and social responsibility programs.

Since we established our Pro Bono practice in 1997, our lawyers have completed over half a million hours of pro bono legal work.

The Clayton Utz Foundation provides financial support to charities where our partners and employees are already giving pro bono or volunteering support through a Clayton Utz program or in their own time. Since its establishment, the Foundation has made over \$7.3 million in grants.

*An example of some Pro Bono work*

Imagine being a taxi driver in Australia, one of the most expensive countries in the world. You drive your taxi 12 hours a day, six days a week, just to make ends meet.

To some, taxi drivers may appear to be in a stable job. The reality is that in many instances they have few legal rights, earn very little money for

a job with constant threats of danger, and have almost no bargaining power in the workplace. Statistics indicate they are alarmingly overworked for little benefit, and many have no awareness of their rights and entitlements, or of their options for seeking independent advice.

For one taxi driver in Perth, things could have taken a real turn for the worse, if it had not been for the aid of CU.

Our client Mr D had been driving taxis for 20 years, but terminated his agreement with the taxi company because of safety concerns. The taxi company accepted the termination, but claimed that Mr D's contract meant that if he terminated it early he was required to pay \$5,000 for "the reasonable costs of concessions" (including the supply and installation of a hail light, meter, decals and other equipment).

Our client had already returned the taxi company's equipment in perfect condition upon terminating the contract. However, the taxi company issued minor case claim proceedings in the Magistrates Court to recover the \$5,000.

Mr D supports a wife and three children on an annual income of about \$20,000. Needless to say, he did not have \$5,000 to spare.

A week prior to the trial starting, the matter was referred to CU by Justice Connect, the gateway organisation to pro bono legal services for those in need. CU assisted Mr D by writing to the taxi company on his behalf. They raised a number of issues with the claim and advised him on the procedure to be followed in the Magistrates Court.

Within a month of CU agreeing to assist Mr D, the taxi company decided to drop its claim.

It may have been a small win for CU, but it made a world of difference for Mr D and his family.

— **Outside of work, what does the firm offer its employees?**

Clayton Utz offers a vibrant and supportive work environment. We recognise the need for our people to stay true to themselves by maintaining balance in their lives. That's why we have a range of flexible work options and health and wellbeing initiatives, as well as social and sporting activities and community volunteering opportunities.

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## About clerkships

— **How do students apply for clerkships to this firm this year?**

Via the Clayton Utz Graduate website - [www.claytonutz.com/graduates](http://www.claytonutz.com/graduates)

— **What is the anticipated clerkship intake this year?**

25 - 30.

— **How many clerks did the firm take last year?**

23.

— **What does the firm look for in a clerk?**

The most important ingredient in our success is our people.

We're looking for clerks who are personable, practical, commercially-savvy, as well as flexible. Our lawyers undertake complex and innovative legal work, so it's important that they are intelligent and motivated individuals who aren't afraid of a challenge. We'll look at whether they've had a broad range of experiences, such as part-time

employment, voluntary work, legal experience (voluntary or otherwise), or sporting, cultural or community pursuits. They need to show they have behavioural skills such as time management, initiative, goal-setting and achievement, teamwork, an understanding of client service and self-motivation.

Most importantly, we are looking for clerks who we'd enjoy working alongside. We want clerks who are going to be a good cultural fit and who embody the firm's values, every day, in all that they do.

— **What work does the firm offer a clerk?**

Over the course of the program, you'll join legal teams and work on actual matters for our clients across a wide range of legal areas, under the supervision of a Partner or Senior Associate, and with the support of the team. You'll have an opportunity to discover the office environment and culture at Clayton Utz first-hand, and to extend yourself and expand your knowledge.

Clayton Utz prides itself on exceptional training, and our seasonal clerks receive extensive research training and practical work experience. And because of our proud tradition of pro bono work and community involvement, seasonal clerks will have every opportunity to get involved in Pro Bono work and Community Connect initiatives.

We have secondment programs with various leading law firms around the world that see Clayton Utz lawyers living and working in London, New York, Tokyo, Hong Kong and India. Our Japanese exchange program with leading Japanese law firms and trading houses involves extended secondments both to and from Japan.

— **Does this firm intend to offer clerkships to students outside their penultimate year?**

We prefer applicants to be in their penultimate year (LLB IV or JD II), but we may consider students in their final year.

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## About graduate positions

It's not just about wearing a suit.

No matter how good your law degree, there's always a gap between theory and practice, and finishing university can be daunting. How do you make the jump to working in a commercial law firm?

That's where we come in.

Once you've completed your studies, our national Graduate Program gives you the perfect foundation for your legal career. Our 2.5 week orientation program is designed to ensure that you'll hit the ground running. It consists of PLT+, local training and a national orientation week in Sydney.

Our rotation program means you'll discover different areas and find the right fit. From day one you'll be working on complex and sophisticated legal issues, and with our innovative approach to learning

& development, you'll get the support you need to become the best you can be.

With our Graduate Program you'll get...

- three rotations of six months in our national practice groups;
- mentoring from some of the best lawyers in the country;
- a buddy who'll give you the inside information;
- meaningful performance feedback so you know you're on the right track;
- continuing legal education programs and professional development support so you can become the lawyer you want to be;
- the chance to participate in our Community Connect and Pro Bono programs and really give back; and
- social and sporting activities, because we know it's not all work and no play.

We hire most of our Graduates from our Clerkship Programs. Occasionally, additional opportunities may arise.

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## Personal profile

CHARIS CHAN

— **Year 2015, Areas of rotation - Environment & Planning and Commercial Litigation**

— **What is the best thing about working at Clayton Utz?**

Being able to work alongside and learn from lawyers at the top of their field. Seeing the work you do (sometimes) end up in the news. Meeting lawyers willing not just to teach, but to mentor and share their lives with you. The fact that the firm is active and genuine about pro bono and community outreach.

— **What pro bono matters did you work on during your clerkship?**

A whole range of things! The main matter I was worked on was the Victims Services Reassessment Scheme – where due to changes in legislative policy, many of our clients who had received government compensation as victims of sexual assault were able to reapply to have their claims reassessed (with the potential for additional compensation).

My tasks involved calling the clients to ask if they wanted our help and drafting submissions. I was also involved with research on building regulations for an advice to a start-up company, as well as various individual estate and property matters.

— **What are the biggest differences between studying and practising law?**

We study law in separate subjects, but I found that often in the practice of law, different areas of the law will intersect. For example, you might have a matter that seems to a straight environmental law matter, but on closer examination, there are actually complex administrative law issues involved, or even a constitutional issue that needs to be factored in. I also found that when practising law, you never just apply the law – there are so many other considerations involved in providing holistic advice to the client. You might find yourself engaging not just with other solicitors and barristers, but also with economists, environmental consultants, doctors, and so on, depending on the nature of the matter.

# STAY TRUE.

As a junior lawyer, your enthusiasm is in overdrive. Everything is interesting. You have a million questions for everyone. You want to be the best. And for me, I wanted to be the best lawyer and leader I could be.

Right now I'm a corporate and tax lawyer, buying and selling companies, structuring investments and having the occasional battle with the ATO.

So, a little while after I started at Clayton Utz, I joined the social committee. A powerful assembly fuelled by lunchtime pizza-wielding lawyers making important decisions like choosing the Christmas party theme. They knew I liked pizza, but had no idea I was gay. You see, I wasn't out at work yet and this became a genuine source of anxiety for a good two years.

But In May 2015 this all changed...

To listen to Luke's full story, go to:

[claytonutz.com/graduates](http://claytonutz.com/graduates)

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.



## CLERKSHIP PROGRAM

If you're a law student in your penultimate year, our Clerkship Programs will expose you to the fast pace of a full-service commercial law firm and show you the law in action. You'll be working under the guidance of some of the sharpest legal minds in Australia, on challenging, complex and high-profile transactions and matters. You'll be mentored by partners and lawyers who are leaders in their fields, in a firm where individuality is embraced and innovation actively encouraged.

## GRADUATE PROGRAM

### It's not just about wearing a suit.

There's always a gap between theory and practice, and post-university prospects can be daunting. How do you make the leap to working in the industry?

### That's where we come in.

Once you've completed your studies, our national Graduate Program gives you the perfect foundation for your legal career. Our 2.5 week orientation program is designed to ensure that you'll hit the ground running. It consists of PLT+, local training and a national orientation week in Sydney.

Our rotations will help you discover different areas and find the right fit. From day one you'll be working on complex and sophisticated legal issues, and with our innovative learning and development approach, you'll get the support to become the best you can be.

### You'll get...

- Three rotations of six months in our national practice groups
- mentoring from some of the best lawyers in the country
- a buddy who'll give you the inside information
- meaningful performance feedback so you know you're on the right track
- continuing legal education programs and professional development support
- the chance to participate in our Community Connect and Pro Bono programs and really give back
- social and sporting activities, because we know it's not all work and no play.

We hire most of our Graduates from our Clerkship Programs. Occasionally, additional opportunities may arise. These opportunities will be listed on our website.



# CORRS CHAMBERS WESTGARTH

*Areas – Corrs is a corporate law firm, acting for organisations, rather than individuals. The firm works through three main operating divisions: Corporate, Finance & Tax (Energy & Resources, Corporate Advisory, Banking & Finance and Taxation), Property & Development (Property & Infrastructure, Environment & Planning and Construction), Litigation and Workplace Relations (Litigation, Workplace Relations, Intellectual Property, Technology & Competition)*

## ADDRESS

Level 17, 8-12 Chifley Square,  
Sydney NSW 2000

## LOCATIONS

Sydney, Melbourne, Brisbane  
and Perth

## CONTACT

Sian-Marie Preece / E: SianMarie.Preece@corrs.com.au & P: (02)  
9210 6687 / W: www.corrs.com.au

## About the firm

### — What is unique about this firm?

Corrs is a firm that thinks strategically, not just in its legal work, but also for the firm's future and the success of its people. Corrs is known for its clear vision and ability to develop and implement strategy, as well as its lawyers' ability to help clients achieve their business goals.

Corrs' culture of performance excellence drives this achievement and can be seen in our mentoring, coaching and comprehensive learning and development programs, both formal and informal. We draw on the best expertise in Corrs' own lawyers as well as external specialists to make sure our people never stop learning.

The combination of these factors creates a firm that celebrates its independence, is open to new ideas, has the courage to think and act differently from the rest of the market, and thrives on new challenges and opportunities. Our people thrive on this, too. We call it the inspiring workplace.

### — What significant work has the firm done recently?

We are excited to work with some of the biggest organisations in the world on their most important matters.

Our clients include more than half the top fifty ASX listed companies, some of the largest privately owned companies in Australia and a number of global Fortune five hundred companies like Johnson & Johnson, General Electric, Wesfarmers, Microsoft, and Pfizer.

We work with well-known organisations like McDonald's, REA Group, Australian Post, Medibank, Vodafone Hutchison, ANZ, BG Group, Mirvac, BP, Shell, Woolworths and Carlton United Breweries, as well as mining giants Woodside and Fortescue Metal Group and leaders in finance NAB, and CBA.

But we also work with governments, both Federal and State, on significant matters including the \$43b National Broadband Network Project. Corrs also served as Principal Legal Adviser to the Victorian Government on the recent Royal Commission into Family Violence.

We advise on big deals like one of Australia's biggest resources project, Japan's Inpex Browse Limited's \$24b Ichthys Gas Field Development Project. And in the challenging capital market conditions last year, we were able to work on several IPOs including the Wellard Group IPO which was one of Australia's largest in 2015 and WA's 5th largest ever.

We were Australian counsel for US talent agency William Morris, which represents stars like Lady Gaga and Oprah Winfrey, when it acquired 49 percent of industry-leading global creative agency, Droga5.

And we advised Murray Goulburn Co-operative Co. Limited (Devondale) to secure a landmark 10 year, \$2b milk supply agreement with Coles that will deliver a better return for farmers.

We also protect a long list of reputable international brands including Havanas, Pokémon, Quiksilver, Hermès, Cartier, Ferrari, Versace, Louis Vuitton, Dior, Prada, Gucci, Veuve Clicquot and Moët & Chandon.

### — What advice would you offer to someone applying to the firm?

Corrs looks for intelligent people. But being intelligent and being able to provide intelligent legal solutions are not always the same thing. We want individuals with common sense and an instinctive mind for business, outstanding communicators who can define the essence of any issue in a simple way. We also want clerks who are mature enough to know they don't yet have all the answers and know how to ask the right questions.

Making the transition from university and student life to the workforce begins with the process of applications and interviews. This process can be daunting, especially in a climate of such competition for graduate positions.

We are looking for university graduates who:

- Are proactive, confident and positive! Positive energy is infectious and inspires and motivates others. People want to work with positive people. Show interest. Treat challenges as opportunities and always look for the upside. Most importantly, someone who wants to tackle and enjoy the work whilst having fun!
- Are open-minded and flexible, motivated by a dynamic and progressive work environment
- Can see the bigger picture and think strategically about solutions and make a judgment call
- Can shift quickly from thinking about 'law' (from a technical/black letter law perspective) to thinking about 'business' – understanding client/industry drivers and risks, understanding what clients value, understanding the value of client communication & relationships both internally and externally
- Be a team player – teamwork is a huge part of how we operate here at Corrs. Work with your peers and everyone at Corrs, whilst we are competitive to enable us to be world class lawyers, we do not compete with one another. We work collaboratively and especially amongst your peers as you are all going through the same experience!
- Are looking for a broad experience (exposure to different practice areas and clients)
- Are looking for hands-on and intensive learning – always be alert and listen. Be curious, ask questions, find out as much as you can about your clients, learn their industries so you can understand their goals, outcomes and truly become a trusted adviser and business partner.

### — How does the firm encourage employees to learn and develop?

Achieving our goals as a world class law firm requires people with vision, ambition, courage and commitment. We have a workplace that is engaging and truly inspiring, and what we consider to be the most innovative, progressive and supportive people development program in the industry.

Our extensive in-house learning and development program will keep your professional skills and technical knowledge up to date. We have a Legal Excellence program, practice group training sessions and career path programs tailored to each level of lawyer. We provide generous support for further undergraduate and postgraduate study. The Corrs Scholarship for Individual Excellence program also gives high performing employees the opportunity to attend short training courses at world class institutions. In the past nine years, around 200 people have travelled to study at establishments such as Harvard, Columbia and INSEAD.

— **Does the firm engage in pro bono, volunteer or other community activities?**

Helping others is a key aspect of the culture at Corrs and can be seen every day in every office at Corrs. It happens in three ways – through pro bono legal work, volunteering and philanthropy.

Corrs provides pro bono legal services for disadvantaged individuals who might not otherwise have access to legal representation through the conduct of nine legal clinics and referred public interest matters. We also act for charitable and not-for-profit organisations with access to justice objectives, or who support one of our priority social causes.

The firm is the principal legal partner for the United Nations Refugee Agency in Australia, and we work with many other organisations including Yooralla, The Salvation Army, The Big Issue and Very Special Kids. We have been associated with Oxfam for more than 20 years.

Pro Bono is one of the graduate program rotations, so graduates are involved early in their time at Corrs. This happens through nine clinic-style arrangements across Melbourne, Brisbane, Sydney and Perth, which offer pro bono services for some of the most marginalised and disadvantaged individuals for whom access to justice is almost non-existent.

In Sydney, two graduates spend half a day each week for six months at the Redfern and Inner City Legal Centres. We also conduct homeless persons legal clinics through PILCH and PIAC at Norman Andrews House in Bondi, through the Salvation Army at the Street Level clinic

in Surry Hills and at the HPLS WISH clinic in Woolloomooloo.

Corrs' Brisbane office, in association with QPILCH, participates in the Refugee Civil Law Clinic, which provides free legal advice and assistance to refugees, humanitarian entrants, asylum seekers and temporary protection visa holders on matters such as fines, debts, housing and discrimination. We also participate in QPILCH's Self Representation Service, providing free advice and assistance to self-represented parties in the civil jurisdictions of the Queensland Supreme and District Courts, and the Brisbane registry of the Federal Court.

Corrs Perth works for CASE for Refugees, a WA based not for profit community legal centre that provides free legal advice, representation and advocacy to refugees and humanitarian visa holders. Corrs' involvement relates to CASE's Judicial Review Asylum Seeker Program which has been set up to assist offshore detainees to access judicial review.

The Perth office also undertakes pro bono work for the RSPCA in the areas of prosecutions.

Through our Pro Bono work our lawyers become accomplished in areas of law that they aren't usually exposed to, which helps them attain a well-rounded legal education. Our staff are proud of Corrs' contribution to the wider community. They enjoy it and see it as a valuable part of their professional and personal growth.

— **Outside of work, what does the firm offer its employees?**

It's not all about work! At Corrs we encourage staff to be socially active and participate in social and sporting events as well as learning & development activities.

Some of our activities include our Mind, Body & Soul series, touch football, cricket day, Friday night drinks, family days, trivia nights, End of Financial Year party and Christmas Party. Corrs also provides flexible work arrangements, paid study leave, salary sacrificing and opportunities to give back to the community.

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## About clerkships

— **How do students apply for clerkships to this firm this year?**

Visit our website: [www.corrs.com.au/careers/graduates/apply-now/nsw/](http://www.corrs.com.au/careers/graduates/apply-now/nsw/)

All details of the application process can be found here. If you have any questions regarding the process, please contact Sian-Marie Preece (SianMarie.Preece@corrs.com.au)

— **What does the firm look for in a clerk?**

Corrs is a place that celebrates individuals. We're looking for spirited, determined clerks who think big and like doing things a

little differently. In exchange for your energy and commitment we'll provide extraordinary learning and work opportunities here and on an international stage.

We don't look for a Corrs 'type' when we interview potential graduates. Corrs people are individuals, but they do share some traits.

Because this is a high performance organisation, Corrs people are good at what they do. They are able to work in a team and bring out the best in the people around them. They want to achieve the best results for the client as well as the firm and they take pride in their work and achievements. Corrs people like to find new ways of doing things and aren't afraid to be independent and bold in their actions.

This is a firm with a sense of purpose, so we'll probably look for that in you, too.

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## About graduate positions

— **Does the firm take graduates directly?**

The majority of our graduates are recruited through our Seasonal Clerkship Program.

Corrs has a single commencement date for all graduates in February/March.

We are not recruiting graduates for our Sydney office for 2016. All graduates have been recruited through the Seasonal Clerkship Program.

## Personal profile

CHARLES BURFITT

— 2015/16, Areas of rotation - Property & Infrastructure, Litigation and Banking & Finance

My experience as a seasonal clerk at Corrs was an overwhelmingly positive one, full of valuable insights into life as a commercial lawyer as well as plenty of good times.

What struck me very early on in the clerkship was how we were treated as regular employees of the firm, rather than being coddled as if we were work experience kids. We were given real work by lawyers in our practice groups and had easy access to assistance whenever we required it (which was very often let me assure you). The program is broken down into three rotations through the firm's three different "villages". These rotations, while short, really expose the clerks to the different nature of work in different practice groups, and helped me to start developing a taste for what kind of law I might like to practice in the future.

While people always say that there is no such thing as a stupid question, and that you shouldn't be afraid to ask for help, it is always intimidating knocking on a busy person's door to interrupt them and ask for help. The beauty of Corrs' open plan office layout is that it breaks down these barriers, and asking for more detailed instructions from a lawyer is only a matter of standing up and asking them from your desk. The open plan layout also means that you can find yourself sitting at a desk surrounded by partners, senior associates and lawyers all of whom are going about their business right there in front of you. It's amazing how much you can learn from just hearing someone talking on the phone, or listening to conversations taking place at the desk beside you.

The clerkship experience extends beyond office hours, and many a yarn was shared by the clerks outside the office, whether at the bar, on the soccer pitch or across the dinner table while we were busy winning the annual Clerkship Trivia Night. In fact the group grew so close that over the Christmas break a weekend trip to Berry was organised.

The clerkship experience is fantastic, and definitely makes for a fun and productive Summer. Get involved!

**WE'RE LOOKING FOR  
SPIRITED, DETERMINED  
CLERKS WHO THINK BIG AND  
LIKE DOING THINGS A LITTLE  
DIFFERENTLY.**

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# DLA PIPER AUSTRALIA

Areas – Employment, Litigation, Banking & Finance, Real Estate, Corporate, Tax, Restructuring, Intellectual Property & Technology

## ADDRESS

L22 No. 1 Martin Place, Sydney,  
NSW 2000

## LOCATIONS

Offices in over 30 countries  
globally

## CONTACT

Stacey Hasler / P: 02 9286 8621 & E: stacey.hasler@dlapiper.com

## About the firm

### — What is unique about this firm?

At its heart, DLA Piper is an entrepreneurial and dynamic firm. We are also committed to supporting our people's desire to experience working life in other parts of the world. For our Graduates we offer the opportunity to apply for a six month rotation to one of our offices in Asia. We believe our secondment program fosters a global mind-set and is critical to our success.

### — What significant work has the firm done recently?

In October, our cross-border team advised Link Group on the largest IPO of 2015 in Australia, with a market capitalisation of AU\$2.3 billion. The transaction, led in Australia, involved offices in the UK, Germany, New Zealand, Hong Kong, China, Singapore, Canada, France, Italy, South Africa and the Middle East.

The Link IPO is a testament to the strength and capability of DLA Piper's Australian team and the firm's global capability.

### — What does the firm look for in a potential employee?

Adaptability, commerciality and dynamism.

The legal landscape is undergoing one of the biggest shifts of the profession. We are looking for people with a collaborative approach to leverage our global scale, who are able to adapt and respond to new opportunities.

Secondly, our clients value what we can add outside of the legal advice we provide. We are looking for our graduates to demonstrate commercially in terms of thinking from a business perspective, through our clients eyes, not just as lawyers.

Finally, dynamism, We are looking for graduates with energy, enthusiasm and drive to be part of the future success of the firm.

### — What advice would you offer to someone applying to the firm?

We are interested in understanding how an opportunity to join our firm aligns with your career aspirations. For example think about what it is about our firm that makes it the best possible platform for you to commence your legal career.

### — Does the firm engage in pro bono, volunteer or other community activities?

At DLA Piper we are committed to contributing to the wellbeing of communities around the world.

We encourage our lawyers to do pro bono work that is meaningful, impactful and supports those in need. New Perimeter, our nonprofit, provides pro bono legal assistance in under-served regions around the world to support access to justice, social and economic development and sound legal institutions.

In 2015, DLA Piper donated 200,400 total pro bono hours globally. This is the equivalent to 116 lawyers working full time.

## About clerkships

### — How do students apply for clerkships to this firm this year?

<http://www.dlapipergraduates.com.au/index.html>

### — What does the firm look for in a clerk?

We seek talented clerks who are as engaged and dedicated as they are inventive, balanced and friendly; people who truly want to go places in their career.

### — What work does the firm offer a clerk?

A clerkship is a great way to gain insight into our firm. It is also an important step if you are interested in a graduate position with us, as our clerkship pool forms the basis of our graduate recruitment.

As a clerk, your learning and development begins with our tailored clerk orientation program. The knowledge you gain here is supported by on the job training from partners, senior lawyers and other peers.

During your clerkship you can expect to do a variety of things both in and outside the office. The tasks you are involved in will depend on the team you are assigned to and the work they have on at the time. Some common examples include accompanying lawyers to court, attending client meetings and mediations, and assisting on large corporate transactions.

We also ensure you have regular contact with the other clerks throughout the program through social activities, lunches and presentations.

All clerks are assigned a buddy (usually a current graduate) and a supervisor (senior associate or senior lawyer) who will support and guide you through the clerkship.

Summer clerkships are offered in all our offices, as well as winter clerkships in select locations. While your clerkship experience will be similar between offices, our program duration and intake size does vary.

— **Does this firm intend to offer clerkships to students outside their penultimate year?**

The firm accepts applications from law students or combined law students in their penultimate year of study. For details on when to apply, please refer to our recruitment timetable.

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## *About graduate positions*

— **What does the firm offer its graduates?**

Every graduate's career journey will be different, but our Graduate Development program has been designed to provide graduates with the key knowledge and skills required to be successful in our firm.

Beginning with our tailored Graduate Induction Program, you'll meet your graduate cohort and people who will support you along the way. Over the next 13 - 16 months you will participate in our structured rotation program, allowing you to experience up to three different practise areas and gain wider knowledge of our business and our clients. The rotation experience will help you decide where you will be best suited for a thriving career with us.

With a dedicated supervisor and buddy for each rotation, regular feedback is provided to you throughout your time with us. Over the course of the graduate program you will undertake performance reviews at the end of each rotation. Upon settling into your permanent team at the conclusion of the rotation program, you will fall into line with the firm's annual performance review cycle.

A tailored learning and development program includes both non-technical skills development and our CLE program. Core training sessions include business writing, time management, client service,

and communication skills, to name just a few. You'll gain a commercial perspective on the business of law and your learning will be enhanced through on-the-job training from partners, senior lawyers and other peers.

Under the Graduate Development program you will also receive the prescribed training necessary for admission in your state. For most offices this will be the Practical Legal Training course through College of Law.

— **Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?**

Graduates are encouraged to complete their PLT through the College of Law during the graduate program.



# TODAY'S TALENT

## TOMORROW'S LEADERS



### IT'S IN OUR DNA

At its heart, DLA Piper is an entrepreneurial and dynamic firm. We have a supportive and performance based culture founded on the diversity of our people, the communities we operate in and the clients we work with.

### WINNING

#1 Global M&A volume: DLA Piper has retained its number one ranking globally for overall deal volume by mergermarket for the fifth consecutive year.

#2 Global brand: DLA Piper ranked second on the Acritas Global Elite Brand Index.

+1,000: The world's leading legal directories have named more than 1,000 of our lawyers and practices among the best in their fields.

In Australia, we are recognised as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency.

We are also members of the Tristan Jepson Memorial Foundation, supporting workplace psychological health and safety.

### YOUR OPPORTUNITIES

We provide cutting-edge learning and development programs, and an opportunity to work alongside some of the best legal minds around.

As a seasonal clerk, you can expect to have a varied experience both in and outside the office. You will gain first-hand experience in the practice of law by doing real legal work.

Joining us as a seasonal clerk is your path to a Graduate position. At DLA Piper we recruit to retain and once you qualify, we will continue to offer you exceptional career opportunities, in an environment that is challenging, rewarding and, we believe, truly different from our competitors.

We are also committed to supporting our people's desire to experience working life in other parts of the world. For our Graduates we offer the opportunity to apply for a six month rotation to one of our offices in Asia. We believe our secondment program fosters a global mind-set and is critical to our success.

### WHAT IT TAKES

Being an excellent lawyer requires more than just comprehensive technical knowledge. Every aspect of our approach is tailored carefully to our clients, their business needs and industry.

Successful applicants are not only bright, as demonstrated through strong academics, but they also bring unique life experiences and insights to the table. Our lawyers are excellent communicators, collaborative team players and commercially minded, because our clients are the core of our business.

For more information about our clerkship opportunities, please visit [www.dlapipergraduates.com.au](http://www.dlapipergraduates.com.au)

DLA Piper is a global law firm with lawyers in the Americas, Asia Pacific, Europe, Africa and the Middle East.

We are a law firm with momentum. Over the past decade, DLA Piper has undergone rapid expansion, responding to global markets and helping our clients deliver on their business strategies. In doing so, we are uniquely placed to provide our people with the global career opportunities they are looking for.

In Australia we are trusted legal advisors to approximately a third of the ASX 100 companies and all levels of government. We have offices in Sydney, Melbourne, Brisbane, Perth and Canberra.

# THE GRADUATE EXPERIENCE

## Gabe Perrottet

Solicitor, Litigation & Regulatory  
Sydney Law School Graduate

I started with DLA Piper as a summer clerk in 2013, and have recently completed the 16 month Graduate program. The Graduate program at DLA Piper is a comprehensive learning program which provides young lawyers with the opportunity to rotate through three different practice groups in the firm. Over the course of the program I have gained valuable experience in transactional, litigious and advisory work across a number of different sectors. The Graduate experience has equipped me with a first-hand understanding of how a global law firm operates, and has helped shape my career goals and aspirations.

### KEY EXPERIENCES

#### Real Estate

My experience in the Real Estate team involved managing a number of files for a variety of clients in relation to both leasehold and freehold transactions. A memorable experience was my heavy involvement in the purchase of an industrial portfolio of properties valued at over half a billion dollars. Specifically, my work involved drafting and reviewing a number of documents including agreements for sale, leases and licenses to ensure that these documents met the specific requirements of the transaction. I liaised directly with clients to discuss draft documents and required amendments, and arranged for those documents to be signed in readiness for completion. I was also given full carriage of all matters in respect of a particular client.

#### Litigation & Regulatory

Commercial litigation is my chosen field of practice, and my time working in the Litigation & Regulatory group provided me with the legal skills and commercial insights necessary to be successful in this field. I am currently involved in a matter in the Supreme Court of Victoria in proceedings brought against our client by a merchant customer for breach of contract, breaches of the obligation to act fairly and reasonably in good faith, and breaches of the Australian Consumer Law. Specifically, my experience has involved a high level analysis of data in order to strengthen our client's defence, preparing witness statements and drafting overarching documents. I was also involved in advising a US organisation, the International Organisation for Migration, on an arbitration in relation to the termination of a contract to build a hospital in Afghanistan.

In Government litigation, I was directly responsible for a matter before the Administrative Appeals Tribunal ("AAT") in relation to proceedings brought by a migration agent appealing a decision of the Migration Review Tribunal. This involved preparing for a two week hearing in the AAT. In the hearing itself, I appeared on behalf of our client, alongside the Partner in charge of the matter, and took questions directly from the Senior Member.

### Pro Bono

DLA Piper prides itself on its commitment to pro bono work. Not only is this great news for the recipients of our services, but it provides a great opportunity for young lawyers to gain valuable experience they might not otherwise gain in a corporate law firm. Our firm is committed to pro bono work that supports access to justice and the rule of law around the world. DLA Piper encourages all its lawyers to do pro bono work, much of which focuses on education, human rights, non-profits and charity law, juvenile justice and veterans support. I was recently involved in a pro bono matter in Moss Vale where I appeared in the Local Court on behalf of our client in relation to a contract dispute. Making submissions from the bar table, against my far more experienced opponents provided great exposure to the world of litigation.

### WHY DLA PIPER?

I remember applying for summer clerkships and finding it very difficult to untangle the jargon and decipher the differences between the various law firms in Sydney.

The thing that differentiates DLA Piper from other law firms is that it is a truly global law firm. It doesn't merely have alliances with overseas firms, but has offices in more than 30 countries throughout the Americas, Europe, the Middle East, Africa and the Asia Pacific.

What does this mean for your experience at DLA Piper?

- 1 A wider variety of clients and therefore, a wider variety of work.

DLA Piper has a number of global clients. This makes the work more interesting, as we are often dealing with cross-jurisdictional issues and liaising with both lawyers and clients who are based overseas. Our clients range from multinational, Global 1000 and Fortune 500 enterprises to emerging companies developing industry-leading technologies.

They include more than half of the Fortune 250 and nearly half of the FTSE 350 or their subsidiaries. In Australia we are trusted legal advisors to approximately a third of the ASX 100 companies or their subsidiaries and all levels of government.

- 2 The opportunity to build an international legal career.

DLA Piper provides a wide variety of secondment opportunities. Our lawyers are often seconded to either our key clients or to one of our overseas offices. This allows young lawyers in our firm to take advantage of the enormous internal DLA Piper network and expose themselves to different legal markets across the globe. There are many Australian lawyers in our firm now pursuing overseas opportunities and building international legal careers.



# GADENS

*Areas – As a full services firm, we define our offering around our clients' business needs. We are established as a leading legal service provider in the Banking and Finance, Property and Construction and Energy and Resources sectors. Further specialties include Corporate Advisory and Tax, Insurance and Insolvency, Intellectual Property and Technology, Dispute Resolution, Employee Relations and Safety, Planning, Environment and Government.*

## ADDRESS

Level 16, 77 Castlereagh Street,  
Sydney, NSW 2000

## LOCATIONS

Adelaide, Brisbane, Melbourne, Sydney,  
Perth and Port Moresby. Following Gadens  
combination with Dentons we will be in  
more than 50 countries.

## CONTACT

Sherry Saliyb, Recruitment Advisor / E: [sherry.saliyb@gadens.com](mailto:sherry.saliyb@gadens.com)  
& P: 02 9035 7192 / W: [www.gadens.com](http://www.gadens.com)

## About the firm

### — What is unique about this firm?

At Gadens, everyone has a voice and your experiences, knowledge and insight will be valued and respected. By actively engaging with our people we promote individuality and diversity, while instilling pride in the firm and our collective values.

Fresh thinking and new ideas are championed daily. We collaborate, listen and engage to work through issues together. Our unwavering commitment to our clients and the community ensures not only good outcomes, but a genuine personal interest that is tangible throughout our work. We value the relationships we build, not just the matters we work on.

Fun is also strongly on the agenda. We believe a lively workplace reduces stress, improves learning and increases productivity and creativity. If you are prepared to be challenged, empowered and inspired then Gadens is the place for you.

### — How does the firm encourage employees to learn and develop?

Gadens Legal Laboratory is an interactive program, specifically designed for our clerks, that combines legal expertise, commercial know-how and innovation. We also offer you elite mentoring by a senior solicitor during, and 12 months post, clerkship.

Gadens sets the tone for legal excellence by engaging all staff in formal training to ensure technical proficiency and development across all aspects of their roles. Gadens also encourages you to take charge of your professional development. Staff have access to a broad range of workshops and CLEs to facilitate personal and professional development.

Gadens provides secondment opportunities with our major clients and are also happy to explore opportunities in disciplines beyond law that enrich your capacity for personal growth.

### — Does the firm engage in pro bono, volunteer or other community activities?

Gadens is committed to creating a positive impact on our community. We are champions of the arts and reconciliation. Our Reconciliation Action Plan details our commitment to reconciliation with Aboriginal and Torres Strait Islander peoples, highlighting efforts to date and guiding future intentions. We continue to build relationships and create opportunities to 'close the gap' through an expansive range of partnerships, sponsorships and initiatives.

We also strive to improve equitable access to justice support sustainability in communities through the provision of pro bono legal work. We are members of Justice Connect and run targeted secondment programs, providing legal assistance to community legal centres and communities in need. Our solicitors frequently participate in secondments with organisations including the Environmental Defenders Office and Salvos Legal.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Apply via our website. You will need to upload your cover letter, CV and academic transcripts as well as answer a set of screening questions.

### — What is the anticipated clerkship intake this year? 9

### — How many clerks did the firm take last year? 9

— **What does the firm look for in a clerk?** Gadens is looking for students who have excelled in their studies, are passionate about the law and eager to work in a team that is committed to their clients, staff

and the community. We foster innovation and are seeking clerks who embody our core values - collaboration, openness, integrity, respect and excellence.

— **What work does the firm offer a clerk?** Genuine responsibility and involvement with real cases await Gadens' clerks. The program includes two rotations and a week spent on a client secondment. You will work closely with our foremost lawyers and a client base resembling the who's who of the ASX Top 200 companies. You can expect to be involved in real matters, attend client meetings and frequent court.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

No.

## About graduate positions

— **Does the firm take graduates directly?** Graduate positions are filled through our summer clerkship program. We may recruit additional graduates outside the program on an 'as needs' basis.

— **What does the firm offer its graduates?** Our graduate program consists of rotations in any of our practice areas. We have an elite graduate learning and development program and offer financial support to eligible graduates to complete their PLT. Following completion of the program graduates are progressed to Solicitor and form part of Gadens Lawyers Network.

# Join our next generation clerkship.

Give your future the head start you're looking for with a firm that is local... everywhere.

Start your journey with Gadens as we combine with Dentons, the world's largest law firm. With talent in more than 125 locations and more than 50 countries, we provide the opportunity to collaborate with colleagues in more locations than any other firm in the world.

ELITE MENTORING PROGRAM

CLIENT SECONDMENT OPPORTUNITY

LEGAL LABORATORY



Future proof your career with real experience



# GILBERT + TOBIN

Areas – Banking + Infrastructure; Competition + Regulation; Corporate Advisory; Energy + Resources; Intellectual Property; Litigation; Pro Bono; Real Estate + Projects; Technology, Media + Telecommunications.

## ADDRESS

Level 35, Tower 2, International Towers Sydney,  
200 Barangaroo Avenue, Barangaroo NSW 2000

## LOCATIONS

Sydney, Melbourne, Perth

## CONTACT

Kristie Barton / P: 02 9263 4575 & E: kbarton@gtlaw.com.au / W: www.gtlaw.com.au

## About the firm

### — What is unique about this firm?

G+T presents a unique opportunity for you to make a name for yourself through the matters and transactions you work on, with personal accountability yet supported by those around you.

As a younger organisation that has built its success on legal excellence and entrepreneurial drive, G+T is energetic and passionate. We are non-bureaucratic and value diversity, individuality, innovation and fun. We have a long heritage of giving back to the community through our Pro Bono practice and corporate social responsibility initiatives.

Joining a smaller firm with an open, entrepreneurial culture makes it easier for you to work closely with the firm's highly talented partners and senior lawyers. This is reinforced by structured mentoring programs, office share arrangements and direct contact with clients. Law students and graduates working at G+T often comment on the exceptional level of personal engagement they experience from the firm's professionals.

### — How does the firm encourage employees to learn and develop?

At G+T we consider continuous learning to be a critical component of your professional and personal career development. The firm's learning courses improve the technical, legal and business skills of our lawyers at all stages of their careers. We use a variety of teaching techniques, including at-desk instruction and mentoring, classroom-based training and experiential learning.

Formal training is only one element in your development of strong legal skills. For this reason, we place considerable emphasis on practical, one-on-one learning with managers, senior lawyers and partners. Lawyers are also encouraged to attend relevant external seminars.

Mentoring is an important aspect of graduate life at G+T. You'll be paired with a more experienced lawyer who will mentor and guide you through your rotations and your transition into a practice area. You can look to your mentor to assist you in establishing relationships firm wide and for ongoing support as needed.

We encourage our lawyers to undertake postgraduate study. This includes offering funding assistance for masters' degrees and other postgraduate courses as part of our ongoing commitment to your continuing education. While studying, you will also be offered study leave to complete essays and attend exams.

Each year we award a scholarship of up to \$10,000 to support a lawyer studying at any educational institution in the world in a subject area of their choice, which complements their legal career and aspirations. Past scholarship winners have studied at prestigious institutions in the United Kingdom, United States and Hong Kong, including: University of Oxford, London School of Economics, Columbia University, Harvard University, New York University, Stanford University, University of Florida, and Duke University.

### — Does the firm engage in pro bono, volunteer or other community activities?

In 1996, G+T was the first law firm in Australia to appoint a full-time in-house pro bono lawyer. The firm now has a dedicated group of a graduate, two lawyers, one special counsel and Michelle Hannon as partner. We are proud advocates of social justice and focus on providing advice and support to marginalised and disadvantaged clients and the organisations that work with them. The practice covers many diverse areas of law including discrimination, administrative law, defamation and public international law. Pro bono work at G+T is particularly focused on issues affecting Aboriginal and Torres Strait Islander people, refugees, people with disabilities and the protection of human rights.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Clerkship applications are received online via cvMail ([www.cvmail.com.au](http://www.cvmail.com.au)). Applications open 15 June 2016 and close 17 July 2016.

— **What is the anticipated clerkship intake this year?** 15 to 20 Summer Clerks.

— **How many clerks did the firm take last year?** 17 Summer Clerks.

### — What does the firm look for in a clerk?

We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. While strong results count, we delve beyond your academic achievements to ensure we find candidates that align with our firm's culture and values.

At G+T we hold ambition, imagination, creative thinking and entrepreneurial spirit in high regard. Our people are collaborative, passionate and dedicated but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates that will complement our practice groups and don't feel the need to take themselves too seriously – just like us!

### — What work does the firm offer a clerk?

During your time with G+T you'll get a taste of what it's like to work in corporate law. Spending time in two practice groups, you will start to understand the mechanics of legal practice through researching legislation and case law, preparing and drafting memos, completing research, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. Throughout the program, you'll partake in our customised in-house training program and also have the opportunity to contribute to Pro Bono and our Knowledge Management practice.

G+T also offers two clerks the opportunity to work as an intern in a

native title office during the winter university break. The internship is fully funded by the firm and provides you with work experience in native title law. There are placement locations Australia-wide and students are placed according to the needs of the Aurora project.

— **Does this firm intend to offer clerkships to students outside their penultimate year?** Our preference is given to students in their penultimate year of study.

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## About graduate positions

— **Does the firm take graduates directly?**

Our main graduate recruitment path is via the Summer Clerkship program. We do recruit additional graduates outside of this program, however this is on an 'as needs basis' and generally occurs when a practice group has an increased workload.

— **If so, what is the method of application for graduates?**

Graduates can register their interest directly throughout the year via our website.

— **What does the firm offer its graduates?**

Graduates commence with the firm in one of two formal intakes – either February or August. As a graduate, you will undertake real work,

build relationships with partners, lawyers and clients, and become an integral part of each practice group.

Our 18-month program consists of two rotations of approximately nine months each. Rotations are available in all our practice areas and you will also be actively involved in other work activities, including business development, knowledge management, training and pro bono work.

In addition, each year we offer one of our graduates the opportunity to undertake a 10 month international secondment with Japanese law firm Anderson, Mori and Tomotsune, one of the largest and most diversified corporate law firms in Tokyo.

— **Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?**

G+T supports and funds PLT for all graduates through our tailored in-house program and the College of Law. Graduates are provided with PLT exam and study leave and are supported the whole way through by a dedicated PLT mentor.

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## Personal profile

MATTHEW GREEN

— **2015-16 Summer Clerk and current Paralegal; Areas of rotation - Corporate Advisory, Banking + Infrastructure**

Students have to wade through a lot of information when deciding upon a firm for a clerkship. When I went through the process, my opinion of all the firms changed constantly. It was only towards the end that I had a very clear sense of what was important to me and what I valued. In the few paragraphs that follow I want to provide you with some things I had in mind when making the decision and why, at every level, Gilbert + Tobin stood out as a leader in the field.

**A FIRM THAT DOES THE BEST WORK:** I started the decision-making process by focusing on the firms that consistently worked on the largest and most interesting transactions and disputes in the areas that interested me. To assist with this, I would highly recommend looking at the law firm rankings put out by Chambers & Partners and Legal 500. When applying, I knew I was interested in corporate and commercial transactions so I searched specifically in four areas: Corporate/M&A, Acquisition Finance, Equity Capital Markets and Private Equity. Quite tellingly, Chambers & Partners ranks Gilbert + Tobin in the highest 'Band 1' category for all of these areas; one of only three firms in Australia.

Beyond the rankings, I also found it really helpful to keep up with recent news and deals by reading the 'deals' section of Lawyers Weekly and the legal section of The Australian Financial Review. As I read these articles I saw Gilbert + Tobin's name come up frequently, which was clear evidence of its presence in the market on Australia's highest profile and most commercially defining transactions.

**A FIRM THAT GIVES YOU GENUINE RESPONSIBILITY:** I also wanted to be sure that, as a young lawyer, I would be given real ownership over my work. As a firm that is open-plan, non-hierarchical and strongly focused on efficiency, this is where Gilbert + Tobin really stood out.

To give you an idea, in my Corporate Advisory rotation over the summer I worked on a hostile takeover in a team consisting of two partners and one junior lawyer, Sean. With such a flat structure, I was able to sink my teeth into some really interesting tasks like researching and drafting advice on the Corporations Act and case law, assisting to draft submissions to the Takeovers Panel, preparing ASIC forms, board minutes and resolutions, and sitting in on strategy phone calls with the client. I was also able to see how Sean, under the guidance of the partners, was given the opportunity to provide legal advice on large parts of the deal and hold discussions with the clients. Gilbert + Tobin is serious when it says juniors roll up their sleeves and take ownership over large portions of transactions. For the progression of your future career, this kind of atmosphere will help you develop skills and experiences that put you years ahead of the curve.

**A FIRM THAT HAS THE RIGHT ATTITUDE:** Finally, I wanted to be sure that I would be working with great people. You will hear this variously referred to with terms like 'culture', 'fit' or 'vibe'. What I really wanted to know as a prospective clerk was that the people at the firm were friendly, genuine, and had lives outside of their work.

If you are into music and dance, you should know the highlight of the Gilbert + Tobin 2015 Christmas Party was a competition modelled after Australia's Got Talent, with the winning team consisting of partners, lawyers and a clerk performing two pitch-perfect Backstreet Boys routines, while the rest of the firm was dancing and singing along. Or if you are looking for the opportunity to make a real difference through pro bono work, you should know every summer clerk undertook pro bono work and that Gilbert + Tobin is one of Australia's leading pro bono firms, completing more than 60 hours per lawyer in 2014-15.

Speaking from my own experience, I know the clerkship recruitment process is a very exhausting period, filled with an incredible amount of information. The most helpful thing I can say is if you are interested in beginning your career at one of Australia's premier firms, making meaningful contribution to some of the best work in the market, and working alongside intelligent, interesting and friendly people, then Gilbert + Tobin needs to be at the top of your list.



 GILBERT  
+ TOBIN

# LAUNCH



**LAUNCH YOUR CAREER WITH THE  
GAME-CHANGERS OF AUSTRALIAN LAW.**

TO FIND OUT MORE VISIT US AT [ME.GTLAW.COM.AU](http://ME.GTLAW.COM.AU)



A large, white, sans-serif text 'Launch.' is centered within a blue rectangular box that is overlaid on the bottom portion of the background image.

## JOIN THE GAME-CHANGERS OF AUSTRALIAN LAW

Gilbert + Tobin's clerkship program gives you direct access to market leading transactions and matters. You'll work with partners and lawyers in an informal setting, allowing you to challenge yourself and develop your legal skills.

At Gilbert + Tobin's office in Sydney our clerks complete a 10-week placement that consists of two five-week rotations across the firm's practice areas. As well as becoming immersed in their areas of interest, our clerks have the opportunity to contribute to the Pro Bono group and Knowledge Management practice.

During the rotation each clerk is assigned a supervising partner, mentor and buddy to assist with on-the-job training.

We also have a tailored learning and development program to ensure our clerks are building on their legal knowledge and business acumen.

The G+T clerkship experience is open to students in their penultimate year of study. We're looking for ambitious, bright, friendly and enthusiastic individuals who will thrive in an environment of integrity and respect, innovation and legal excellence.

Applications for 2016-17 clerkships in our Sydney office are open from Wednesday 15 June 2016.

For more information about applying for a clerkship or for program dates please visit [me.gtlaw.com.au](http://me.gtlaw.com.au), or contact Kristie Barton on 02 9263 4575 or at [clerkships@gtlaw.com.au](mailto:clerkships@gtlaw.com.au).

“The clerkship at G+T exceeded all of my expectations. The teams involved me in all aspects of their work and provided me with a real sense of what it is like to work in a top corporate law firm. In only 10 weeks, I had opportunities to attend court, observe client meetings, draft memos for partners and more. In addition to facilitating my learning, the firm created a fantastic social environment for the clerks. My social calendar was constantly swamped and I could not have asked for a better group of people to work with.”

Adam Brieger, 2015 Sydney Summer Clerk

A photograph of three professionals in a meeting. A woman with long brown hair is smiling and looking towards the camera. A woman with blonde hair is looking towards the man. A man in a dark suit is looking towards the woman with blonde hair. The background is a bright, modern office space.

# LAUNCH

## JOIN THE GAME-CHANGERS OF AUSTRALIAN LAW

If you share our ambition to be the best, Gilbert + Tobin will place you on that trajectory.

We employ a diverse mix of talented and ambitious people who are attracted to the firm because of its entrepreneurial spirit, creative approach and capacity for change. These are the reasons we enjoy a reputation as the most successful corporate law firm to emerge in Australia in many years.

We advise many of Australia's and the world's leading organisations and focus on the most dynamic sectors. Our clients and projects span Australia, Asia and emerging African markets.

Located in the heart of the CBD, the partners and lawyers in our Sydney office include some of Australia's leading practitioners in:

- + Banking + Infrastructure
- + Competition + Regulation
- + Corporate Advisory
- + Energy + Resources
- + Intellectual Property
- + Litigation
- + Pro Bono
- + Real Estate + Projects
- + TMT + Project Services.

If you want to work for a first-tier corporate law firm, and you want to be the best you can be, we would be delighted to hear from you.

“We are an egalitarian, open-minded meritocracy committed to the growth and development of our people.”

Danny Gilbert, Managing Partner

**FIND OUT MORE AT**  
**[ME.GTLAW.COM.AU](http://ME.GTLAW.COM.AU)**

# HENRY DAVIS YORK

summerclerks

aspire. what are your hopes and ambitions for the future? contribute. how will you make a difference to HDY, our profession and our community? thrive. what do you need to reach your full potential?

## Who are we?

Henry Davis York is an independent Australian law firm with talented lawyers and other professionals. Our clients are primarily from the financial services and government sectors. We are also proud to work alongside an impressive list of clients from other sectors to achieve their objectives. We do this in a way that clients and staff alike enjoy the HDY experience and choose us as their preferred legal services provider.

Our clients include the big four Australian banks, global investment banks, insolvency & accounting firms, fund managers, property developers, manufacturing companies, regulatory bodies and government agencies.

We offer our clients a wide range of legal services from the following practice areas:

- Banking & Finance
- Construction & Major Projects
- Corporate/ M&A
- Dispute Resolution
- Government Inquiries, Commissions & Inquests Insurance Intellectual Property
- Investments and Financial Services
- Property, Environment & Planning
- Restructuring &
- Insolvency
- Tax
- Technology
- Workplace Relations & Safety
- 

## What's it like to be a summer clerk at HDY?

OUR PROGRAM	WHAT THIS MEANS FOR YOU
Comprehensive orientation program during which you will attend training sessions and meet the people you will be working with.	You will be ready to hit the ground running from day one and be given the opportunity to contribute and make a difference.
Rotations through 3 practice groups of your choice.	You will enjoy hands-on experience in the areas of law most relevant to helping you with whatever you aspire to achieve.
Supervision, advice, training & feedback from partners, senior associates and a mentor.	You will be well supported and developed throughout your time with HDY to help you thrive.

## What are we looking for in a summer clerk?

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of the HDY team and contribute to our growth and culture from day one. So, they must be:

- Self-driven, highly motivated and eager to develop and take on responsibility.
- Energised by being part of a team and focused on "we" rather than "I".
- Respectful of others and respected by others.

A successful candidate will have a solid academic record, some relevant work experience, demonstrated leadership skills and a keen interest in commercial law.

## Why should you apply for our program?

We understand what you are looking for in a summer clerk program. We listen to what our summer clerks tell us about their experience with us and how we can build on it each year. This means we know what's most important to you and our program delivers this for you:

- Exposure to high quality, meaningful work.
- The opportunity to contribute and take on responsibility as part of a team.
- A supportive, collaborative environment where your contribution matters and which fosters your development.
- The chance to work with motivated and talented lawyers and have fun too.

visit our website to apply and start your career with HDY 15

June – 17 July 2016 [www.hdy.com.au/summerclerks](http://www.hdy.com.au/summerclerks)

# HENRY DAVIS YORK

Areas – Banking & Finance, Construction & Infrastructure, Corporate/ M&A, Dispute Resolution, Environment & Planning, Government, Insolvency & Restructuring, Investments, Property, Technology & Intellectual Property, Workplace Relations & Safety

## ADDRESS

44 Martin Place, Sydney NSW  
2000

## LOCATIONS

Sydney, Brisbane, Canberra

## CONTACT

Carly Miles, Graduate Recruitment Manager / E: summerclerks@hdy.com.au & P: 02 9947 6532

## About the firm

### — What is unique about this firm?

HDY is one of Australia's leading independent law firms. We transform ideas and knowledge into outcomes that matter to our clients, our people and our community. We know what we're good at and what we love doing and we focus on this. This alignment of focus, expertise and insight has given us a strong reputation for partnering with clients in the financial services and government sectors. We advise a range of clients including some of Australia's most iconic businesses, the Big 4 Australian Banks, regulatory bodies and government departments and agencies, national and international fund managers and property developers.

### — What significant work has the firm done recently?

Some examples of our recent work include:

- Advising a Big 4 Australian Bank on its replacement and upgrade of its entire ATM network across Australia.
- Representing Macquarie in proceedings in the Supreme Court of Victoria concerning its investment in Connective Group, one of the largest mortgage aggregators in Australia.
- Acting for the State of NSW in relation to the Royal Commission of Inquiry into institutional responses to allegations of child sexual abuse across Australia.
- Advising UrbanGrowth on the Bays Urban Renewal Program, which is Sydney's largest urban renewal since the Sydney Olympics.

### — How does the firm encourage employees to learn and develop?

The Focus Is On You: HDY has developed a program that gives you a real, measurable career path with a lot of help on the way. It's called the Professional Development Program and is designed to provide you with the right tools, knowledge and techniques you will need to grow and develop into a competent lawyer. The program consists of a series of modules relating to professional skills such as communication, client relationships, management and delegation. The modules grow with your experience to address at least one or more competencies required for your role at each step in your development. HDY is committed to the learning and development of graduates. Because of this we have introduced an in-house Practical Legal Training program in cooperation with the College of Law. We will have two graduate intakes per year and the Practical Legal Training program will run in conjunction with the first rotation. HDY also encourages further external and post graduate study and has a program in place to support this.

### — Does the firm engage in pro bono, volunteer or other community activities?

HDY has a strong pro bono culture and is a signatory to the National Pro bono Aspirational Target of 35 hours per lawyer per year. Achieving and maintaining this level of pro bono contribution is an important part of what success looks like for our firm, supported by the firm's leadership, and recognised in the firm's strategic plan. Our firm is invested in making a difference to our community and our people. We do pro bono work, not just community work, because of the special role that only lawyers can play in improving access to justice - particularly for members of our community who are disadvantaged, vulnerable and marginalised.

## About clerkships

— **How do students apply for clerkships to this firm in 2016?** HDY requires all applications for summer clerkship to be submitted through our online application provider, cvmail ([www.cvmail.com.au](http://www.cvmail.com.au)).

— **What is the anticipated clerkship intake this year?** 12-14.

— **How many clerks did the firm take last year?** 13.

— **What does the firm look for in a clerk?**

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of our firm from day one and contribute to our growth and culture. So, we look for clerks who are:

- Passionate about what's important to them.

- Self-driven, highly motivated and eager to develop and take on responsibility.
- Energised by being part of a team and focused on "we" rather than "I".
- Respectful of others and respected by others.

You will need an excellent academic record, some work experience in a legal or non-legal environment, demonstrated leadership skills and a keen interest in commercial law.

— **Does this firm intend to offer clerkships to students outside their penultimate year?** No. We welcome applications for our summer clerk program from students in their penultimate year.

— **Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?** We recruit our graduates via the summer clerk program. It is our intention to offer all summer clerks a graduate position with the firm. However, this will be dependent on performance throughout the clerkship.

## About graduate positions

— **Does the firm take graduates directly?** No. We recruit our graduates via the summer clerk program.

— **Does the firm assist graduates to complete their Practical Legal**

### Training (PLT)? If so, how?

Successful candidates who accept graduate roles with us can discuss opportunities for part-time paralegal work in their final year of university. For new graduates, HDY also offers a cooperative Practical Legal Training program with the College of Law. The College and HDY have worked together to develop a tailored program which is mostly run from our own offices. The program is undertaken during the first graduate rotation.

aspire. contribute. thrive.



## HENRY DAVIS YORK

summerclerks

**aspire.** what are your hopes and ambitions for the future? **contribute.** how will you make a difference to HDY, our profession and our community? **thrive.** what do you need to reach your full potential?

**a.c.t now**

visit our website to apply and start your career with HDY  
15 June – 17 July 2016 [www.hdy.com.au/summerclerks](http://www.hdy.com.au/summerclerks)

aspire. contribute. thrive.

■ The mentorship you experience at HDY is second-to-none, and this is reflective of how the firm operates further into your career. ■

Throughout the clerkship application process, all law firms speak regularly about their 'difference'. This nebulous concept can be difficult to grasp and understand in the brief time you have to assess whether a particular firm is the place for you. However, there is genuinely something intangible that makes you feel welcome and valued at HDY – that makes HDY a place that doesn't just talk the talk, but also very much walks the walk.

There were a few aspects of the summer clerkship program that really piqued my interest during the interview and continues to hold it. First, there is a refreshing lack of pretension; a down-to-earth culture that speaks of a firm peopled by intelligent mentors and fiercely capable lawyers. Second, the clerkship isn't just a line on your CV or a roadmap to graduate work. You will be meaningfully involved in matters, helping to draft advice to clients, attending court, preparing complex research memos and engaging in problem-solving with some of the very best lawyers Australia has to offer.

Third, the ability to rotate through three practice groups is invaluable. The HDY summer clerkship experience exposes you to a wider range of work and people, and provides you with more opportunity to immerse yourself in everything a diverse and market-leading firm can offer.

Finally, people on floors from one to ten, from graduate lawyer to partner, are interested in you and interesting to know. The level of mentorship you experience at HDY is second-to-none, and this is reflective of how the firm operates further into your career – characterised by a genuine sense of collaboration and contribution.

Applying for a clerkship at Henry Davis York is the best decision I've ever made for my career and I can only urge you to do the same.

**Sam Farrell**  
Summer Clerk - HDY 2016



**Carly Miles**  
Graduate Recruitment Manager  
61 2 9947 6532  
summerclerks@hdy.com.au

# HERBERT SMITH FREEHILLS

Areas – Competition, Regulation and Trade; Corporate; Dispute Resolution; Employment, Pensions and Incentives; Finance; Projects and Infrastructure; Real Estate

## ADDRESS

Level 34, ANZ Tower, 161 Castlereagh Street, Sydney NSW 2000

## LOCATIONS

Bangkok, Beijing, Belfast, Berlin, Brisbane, Brussels, Doha, Dubai, Frankfurt, Honk Kong, Jakarta\*, Johannesburg, London, Madrid, Melbourne, Moscow, New York, Paris, Perth, Riyadh\*, Seoul, Shanghai, Singapore, Sydney, Tokyo. \*Associated office

## CONTACT

James Keane, Graduate Recruitment Consultant/ E: Graduates.  
Sydney@hsf.com & P: 02 9322 4313 / W: [http://careers.  
herbertsmithfreehills.com/au/grads/](http://careers.herbertsmithfreehills.com/au/grads/)

## About the firm

Takeovers and mergers. Arbitration and litigation. We've got it all. And because we're one of the world's leading law firms, we also work with some of the biggest international organisations on some of their most ambitious projects.

Thanks to the quality of our international network, we're able to offer our clients both domestic and cross-border services, which means you get the chance to work in a truly global way.

Our work is incredibly varied. We provide top quality tailored legal advice to major corporations, governments and financial institutions as well as different types of commercial organisations. We're proud to be a full-service firm and we're proud to be able to do more for our clients.

Herbert Smith Freehills is a place where you won't just experience everything, you'll be a part of it. So if you've got the drive and ambition to become an exceptional lawyer, we'd like to hear from you.

### — What is unique about this firm?

Herbert Smith Freehills is proud to promote a culture of fairness, equality and inclusion. We believe that having a diverse and open workplace adds new dimensions to how we tackle client challenges and drives innovation forward. Wherever you join us, you'll find talented people with different views, experiences and backgrounds.

In Australia, we have focused our efforts on fostering inclusivity. Through a series of initiatives, we've worked hard to affirm our commitment to equality in the workplace. For more information on our diversity and inclusion program visit: [herbertsmithfreehills.com/about-us/diversity-and-inclusion](http://herbertsmithfreehills.com/about-us/diversity-and-inclusion).

### — What does the firm look for in a potential employee?

We look for exceptional people with the desire and ability to become truly brilliant lawyers. And there's more to that than just a great academic record. There's fantastic perception skills. There's confidence. There's empathy. There's an international mindset. There's diligence. And there's the drive to not only experience everything, but to be a part of it.

We are interested in who you are and the strengths you can bring. We recruit employees from a wide range of backgrounds who possess the qualities we look for in our lawyers: intellectual curiosity, confidence, clarity of thought, the ambition to grow personally and professionally, and the ability to develop exceptional working relationships with clients and colleagues. We have prepared some more detailed information on our website: [careers.herbertsmithfreehills.com/au/grads/join-us](http://careers.herbertsmithfreehills.com/au/grads/join-us)

### — What advice would you offer to someone applying to the firm?

Remember your application is your opportunity to demonstrate the qualities we are looking for. It is your chance to show us your strengths and tell us why we need to meet you. Beneath are a couple of useful tips to remember.

#### *"Show, don't tell"*

It can be tempting to talk in generalisations about your attention to detail, exceptional communication skills, time management skills or ability to work effectively in a team. It's much more powerful if you can demonstrate it.

- try to be specific and use examples to demonstrate skills like communication, time management, and ability to work effectively in a team
- use the cover letter to demonstrate your communication skills. Highlight your strengths and how they relate to the role, and explain why you are interested in working with us
- give examples from your work or other experience that illustrate the skills we are looking for
- think about your tone. A good application will sound professional but natural. Try reading your application aloud to check the tone
- make sure you get your application in on time and allow time for any technical problems
- remember we are also looking for attention to detail. Make sure you spell the name of the firm correctly and the name of the recruitment contact to whom you're sending the application. Check your application carefully for spelling and grammatical errors. Better yet, get someone else to check it for you.

#### *"Think about your reader"*

Think about the people who will be reading your application and what we are looking for. Try to tailor your application to us and help us get to know you, to understand why you want to work with us and to see your strengths.

- keep it brief. Your cover letter should be about five paragraphs and your CV no more than three pages
- think about how you set your application out. Use a logical structure. Make it easy for us to find the important information
- highlight key achievements and experience, explain what they involved, what you got out of them and how you think they might relate to working with us
- summarise other activities, experience and skills if they are not as directly relevant
- make sure you leave enough room to tell us about your interests outside work and university. We've provided an example CV to help you prepare

## WE BELIEVE THAT HAVING A DIVERSE AND OPEN WORKPLACE ADDS NEW DIMENSIONS TO HOW WE TACKLE CLIENT CHALLENGES AND DRIVES INNOVATION FORWARD.

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### — Does the firm engage in pro bono, volunteer or other community activities?

Some of our most rewarding work comes from individuals, NGOs and developing country governments who make up our pro bono clients.

We at Herbert Smith Freehills believe that everyone should have equal access to justice and opportunity. We are committed to using our expertise, resources and leadership to ensure that this vision becomes a reality, through pro bono and community programs. All of our lawyers are encouraged to do pro bono work, and all pro bono work is billable.

- last year Herbert Smith Freehills Australia did over 38,000 hours of pro bono legal work, an average of 42.7 hours per FTE lawyer. This is a contribution of around AUD\$11 million dollars of legal assistance to the community

- we provide pro bono legal advice to marginalized individuals and not for profit organizations, especially those that work with disadvantaged people. In addition to casework, we provide systemic advocacy to challenge inherent inequities in society, and take on clients through legal clinics based throughout the country
- each year the firm donates a significant sum to our focus areas of need. These donations include matching staff contributions through our Workplace Giving Scheme
- staff are also supported in their own fundraising efforts and are encouraged to volunteer; with activities ranging from supervising law students under the CareerTrackers Indigenous Internship Program, to cooking meals for families at Ronald McDonald House

Find out more about our community work by visiting: [herbertsmithfreehills.com/about-us/pro-bono-and-citizenship/reconciliation-action-plan](http://herbertsmithfreehills.com/about-us/pro-bono-and-citizenship/reconciliation-action-plan).

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## About clerkships

Finding the right fit for you is key to deciding where to start your legal career. Since working together is a good way to get to know each other, we offer a range of summer and winter clerkships in each of our Australian offices. We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program.

As a vacation clerk, you will be given extensive training on all aspects of the firm, drafting and research skills. Current lawyers and partners will speak to you about what they do and the nature of work in each of the legal sections of the firm. You will have the opportunity to work with our lawyers as a member of our legal team, attend professional development seminars and briefing sessions on business development strategies and information technology.

Of course, there is also a variety of social events organised for the clerks.

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## About graduate positions

Our structured graduate program is designed to provide the best foundation for your future success, wherever your career takes you.

Graduates will have three rotations in different practice groups. During each rotation, graduates are assigned a supervising partner and buddy.

A learning and development program also supports the on-the-job learning to help you to develop your leadership, business development, negotiation and presentation skills. Training takes place during working hours and is delivered by internal experts as well as specialist providers and leading commentators.

Herbert Smith Freehills funds and assists graduates at the firm who need to complete practical legal training to gain admission to practice.

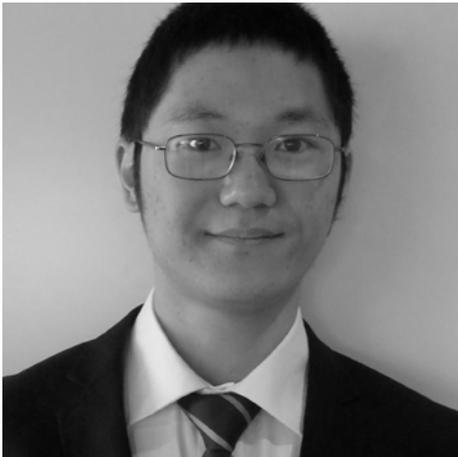
We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program. We do not currently have a separate graduate recruitment program planned.

We also run a number of graduate and clerkship programs in our overseas offices. To find out more visit our graduate careers website: [herbertsmithfreehills.com/careers](http://herbertsmithfreehills.com/careers)

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# BARRY WANG - MY VACATION CLERKSHIP



**BARRY WANG**  
VACATION CLERK

For me, what was unique about Herbert Smith Freehills was the effort that the firm made to personally get to know me.

**BARRY WANG**  
VACATION CLERK

## WHY I JOINED HERBERT SMITH FREEHILLS?

At my first cocktail evening, I immediately felt that I 'clicked' with the firm. Maybe it was the opportunity to chat with my first-round interviewer that assured me that the firm was not trying to throw me off with nasty surprises; maybe it was the informal atmosphere that made me feel at ease, or maybe it was the high lawyer-to-candidate ratio that gave everyone plenty of opportunities to interact with the firm's representatives. I felt that I could be myself at all the Herbert Smith Freehills events.

For me, what was unique about Herbert Smith Freehills was the effort that the firm made to personally get to know me. Herbert Smith Freehills was the only firm that used a one-on-one interviewing format, which made me feel that I could have a genuine and personal conversation with my interviewing partner. In addition, the firm invited me to two catch-ups with my friendly 'buddy' during the recruitment process. This was a good way for me to gain some valuable insights into the firm in an informal setting.

Another thing that drew me to Herbert Smith Freehills was the international opportunities that it offered. Throughout the recruitment process, I was assured time after time that the firm offered high global mobility. This was not surprising, given the firm's extensive network of offices throughout the world.

## WORKING AT HERBERT SMITH FREEHILLS

I was given interesting work, like drafting a shareholder communications policy, researching market practice on long-term incentives for company executives, and attending Westpac's AGM to gather intelligence on how AGMs are run.

The firm has a non-hierarchical culture. I could talk with my senior associates and partners as easily as I could talk with my 'buddies'. I was even invited to a Christmas party at my partner's place, which demonstrated how close-knit the team was, and how quickly I was accepted as an integral member of the team.

I received a lot of valuable on-the-job training as a clerk. In my first rotation in HOAT (Head Office Advisory Team), I learnt how to use

business news databases to keep up with the latest developments in market practice on corporate governance. In my second rotation in commercial litigation, I learnt how to do electronic discovery and write research memos.

In terms of the hours, I will not pretend that it was nine-to-five every day. However, working for a leading client-focused international law firm, I understood that the odd late night was simply part of the job. Besides, my team mates were all very supportive and always checked with me whether my workload was manageable when I had to stay back.

## SOCIAL EVENTS (AKA ORGANISED CHAOS!)

One of the great things about starting as a clerk in late-November is that we had Christmas parties every week. The firm-wide Christmas party was held at Dockside, where everyone let their hair down. The practice group Christmas lunch I attended with my team was also a really great opportunity to get to know everyone in the firm at a personal level. I met a lawyer who shared my interest in national anthems, and we ended up singing Amhrán na bhFiann in Irish Gaelic together!

Every Monday night, we played sport against clerks from other firms. Herbert Smith Freehills fielded four teams, three of which did really well, one of which (my team, unfortunately) did not. However, despite being thrashed every week, it was a really good way for me to bond with my fellow clerks.

I also enjoyed the major inter-firm events, including the famous inter-firm trivia night, where everyone on my team contributed to secure a third-place finish. The inter-firm cruise was also a great occasion, where we mingled with clerks from other firms over unlimited pizza, bad music and hopeless dancing.

Finally, the clerks themselves organised many great events to catch up with each other. Every Monday night after sport at Rushcutters Bay, a group of clerks walked to Bondi Junction for dinner. In addition, after-work drinks were held every week at The Windsor. We also had a number of major events, like a karaoke night over curries, and an epic but sad farewell gathering on our last day together.



# BE A PART OF EVERYTHING



HERBERT  
SMITH  
FREEHILLS

## GRADUATE CAREERS IN LAW

Join Herbert Smith Freehills and you'll do more than just experience life at a leading law firm, you'll be a part of everything we have to offer - whether you're working on a high-profile takeover, catching up with an overseas client or taking on some challenging pro bono work. It's an environment in which your perspective, ideas and experiences will make a real difference.

Don't just experience everything, be a part of it.

SEARCH HSF GRADUATES FOR MORE  

THE AUSTRALIAN  
**TOP 100**  
GRADUATE EMPLOYERS 2016  
gradaustralia

# JOHNSON WINTER & SLATTERY

Areas – 1. Transactional & Advisory, 2. Dispute Resolution and 3. Energy Resources & Infrastructure

## ADDRESS

Level 25, 20 Bond Street, Sydney,  
NSW 2000

## LOCATIONS

Adelaide, Sydney, Melbourne,  
Perth & Brisbane

## CONTACT

Wilma Lewis / P: 02 82479630 & E: wilma.lewis@jws.com.au /  
W: www.jws.com.au

## About the firm

### — What is unique about this firm?

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact.

We have an established reputation for providing practical commercial solutions and outstanding client service.

**THRIVE WITH NO BOUNDARIES:** Our lawyers thrive in an environment that fosters collaboration with few internal administrative

boundaries and is free from financial targets. Enjoy working across practice areas. Collaborate with diverse teams of specialists across the country.

**SHAPE YOUR CAREER:** Strong technical and client service skills are developed through structured mentoring and professional development education programs. Be mentored by Australia's best lawyers. Get regular feedback on performance.

**QUICK ACCESS TO QUALITY WORK:** Our hands on and proactive approach creates an environment in which ambitious lawyers become directly involved in significant opportunities from an early stage. Work side by side with partners and play a meaningful role in strategic and complex transactions and disputes. Our clerkship program is a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery.

## About clerkships

### — What does the firm look for in a clerk?

We look for candidates that:

- are enthusiastic about succeeding in a service driven environment

- have excelled academically
- are committed to the continual development of their technical and commercial skills
- are excellent communicators
- will thrive in a collaborative environment
- demonstrate a genuine interest in the commercial affairs of our clients and Australian commerce

## Personal profile

### GEORGINA XIRADIS

#### — Finished summer clerkship: 2015, started as a graduate: 2016

I joined Johnson Winter & Slattery as a Winter Clerk in June 2014 and then accepted a position as Summer Clerk in December 2014/January 2015 before starting as a graduate in February 2016.

I commenced the summer clerkship process already knowing that JWS was different from other commercial law firms and was a supportive and exciting place to start my legal career. At JWS you will be part of a small cohort that will have wide exposure to great work and intelligent people.

Unlike other commercial law firms, JWS does not have formal rotations during the clerkship or graduate program. This is because JWS operates as a collaborative team rather than in sections or silos. As a junior lawyer you are encouraged to work across a variety of practice areas with a range of partners and clients. You are given a strong foundation in several aspects of the legal profession to help steer your career in whichever direction interests you. During my time at JWS I have been able to do work relating to corporate law, property, dispute resolution, insolvency, employment, intellectual property and competition.

JWS operates on a 'low-leverage' model which means that the partner-to-associate ratio is approximately 1:1. Junior lawyers are given the

opportunity to work directly with partners. This exposure is unique for a commercial law firm and allows junior lawyers to learn from people that have a wealth of knowledge and expertise. This may be daunting for some, but in my experience the partners at JWS are approachable and committed to training junior lawyers. It allows you to have many mentors that offer unique advice and experiences.

JWS offers all the benefits of a smaller law firm with a client-base comparable to a top-tier firm. As a junior lawyer you will have first-hand experience with complex and important matters. I have had the opportunity to draft legal documents, review agreements, contribute to reports for clients and attend court.

At JWS there are no set targets for billable hours. This is extremely unique for a leading commercial law firm. Instead of focusing on how many hours you bill a day you can take advantage of the resources around you and engage with work that is challenging and interesting and will assist with your growth and development. JWS focuses on the quality of your work rather than achieving billable targets.

Aside from the work itself, JWS fosters a friendly, open and sociable culture. As summer clerks and graduates you will sit in one room, which allows the opportunity to share experiences and build a lasting bond. There are Friday night drinks in the playpen, a two-day graduate training program with junior lawyers from around the nation and an annual Associates' Conference.

I would recommend a clerkship at JWS for any law student who wants to work with an inspiring team of people on large, interesting and strategic matters.

# JOHNSON WINTER & SLATTERY

L A W Y E R S

## *Your* CAREER, YOUR CHOICE

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact.

We have an established reputation for providing practical commercial solutions and outstanding client service.

### THRIVE WITH NO BOUNDARIES

Our lawyers thrive in an environment that fosters collaboration with few internal administrative boundaries and is free from financial targets. Enjoy working across practice areas. Collaborate with diverse teams of specialists across the country.

### SHAPE YOUR CAREER

Strong technical and client service skills are developed through structured mentoring and professional development education programs. Be mentored by Australia's best lawyers. Get regular feedback on performance.

### QUICK ACCESS TO QUALITY WORK

Our hands on and proactive approach creates an environment in which ambitious lawyers become directly involved in significant opportunities from an early stage. Work side by side with partners and play a meaningful role in strategic and complex transactions and disputes.

Law students choose our firm because we provide an excellent learning environment, and an exceptional place to begin and develop your career.

Our clerkship program is a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery.



Please visit our website for more information: <http://www.jws.com.au/en/graduate-lawyer-careers>

SYDNEY

PERTH

MELBOURNE

BRISBANE

ADELAIDE

[jws.com.au](http://jws.com.au)



# K&L GATES

## GROW YOUR CAREER

Law firms all say the same things.  
But what if there were a law firm that  
really is different from the others?

At K&L Gates, we are a global community of  
entrepreneurs and self-starters, we are focused on  
innovation and we reject the “that’s the way it’s  
always been done” mentality. We are all in it together  
and genuinely enjoy working with each other and for  
our clients.

### LEARN WHAT MAKES OUR GLOBAL LAW FIRM DIFFERENT.



Watch our  
brand video.  
[/klgateslaw](#)



Check out our Facebook page.  
[/klgatesgraduaterecruitingau](#)  
[/klgateslaw](#)

Voted The Employer of  
Choice among law firms  
by *Australasian Lawyer*  
in the Gold Category.\*

\* Law firms with more  
than 500 employees

## SYDNEY

### Application Dates

Clerkship applications open:  
15 June 2016

Clerkship applications close:  
17 July 2016

# K&L GATES

Areas – Corporate & Transactional; Energy, Infrastructure and Resources; Finance; Financial Services; Intellectual Property; Labour, Employment and Workplace Safety; Litigation & Dispute Resolution; Policy & Regulatory; Real Estate

## ADDRESS

Level 31, 1 O'Connell Street

## LOCATIONS

Australia – Brisbane, Melbourne, Perth and Sydney

## CONTACT

David Forner, HR Business Partner / E: David.Forner@klgates.com & P: 02 9513 2330 / W: www.klgates.com

## About the firm

### — What is unique about this firm?

Choosing a career at K&L Gates is choosing to be a part of a progressive and innovative law firm that continues to grow year on year. We work with market leaders across many industries in a range of exciting areas of commercial law. We have a one-company, one-team mentality, constantly seeking ways to add value to our clients and your career objectives. We look to recruit talented people, then provide the opportunities and support for them to achieve their best.

Your career will benefit from unprecedented exposure to high profile deals on an international platform. You will have access to a global knowledge bank to help you develop and grow. Most importantly you will be part of a straight talking culture where you are recognised for what you do and how you do it. Join us and you will join a team of passionate professionals dedicated to providing exceptional client service.

There are many law firms to choose from. But what if there were a law firm that really is different from the others?

Law firms often talk about many of the same things - having great lawyers, delivering excellent client service, offering global capabilities. At K&L Gates, we consistently provide all those things to clients, and indeed, we often surpass expectations in those areas. But that's what we do - it isn't who we are.

K&L Gates is about more than practicing law or making a living. It's about building something amazing - creating a legacy for you, the firm, our clients and the communities we serve. We thrive in an inclusive and socially conscious environment that embraces our diversity and takes

a holistic approach to the career evolution of all our professionals, an approach that ultimately enables us to serve clients more effectively. Here you can make a difference, lead the way, and let your innovation shine.

We are all in it together. We come up with big ideas and then roll up our sleeves to get the job done. We are a global community of entrepreneurs and self-starters. We are nimble and ambitious with a high level of integrity, resolve, and strength of character. Although we take pride in our willingness to run through walls for clients, we also value the importance of laughing with clients, colleagues, or friends. We genuinely enjoy working with each other and for our clients. We expect you to work hard, but we don't want you to be a robot.

We have doubled in size in the last decade. You don't do that by waiting for someone to show you the way. There is no "that's the way it's always been done" at K&L Gates - instead we have adapted and evolved as we've experienced our exponential growth. We guide our clients through their most complex legal issues while they shape their futures, businesses and industries. The net result of building a unified and globally integrated law firm is that we are confident that we can do this better than our competitors.

At K&L Gates, we are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. Perhaps our search for talented visionaries and your search for important and impactful work lead to the same place. And hopefully, you'll agree that we are different from all the other law firms - and the right place for you to grow your career.

Learn what makes our global law firm different:

- Check out our Facebook page: <https://www.facebook.com/klgatesgraduaterecruitingau/>
- Check out our brand video on YouTube: <https://youtu.be/cCRHV4BPc-Y>

## About clerkships

— How do students apply for clerkships to this firm this year? via cvMail.

— How many clerks did the firm take last year? 4.

— What does the firm look for in a clerk?

We believe in hiring individuals who will become a part of our collaborative, committed and diverse team.

To be successful at K&L Gates you will have:

- Leadership experience: You're a self-starter committed to personal and professional development. And you've demonstrated initiative, tenacity and potential.
- Curiosity: You're a strategic thinker who solves problems

creatively.

- Maturity: You possess sound judgment and have excellent people skills. You're confident and professional.
- Passion: You must be dynamic, enthusiastic and excited about our firm.
- First class communication skills: You possess the ability to speak and write clearly and intelligently.
- Attributes of a team player: You're approachable and enjoy participating in group activities. You're a good listener. And you're always willing to share thoughts and ideas.

— What work does the firm offer a clerk?

During your clerkship and graduate program at K&L Gates, you will benefit from being involved in real legal work. This will include participation in client meetings and court visits, research and drafting of advice and general support within one or more of our practice areas. You will also be encouraged to get involved in community projects and initiatives, pro bono work and cross-border transactions and opportunities to connect and build relationships with our large network of global offices.

# KING & WOOD MALLESONS

Areas – Banking & Finance, Competition/Antitrust, Corporate/M&A, Employment Law & Industrial Relations, Energy, Resources & Projects, Government & Public, Insolvency & Restructuring, Intellectual Property, International Trade & Investment, Investment Management, Litigation & Dispute Resolution, Projects & Real Estate, Environment, Securities & Capital Markets, Taxation, Superannuation & Pensions, Telecommunications, Media, Entertainment & Technology

## ADDRESS

Level 61, Governor Phillip Tower, 1  
Farrer Place Sydney NSW

## LOCATIONS

Sydney, Melbourne, Perth, Brisbane, Canberra, Beijing, Chengdu, Guangzhou, Hangzhou, Jinan, Qingdao, Sanya, Shanghai, Shenzhen, Suzhou, Tianjin, Hong Kong, Brussels, Paris, Frankfurt, Munich, Milan, Luxembourg, Madrid, London, Silicon Valley, New York, Riyadh, Dubai, Tokyo, Singapore

## CONTACT

Kellie Mildred, Graduate Resourcing Consultant / P: +61 2 9296  
3592 & E: [kellie.mildred@au.kwm.com](mailto:kellie.mildred@au.kwm.com) / W: [www.kwm.com](http://www.kwm.com)

## About the firm

### — What is unique about this firm?

As the first and only global law firm to be headquartered in Asia, King & Wood Mallesons is connecting Asia to the world, and the world to Asia. With unparalleled depth of both inbound and outbound capability, KWM is uniquely placed to support regional clients as they internationalise and international clients as they look to invest or expand into Asia.

As a top 10 global firm by lawyer numbers and the only firm in the world able to practise PRC, Australian, Hong Kong, English, US and a significant range of European laws.

### — What significant work has the firm done recently?

Over the past 12 months we have supported our clients on some of the most innovative and complex deals that have reshaped the market. A few highlights include:

- NAB on its high profile demerger of UK entity, Clydesdale Group.
- Asciano Limited one of Australia's largest logistics firms, on its A\$8.9bn takeover offer from Brookfield Infrastructure Partners L.P. by way of a scheme of arrangement.
- Australian Unity on the first raising to take advantage of the new 'simple corporate bonds' legislation in Australia.
- Affinity Equity Partners on its A\$640 million acquisition of Nine Live from Nine Entertainment Co., requiring a complex separation of ticketing and free-to-air divisions.
- South32 on its spin-off from BHP Billiton (an extremely high profile deal involving the world's biggest mining company).
- Transurban Queensland on its successful A\$1.9bn bid for the AirportLinkM7 toll road following a competitive bid process.
- Costa Group on the high profile listing of Australia's biggest fruit and vegetable grower and supplier.
- General Electric on the sale of its A\$8.2 billion Australian consumer finance business to a consortium consisting of KKR, Varde and Deutsche Bank (one of the largest transactions seen in Australia).
- Insurance Australia Group (IAG) on their high-profile strategic partnership with Warren Buffett-owned Berkshire Hathaway, generating a large amount of media and market attention.
- QIC Private Capital on the establishment of a major global infrastructure fund known as the QIC Global Infrastructure Fund, with initial capital commitments totalling A\$645m.
- APCA in creation of the New Payments Platform, the first piece

of new payment system infrastructure in Australia for more than a decade. Won the FT's 2015 Innovation in Financial Law Award for Asia-Pacific

- Arrium Limited advising a syndicate of 23 lenders owed approximately \$2.8 billion by Arrium Limited and their investigating accountant, McGrathNicol.

### — How does the firm encourage employees to learn and develop?

At King & Wood Mallesons we adopt a holistic "70/20/10" learning philosophy. This means that we encourage an integrated approach to learning, where you build capability through a range of "formal" and "informal" learning experiences, ranging from day-to-day work activities, through to the more traditional face to face learning programs.

The Graduate Program provides a practical business foundation for junior lawyers in their first 2 years. You'll receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and of course the people you'll work with.

### — Does the firm engage in pro bono, volunteer or other community activities?

Since 2001, our KWM in the Community program has provided pro bono legal advice to disadvantaged individuals and to charities. Our support is broad and varied, and uses the skills of our partners, lawyers, shared services and secretarial staff. We donate money, provide pro bono advice and volunteer our time. As a firm we've chosen to focus on:

- Helping children and young people at risk
- Helping alleviate poverty and improve community welfare

Our community program is underpinned by partnerships with not-for-profit organisations that have initiatives in these areas. Australia-wide, our community partners are the Australian Red Cross and The Smith Family.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Applications open on 15 June 2016 and can be made via our online application system at <http://careers.kwm.com/en>

### — What is the anticipated clerkship intake this year?

30-35

### — How many clerks did the firm take last year?

30

### — What does the firm look for in a clerk?

We look for a number of specific competencies in our clerks and graduates including;

- Results orientation – a track record of achievement and performance in life, not just your academic career. We are looking for talented individuals who, through commitment and resilience, have demonstrated their ability to identify and achieve stretch goals.
- Intellectual curiosity - to us, intelligence is not measured by your GPA. We want deep thinkers who seek out information and diverse views to reach a practical and efficient solution to business problems.
- Client centricity – we work in our client's worlds and partner with them to achieve their business goals. We need people who can stand in the shoes of the client and experience it from their perspective. You need to have a genuine interest in the client and understand their needs to deliver an exceptional service.
- Learning agility – the international legal landscape is changing every day. We need people who demonstrate personal flexibility and an openness to dealing with change. This includes maintaining a positive attitude and managing performance in the face of ambiguity or uncertainty. You will need to think quickly, learn fast and adapt well to changing demands or circumstances.
- Broad perspective – we are growing the international law firm of the future. We seek out people with diverse perspectives who through challenger thinking help to create new insights and innovative opportunities across our global network.
- Commitment to a legal career – we recognise that it is rare for people to have 20 year careers with the same employer. We are looking for people that will have a commitment in the medium term to KWM. In return we will steer you to become your best self, during your tenure at KWM by identifying your key strengths and developing you into the best possible lawyer.
- Team work: We operate as one family, one firm working together and supporting each other across cultures. We want people who

build relationships and rapport with others through emotional intelligence and a collaborative working style.

### — What work does the firm offer a clerk?

We offer clerkships so that you get a clear picture of what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we like to work, our culture, practice areas, clients and more. For many, the clerkship is the first stage of continuous development at King & Wood Mallesons.

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at King & Wood Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- Our people – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.

Clerks usually work in one or two different practice groups, depending on the length of the clerkship.

You'll be allocated a supervisor in each of your practice groups and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals the team is working on.

Every clerk receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

Yes. Our preference is to take penultimate year students. However, if students have been unable to apply or undertake a clerkship in their penultimate year due to unavoidable circumstances, for example undertaking a scholarship or going on exchange, we are happy to consider their applications. Students should ensure that this is outlined in their application.

## About graduate positions

### — Does the firm take graduates directly?

The majority of KWM graduates are recruited through our summer clerkship program. In the event that we require further graduates on top of this, we will advertise these positions.

### — What does the firm offer its graduates?

The Graduate Program provides a practical business foundation for junior lawyers in their first 2 years. You'll receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and of course the people you'll work with.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

As part of the Graduate Program, we also offer Practical Legal Training

(PLT) for our Australian Law Graduates. PLT ensures that you meet the practical requirements for admission to legal practice. Delivered online during your first 8 months as a law graduate, it's a customised, in house program conducted in association with the College of Law and aligned to the work you'll do with us.

— **What is the typical progression path of graduates in their early years at the firm?**

Our graduates rotate through three practice groups. Each rotation is for six months duration. At the conclusion of the three rotations, graduates will choose their area of specialisation.

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## Personal profile

BRENDON FRANCIS

— **2015/16 Summer Clerk, Areas of rotation: Mergers & Acquisitions and Dispute Resolution**

As you traverse the seemingly endless pages of clerkship materials trying to figure out which firm is right for you, I'd like to give you my obviously favourable, yet hopefully honest appraisal of my clerkship experience at King & Wood Mallesons. Let me take you through the last year of my clerkship-related journey to give you an insight into the reasons why I chose KWM, and why KWM could be the right place for you.

### The Application Process

The team at KWM made applying for their clerkship more simple and straightforward than any other firm. The HR team is approachable, helpful and extremely qualified. Setting the firm apart from other top tier firms was its cover letter – rather, its lack thereof. By asking a few questions about you, it was clear that the team at KWM are more interested in getting to know you rather than forcing you to traverse the usual application obstacle course. Additionally, amongst a sea of 'information nights' and 'cocktail evenings', KWM was the only firm that attempted to give applicants an authentic view of the work done at the firm. This came in the form the "Inside a Deal" evening, where multiple practice groups presented a comprehensive overview of deals they had been involved in – a highlight of the application process. I was also given a buddy from my university and degree to take me to coffee and guide me through the process. Lastly, my interviews at KWM, bar none, were my favourite interviews during the process – laid back and hilarious. The team at KWM wants to get to know you, and not your ability to navigate behavioural questioning.

### My Clerkship Experience – the work

When looking for a firm, it's important to give yourself the best chance to find the right practice group for you. I picked KWM because it has an across the board depth of world-class practice groups. This way I could be sure that when trying out the different practice groups that piqued my interest, I was being exposed the most exciting work in that field, while being trained by the most experienced partners and lawyers in Australia. Over my two rotations – M&A Resources (transactional) and Intellectual Property (litigation, dispute resolution) – I was entrusted with drafting bespoke agreements, attending client meetings, I got to flex my legal research muscles, write an article to be published on the firm's IP blog and attend the Supreme and Federal Courts... to name a few. Not only that, but at KWM, the clients you are working with are household name companies and the deals are often front page news – this makes the work that little bit more exciting.

Graduates are able to apply to complete their third and final rotation in one of our interstate or overseas offices. In 2015 fifteen of our graduates transferred across the KWM network, including to London, Hong Kong and within Australia.

### Support

At KWM, you can always turn to someone for help and mentorship. Each clerk has a buddy, a development coach and a supervising partner. This multi-layered structure meant that there was always someone willing to take me through the intricate details of a matter, and to make sure that my workflow was both constant and stimulating.

### Pro bono and community

The clerkship wasn't all just about commercial law – KWM in the Community is an organisation within the firm offering an endless range of pro bono and community work for both clerks and lawyers alike. During the clerkship, I sat in on appointments at Salvos Legal in Lakemba, did legal research for Redfern Legal Centre, and participated in a tour of the Sydney office of Justice Connect.

### Clerkship social life

Not to take away from the excellent work experience and professional education on offer in KWM's practice groups, but the endless stream of different social activities will make your summer. Without gushing, let me give you a taste of just how much there is to do over the clerkship. The clerkship starts off perfectly with an 'Amazing Race' around the CBD, followed by drinks on the firm. Add to that the multitude of firm Christmas parties (I went to 4!), after-work swims at the Andrew 'Boy' Charlton pool, kayaking on the harbour (you have to see the photo!), weekly (or nightly by the end of the clerkship) after-work drinks, daily coffee catch ups at KWM's own Café 3Sixty (on level 60!), the clerk cruise, weekly interfirm clerk sports (which KWM won for the second year running!) and the interfirm trivia night and you have a summer that is more enjoyable than it has any business being. This focus on a work-life balance during the clerkship worked to create an incredibly close-knit group of clerks, some of whom I now count among my closest friends.

### Why KWM?

As you can see above, the KWM clerkship experience is itself enticing. However, choosing to begin your career at KWM has benefits that go far beyond the clerkship experience. I also chose KWM because the people really do embody the firm's culture – brilliant, approachable, relaxed and social. I can truly imagine enjoying and excelling in a career at KWM.

However, and more seriously, the firm is poised to take advantage of the Asian century, being the only global law firm headquartered in Asia. To be at the forefront of innovation in the legal market will give you the perfect launch-pad for any legal career in Australia, Asia, or the world.

Graduates are able to apply to complete their third and final rotation in one of our interstate or overseas offices. In 2015 fifteen of our graduates transferred across the KWM network, including to London, Hong Kong and within Australia.

					TIME NOW!	
FLIGHT	TIME	DESTINATION	GATE	STATUS		
FP 0183	09:15	MADDOCKS	A01	BOARDING		
CD 5678	09:30	CANBERRA	B04	ON TIME		
DE 0012	09:55	MELBOURNE	D20	ON TIME		
AB 0104	10:05	SYDNEY	A06	ON TIME		

## Take flight with a career at Maddocks

Maddocks works in partnership with our clients to support them in reaching their goals. We have the same attitude with our people in helping them reach their full potential.

The unique position Maddocks has in the market - working with both corporate and government clients - provides seasonal clerks, graduates and junior lawyers with the opportunity to work on high-quality, complex matters, take real responsibility and have genuine contact with clients at an early stage of their career.

Our firm culture is very important to us and we work hard to sustain it. We take very seriously the health and wellbeing of our people, take pride in their diversity and provide outstanding learning and development opportunities.

And we also understand that we have a responsibility to the communities in which we operate to act in an ethical and empathetic way, which we do through our pro bono, sustainability and charitable grants initiatives.

That is why we have just been recognised again by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality (EOCGE) for 2015 – the 12th consecutive year we have received this citation.

### The journey with our clients

We work with our clients to build strong, sustainable relationships. We get to know our clients and the sector they work in, and work with them to help them achieve their goals.

We provide premium commercial legal services to corporations, businesses and governments throughout Australia and internationally. We advise clients across a range of sectors, including education, government, infrastructure, healthcare, professional services and technology.

Our corporate and government clients value our contribution to their work: we provide clear, solutions-based advice and are easy to work with. But don't take our word for it. Here's what our clients said about us in the latest edition of *Chambers and Partners*:

*"Considered to be the best in the business and are always very courteous with a focus on long-term relationships."*

*"They're responsive, know their stuff, and are happy to get involved and willing to listen."*

### Clerkships: now boarding

Our approach to recruitment is based around our commitment to individuality and diversity.

We are not looking for a specific stereotype and will consider each application in its entirety to determine whether the applicant has strengths and qualities that are compatible with the firm's core values. We look for students who have a well-rounded experience and approach to life, who not only have the right academic ability but who also fit the firm's culture and values.

Once at Maddocks, our intention is to ensure our clerks have a good understanding of the firm and the kind of work that we do, as well as what it would be like to be a graduate in the firm. As such, we offer our clerks hands-on, practical work. Clerks will work closely not only with solicitors but with senior associates and partners and will have exposure to complex matters and client contact.

All clerks take part in an informative induction program, which includes partner-run sessions. Each clerk is assigned a senior lawyer as their coordinator to assist in managing workflow and act as a mentor for their rotation. All clerks are assigned a buddy and are invited to network with current graduates.

Applications open **15 June 2016**.

All of our graduates complete Practical Legal Training through the College of Law. In addition to this we have designed a comprehensive internal training program.

 [twitter.com/maddockslawyers](https://twitter.com/maddockslawyers)

 [linkedin.com/company/maddocks](https://linkedin.com/company/maddocks)

 [facebook.com/maddockslaw](https://facebook.com/maddockslaw)

 [www.maddocks.com.au/careers](http://www.maddocks.com.au/careers)

# MINTERELLISON

*Areas – Dispute Resolution, Financial Institutions Group, Human Resources & Industrial Relations, Insurance & Corporate Risk, Mergers & Acquisitions, Projects, Infrastructure & Construction, Real Estate, Environment & Planning, Regulatory, Tax*

## ADDRESS

Governor Macquarie Tower, Level 40, 1  
Farrer Place, Sydney NSW 2000

## LOCATIONS

Australia: Adelaide\*, Brisbane, Canberra, Darwin\*, Gold Coast\*, Melbourne, Perth, Sydney; Asia: Beijing, Hong Kong, Shanghai, Ulaanbaatar; New Zealand: Auckland\*, Wellington\*; Europe: London  
\*associated offices that operate as members of The Minter Ellison Legal Group

## CONTACT

Eric Norris, Graduate Resourcing Advisor / E: eric.norris@minterellison.com & P: +61 (2) 9921 4054

## About the firm

### — What is unique about this firm?

At MinterEllison our aspiration is to be our clients' best partner. We think beyond the law and apply a commercial approach and creative thinking to some of the region's most high-profile transactions, projects and disputes. We draw on the extensive capability of our own office network and relationships with other leading firms around the world to deliver seamless service to our clients wherever they need us.

At MinterEllison we have invested heavily in understanding, creating and advancing our high performance culture, as a part of this you will be:

- Challenged to think outside the box, and craft cutting edge innovative solutions for clients.
- Able to achieve early success through fast-tracked career opportunities and a flexible rotation program
- Constantly exposed to thought leaders and subject matter experts that share a passion for excellence.
- Given the opportunity to showcase your commercial and business acumen every time you interact with clients.
- Working in a firm that is committed to making partnership available earlier in your career and is focused on ensuring that you are ready for partnership when that time comes.
- Empowered to bring your whole self to work.

### — What significant work has the firm done recently?

We have acted as Australian counsel to Singapore's Ascendas Real Estate Investment Trust on its A\$1.013 billion acquisition of a portfolio of logistics properties from Singapore's sovereign wealth fund, GIC, and Frasers Property Australia – the second largest industrial property deal to date in the Asia Pacific and the largest ever industrial property deal in Australia.

Our M&A team advised on transactions that have reshaped the telecommunications landscape in Australia – TPG's A\$1.4 billion takeover of iiNet, Vocus Communications' A\$1.2 billion merger with Amcom Telecommunications and Vocus' proposed merger with M2 to create a new player in the Australian and New Zealand telco sector.

### — What advice would you offer to someone applying to the firm?

- Speak to as many of our employees as you can, it's a great way to learn more about our culture and values.
- Add personality to your application, tell us about your interests

outside of university and the law.

- It pays to put some effort into producing an engaging cover letter, use this to make a powerful first impression.
- Spend some time on our website, we have a whole section dedicated to preparing your application!

### — How does the firm encourage employees to learn and develop?

We know and understand what it takes for you to be successful as a lawyer, we also know that as a junior lawyer you will need targeted development to help you succeed in the transition from law school to law firm.

When you start your career with us as a graduate, you receive tailored learning – in both technical and commercial skills such as client interaction, business development and interpersonal dynamics. Our program provides everything you'll need to build a successful, long-term legal career. We are also proud to offer graduates a dedicated LifeSkills program to assist you in maintaining your personal health and wellbeing.

### — Does the firm engage in pro bono, volunteer or other community activities?

At MinterEllison our people take immense pride in contributing to the communities in which we live and work. The focus areas of our community investment is driven by breaking cycles of disadvantage, especially for young people and those who require access to justice.

In FY15, MinterEllison delivered more than 30,000 pro bono hours, a record for the firm, exceeding the industry benchmark set by the Australian Pro Bono Centre. This great result is a reflection of our commitment to make the justice system more accessible.

### — What is our position on diversity & inclusion?

Diversity and inclusiveness are at the core of our values and we firmly believe our people should be able to bring their whole self to work. We believe diversity is about creating a high-performance culture that values individual contribution, teamwork, innovation and productivity regardless of background, ethnicity, disability, gender, faith, sexual orientation or family structures.

**WE THINK BEYOND THE LAW  
AND APPLY A COMMERCIAL  
APPROACH AND CREATIVE  
THINKING TO SOME OF  
THE REGION'S MOST HIGH-  
PROFILE TRANSACTIONS,  
PROJECTS AND DISPUTES**

## *About clerkships*

— **How do students apply for clerkships to this firm this year?**

Visit our website [graduates.minterellison.com](http://graduates.minterellison.com) to view the application process for our clerkship program

— **How many clerks did the firm take last year?**

35

— **What does the firm look for in a clerk?**

As a MinterEllison clerk you will have:

- A passion for excellence that leads you to winning solutions.
- The ability to apply technical thinking through the prism of commercial advice.
- Exceptional relationship building skills that empower you to work outside the office in partnership with clients.
- Innovative thinking skills, a solution focus and a willingness to embrace new ideas.
- The aspiration to work as part of a collaborative and inclusive, high performance team.
- A desire to challenge the status quo and be part of something different.

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## *About graduate positions*

— **Does the firm take graduates directly?**

Typically our graduate roles are recruited through the summer clerkship program however where there is a business need we may look at direct graduate recruitment.



# IT ALL STARTS HERE



[graduates.minterellison.com](https://graduates.minterellison.com)

# MinterEllison



## Collaborate

Ricky Casali with Rosie Watts, Damian Petrovic  
and Christina Ilinkovski on their way to meet  
with a long-standing client.

# NORTON ROSE FULBRIGHT

*Areas – Corporate, M&A and securities, Banking and finance, Dispute resolution and litigation, Intellectual property, Employment and labour, Tax, Real Estate, Antitrust and competition*

## ADDRESS

18 Grosvenor Place, 225 George St  
Sydney NSW 2000

## CONTACT

Bronwen Williams / E: [bronwen.williams@nortonrosefulbright.com](mailto:bronwen.williams@nortonrosefulbright.com) & P: 02 93308046 / W: [www.nortonrosefulbrightgraduates.com](http://www.nortonrosefulbrightgraduates.com)

## LOCATIONS

Abu Dhabi, Almaty, Amsterdam, Athens, Austin, Bahrain, Bangkok, Beijing, Bogotá, Brisbane, Brussels, Bujumbura, Calgary, Cape Town, Caracas, Casablanca, Dallas, Dar es Salaam, Denver, Dubai, Durban, Frankfurt, Hamburg, Harare, Hong Kong, Houston, Jakarta, Johannesburg, Kampala, London, Los Angeles, Melbourne, Milan, Minneapolis, Montréal, Moscow, Munich, New York, Ottawa, Paris, Perth, Piraeus, Pittsburgh-Southpointe, Québec, Rio de Janeiro, Riyadh\*, San Antonio, Shanghai, Singapore, St. Louis, Sydney, Tokyo, Toronto, Warsaw, Washington DC

## About the firm

### — How does the firm encourage employees to learn and develop?

Norton Rose Fulbright's learning and development curriculum consists of six International Academies plus modular development programmes and short courses, tailored to meet the needs of each of its principal regions and role levels. Clients participate in 'open' training courses alongside Norton Rose Fulbright lawyers. Our Graduate Programme is two years in duration, with four six-month rotations. To prepare our Graduates for the challenges ahead, we start them off with a tailored induction programme.

### — Does the firm engage in pro bono, volunteer or other community activities?

Our Corporate Social Responsibility (CSR) program is a vital part of our cultural make-up and community spirit. CSR is a way to give back to those in need. It is our responsibility as corporate citizens to do the right thing. We have divided our CSR initiatives into "pillars"; areas in which we focus our CSR efforts:

- Charitable Giving
- Reconciliation
- Environmental Sustainability
- Volunteering
- Pro Bono

For information about our summer clerkship programme and graduate programme please visit our website: [www.nortonrosefulbrightgraduates.com](http://www.nortonrosefulbrightgraduates.com). We subscribe to the Law Society guidelines.

## Personal profile

### PHOEBE SAINTILAN

#### — Summer of 2015/16, Areas of rotation: Corporate and Disputes

I could not be more satisfied with my clerkship experience at Norton Rose Fulbright. Not only does the firm have such a unique culture and team spirit, but I was able to work on such a diverse range of high-profile matters during my clerkship and work closely with partners. Pro bono work is also a really important part of the firm's culture, so our group of clerks were assigned a pro bono project that we worked on over the course of the clerkship – this was definitely one of the highlights!

Matters I assisted with as a clerk ranged from providing advice to foreign governments, to preparing for an international arbitration with the International Chamber of Commerce. The benefits of clerking at a global firm is that you are able to work on challenging matters that cover various jurisdictions, and are able to become acquainted with colleagues working in different offices around the world – I recommend Norton Rose Fulbright to anyone interested in gaining experience at a truly global firm!

### ISOBEL TAYLOR

#### — Summer of 2014/15, Graduate 2016, Areas of rotation: Real Estate and Corporate

The summer clerkship was a great opportunity for me to have a taste of what working at an international law firm really means in a welcoming, friendly environment. During my time as a summer clerk, I rotated through the Real Estate team and the Corporate team, and was lucky enough to assist on a number of high-profile matters including the \$1 billion-plus acquisition of Royal North Shore Hospital by AMP Capital. I attended a variety of specialised training sessions throughout the summer which were invaluable for someone who had not previously worked in a law firm, as they helped me become familiar with the legal processes that you don't learn at university and equipped me for my future at the firm. Luckily for me, the summer clerkship also falls over a period of intense social activity and my attendance at the many Christmas and end of year celebrations enabled me to meet people from teams outside those I rotated through and get a better sense of the firm's culture, which is one of the most important aspects of choosing which firm you want to work for.

**Norton Rose Fulbright  
balances freedom for personal  
development with regular and  
consistent guidance.**

“

What advice would I give to a summer clerkship applicant? Before applying, it is critical to spend a substantial amount of time thinking about what really interests you about the law, any particular practice areas and the firm – it will make for a more convincing and rigorous application. Also, don't be afraid to express your enthusiasm for your interests (or enthusiasm in general!). More often than not, that sense of keenness will keep you in good stead during the application process and in particular at the interview stage

Miles Lee, Lawyer

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To see how you could define your own path  
within our global legal practice, visit:

[nortonrosefulbrightgraduates.com/australia](http://nortonrosefulbrightgraduates.com/australia)

**Progress with purpose**



# PWC AUSTRALIA

*Areas – Our practice revolves around five key pillars: corporate advisory, regulatory, projects and finance (including real estate and infrastructure), employment and workplace relations, and tax. We provide legal services to external clients both independently and in conjunction with other teams in the firm.*

## ADDRESS

201 Sussex St, Sydney NSW 2000

## LOCATIONS

Local offices include Adelaide, Brisbane, Canberra, Gold Coast, Greater Western Sydney, Melbourne, Newcastle, Perth, Sydney and Townsville.

## CONTACT

Fal Madhavani / P: 8266 0000 & E: sydneycampusrecruitment@au.pwc.com

## About the firm

### — What is unique about this firm?

We provide you with the ability to work as colleagues with people from other disciplines and backgrounds, such as consulting, tax and assurance, which you certainly don't get in a traditional law firm environment.

### — What does the firm look for in a potential employee?

We are particularly interested in business acumen; global acumen; and communication and team skills. A number of our questions focus on these attributes.

### — How does the firm encourage employees to learn and develop?

We are committed to helping our people to develop market leading expertise that is relevant to their job, their clients and our PwC vision, values and strategy. This means that we develop not only your technical expertise, but also your commercial and interpersonal skills too.

### — Does the firm engage in pro bono, volunteer or other community activities?

Corporate Responsibility is a key focus across all line of service at PwC, however we do not engage in pro bono work within the Legal function.

### — Outside of work, what does the firm offer its employees?

With PwC's global network, people and experience expanding over 168 countries, we are ready to help you achieve wherever you do business with travel and secondment opportunities

## About clerkships

### — How do students apply for clerkships to this firm this year?

PwC Student Careers Website

### — What is the anticipated clerkship intake this year?

PwC's Legal team is one of the firm's fastest growing and intake varies from year to year.

### — What does the firm look for in a clerk?

We are particularly looking for candidates who have the potential to be able to provide legal advice and solutions as part of a multi-disciplinary team, working to solve our clients' most important problems. In addition to first rate legal skills, candidates need to demonstrate an understanding of the relevance of legal advice in a business context and the ability to work collaboratively in a high performing team environment.

### — What work does the firm offer a clerk?

As a summer clerk, you will provide support to our team through conducting legal research, document management, client and

team liaison and maintenance of legal precedents. You will have the opportunity to undertake a formal rotation between 2 practice areas so that you get exposure to a variety of learnings.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

No. You must be in your penultimate year to be eligible for the Clerkship program.

**WE ARE COMMITTED TO HELPING OUR PEOPLE TO DEVELOP MARKET LEADING EXPERTISE THAT IS RELEVANT TO THEIR JOB, THEIR CLIENTS AND OUR PWC VISION, VALUES AND STRATEGY.**

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## *About graduate positions*

— **Does the firm take graduates directly?**

Yes! PwC has its own recruitment process

— **If so, what is the method of application for graduates?**

Our recruitment process uses the following structure; online application, online aptitude testing, video interview, face-to-face interview + assessment centre day, offer.

— **What does the firm offer its graduates?**

As a graduate, you will have key involvement in the delivery of a broad range of legal services to PwC's clients.

You will be assigned a buddy to help you settle into the firm, and a coach and partner who will support your career development. This support network will give you the opportunity to build your skills in a collaborative environment, with inspiring people who will help you reach your full potential.

We develop not only your technical expertise, but also your commercial and interpersonal skills too.

— **Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?**

As part of the Graduate Program, we also support our graduates in completing their Practical Legal Training (PLT) obligations. PLT ensures that you meet the practical requirements for admission to legal practice. At PwC, this program is facilitated by the College of Law in conjunction with our broader practice.

— **What is the typical progression path of graduates in their early years at the firm?**

There is no hard and fast rule for career development and growth. At PwC we recognise performance as opposed to time on grade - which is the common approach at many law firms. This resonates with our value Performance Matters. In addition, there are plenty of training opportunities available for the growth and development of your career, as well as the opportunity to work across different lines of service and with colleagues in other territories.

# THOMSON GEER

## ADDRESS

Level 25, 1 O'Connell St, Sydney

## CONTACT

E: [hr@tglaw.com.au](mailto:hr@tglaw.com.au) / W: [tglaw.com.au](http://tglaw.com.au)

## About the firm

### — What is unique about this firm?

We view all of our clerks as potential graduates, and all of our graduates as potential partners. Our teams are small and cohesive – from day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

### — What significant work has the firm done recently?

- Advising Australis Music Group on the acquisition of the business and assets of Backline Hire Stage Systems, formerly known as Billy Hyde Stage Systems.
- Advising QSR on the conditional sale of 100% of shares in the company, which owns and operates 42 KFC stores in New South Wales, to New Zealand Stock Exchange listed Restaurant Brands Limited, for a total consideration of \$A82.4 million.
- Being retained to act for the Western Australian racing industry on the proposed privatisation of the WA TAB, Australia's last state-owned betting agency, for an estimated a sale price of \$1 billion plus.

- Acting on the purchase by Macquarie Group-owned Paraway Pastoral of Ulonga Station in NSW for approximately \$14 million, and Victorian farm Beckworth Court for more than \$15 million.
- Advising ASX listed Domino's Pizza Enterprises Ltd (DPE) on its entry into the German market in a deal worth €82m (\$A125m).
- Acting for a long-standing landlord client (a private investor) to secure a lease to ice-cream retailer, Ben & Jerry's for a record amount of \$7,600 per square metre for the company's first franchise store in Melbourne's CBD.

### — Outside of work, what does the firm offer its employees?

We have recently been recognised as the leading large Australian law firm when it comes to flexible work, having the highest percentage of lawyers working part-time, at 11.7%.

We also acknowledge the importance of achieving a healthy work/life balance throughout your career. Our wellbeing@work program supports this, through sponsored sporting teams, active Social Clubs, Christmas parties, networking events, art exhibitions, firm drinks, study assistance program, flu vaccinations and on-site massages.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Via cvmail or the firm website.

### — What is the anticipated clerkship intake this year?

Approximately 5 clerks

### — How many clerks did the firm take last year?

3.

### — What does the firm look for in a clerk?

We are looking for talented and ambitious law students who are passionate about commencing their career with a dynamic commercial law firm. You should be willing to take on personal responsibility and also able to thrive in a collaborative environment. Most importantly, you should be as committed to making the most of opportunities for personal and professional growth as we are to facilitating them.

### — What work does the firm offer a clerk?

- Attend client meetings
- Observe court proceedings
- Conduct legal research

- Develop technical skills in areas such as drafting, due diligence and discovery
- Participate in team meetings, training and continuing legal education programs

### — Does this firm intend to offer clerkships to students outside their penultimate year?

— No.

**FROM DAY ONE, YOU'LL BE AN ACTIVE PARTICIPANT IN THE TEAM, INVOLVED IN ALL ASPECTS OF LEGAL PRACTICE, AND WORKING DIRECTLY WITH EXPERIENCED PRACTITIONERS.**

## About graduate positions

— Does the firm take graduates directly? No.

— Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how? Through our Study Assistance Program, Graduates can access financial support and paid study leave for PLT.

— What is the typical progression path of graduates in their early years at the firm?

Our Graduate program runs for 12 months, with Grads completing two rotations through different teams of 6 months each. After the Graduate program, our Lawyers are eligible to apply for promotion to Senior Associate once they have 4 years' post-admission experience and meet a range of performance criteria.

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## Personal profile

FIONA HO

— 2012/13 Summer Clerk, 2014 Graduate, current Lawyer in Corporate/M&A team; Areas of rotation: Corporate & Commercial; Litigation

During my clerkship I had the opportunity to do real and challenging work. Instead of spending days at the photocopier, I prepared a barrister's brief, wrote a letter of advice, attended client meetings, drafted a share agreement and volunteered at the Homeless Persons' Legal Service. I was given regular advice and feedback on my work.

I truly valued the opportunity to work directly with people from all levels of the firm, from partners to senior associates, lawyers, graduates and my fellow clerks. Both of my teams went above and beyond to accommodate me, inviting me to attend team meetings, client meetings and interesting court matters. The firm genuinely has an open door policy – I always felt comfortable approaching someone whenever I had a question or just wanted to check whether my work was heading in the right direction.

Despite all this, there was never a moment where it was all work and no play. From clerkship cruises, Birthday morning teas, multiple Christmas parties, clerk trivia night and weekly drinks, there were plenty of opportunities to form friendships and networks with other people at the firm.

I thoroughly enjoyed my time as a Thomson Geer Summer Clerk and so returned as a Graduate in 2014. I definitely feel that the Clerkship gave me a real taste of life in a commercial law firm and I wouldn't hesitate to recommend the program to other aspiring lawyers.

## START YOUR CAREER WITH A LARGE AUSTRALIAN LAW FIRM

Thomson Geer is a large Australian corporate law firm.

We have over 90 Partners and approximately 450 other professionals and staff operating out of our offices in Sydney, Melbourne, Brisbane, and Adelaide.

We are in the top 10 Australian law firms. Our industry coverage and client work is diverse.

Our clients include companies in banking and finance, construction, energy and resources, healthcare, telecommunications, property development, wealth management, tax, gaming and leisure, and media, broadcasting and entertainment.

### AREAS OF SPECIALISATION

Thomson Geer specialises in a range of practice areas and industry sectors.

- Advertising & Marketing
- Agribusiness
- Banking & Finance
- Biotechnology & Pharmaceutical
- Competition & Regulation
- Construction & Projects
- Corporate & Advisory
- Employment, Workplace Relations & Safety
- Energy & Resources
- Environment & Planning
- Franchising
- Funds Management & Financial Services
- Gaming & Leisure
- Government
- Health, Aged Care & Retirement Villages
- Insurance
- Intellectual Property
- Litigation & Dispute Resolution
- Media, Broadcasting & Entertainment
- Mergers & Acquisitions
- Property
- Restructuring & Insolvency
- Superannuation & Wealth Management
- Tax
- Technology
- Telecommunications

### WHAT OUR GRADUATES SAY

*"As a Graduate Lawyer in the Property and Environment team, I was exposed to a variety of national clients while working on construction and infrastructure projects. I also had the opportunity to work closely with communities on local projects."*

*Matthew Curran – Lawyer*

# TURKSLEGAL

Areas – Insurance Commercial Banking

## ADDRESS

Level 44, 2 Park Street Sydney  
2001

## LOCATIONS

Sydney, Melbourne and  
Brisbane

## CONTACT

Nicole Gazzoli / P: 02 82575705 & E: Nicole.gazzoli@turkslegal.com.au / W: www.turkslegal.com.au

## About the firm

### — What is unique about this firm?

At TurksLegal we are dedicated to attracting and nurturing the best talent in the industry. We believe in offering the right balance of support, motivation and 'hands on' experience to enable our team members to be the very best colleagues and individuals they can be.

A career at TurksLegal means working with passionate and talented lawyers who have outstanding reputations in their areas of legal expertise. And it means working with some of Australia's leading financial services brands.

From the outset, new team members are provided the rare opportunity to become immersed in all aspects of managing a legal matter; from the most basic to developing meaningful, quality relationships with clients at all levels of the organisation. Our staff benefit greatly from this 'hands on' experience and say this is something quite unique to TurksLegal.

## About graduate positions

### — Does the firm take graduates directly?

Yes.

### — If so, what is the method of application for graduates?

A cover letter, CV & academics are used in assessing applications. A shortlist of candidates are then invited to interview with our managing partner

## Personal profile

### COURTNEY O'DONNELL

#### — 2012; Areas of rotation: Employers liability, Commercial and Insurance

I was immediately very excited at seeing a graduate role at Turks advertised. A position on Turks' graduate rotation program, to me, represented an opportunity to work at a mid-sized, well-regarded, corporate law firm (which were all big pluses for me) and to rotate through a number of different practice areas over twelve months. More than anything, as a young lawyer, uncertain about precisely what area of law I wanted to practice in (particularly with legal practice becoming more and more specialised), the chance to work across different areas of practice seemed (and has proved) invaluable.

Importantly also, Turks seemed to be (and indeed it is) a firm large enough to afford its graduates a diverse and well supported learning experience, while still maintaining a personable culture you would only expect to find in a much smaller firm.

Something that I've really appreciated about working at Turks is that entrusts its graduates with real responsibility at an early stage, giving them a great opportunity to not only learn in practical way but to demonstrate what they are capable of. In my first weeks at Turks I was drafting correspondence to other firms, legal documents and assisting

in a high value insurance dispute. I felt a part of a team and as though I was making a real contribution right from the beginning. There was little to no time simply spent photocopying or collating documents!

Undoubtedly, the most important and impactful training I have received at Turks has been through the opportunity to work so closely and consistency with the firm's most senior lawyers and partners from day one. As a graduate I routinely received instructions directly from partners, affording a truly invaluable opportunity to learn from the example of people who are specialists and thought leaders within their areas of practice, and are highly regarded by their clients and other industry professionals. I've felt very privileged and rather proud to have learned from and worked day to day with people who are plainly some of the industry's most highly regarded practitioners.

What I love most about Turks is its people. I'm a part of a team of 24 people, including partners, solicitors and support staff. It still surprises me how well the whole team gets along. Everyone is so friendly, approachable and supportive. Everyone says good morning and good bye, taking time in between to get to know how people are going at work and generally. You can ask anyone in the team for help, from someone else's secretary to a partner you might not specifically work with; everyone has time for others. We somehow manage to mobilise and coordinate the whole team to go out for lunches to welcome new team members or celebrate appointments or to go bowling. The dynamic within the team is really rather remarkable. I feel lucky all the time to work in such a friendly and supportive environment, particularly working in this profession which is well known for the stress and pressure that can often accompany it.

# KEEP LEARNING KEEP LIVING



When you join TurksLegal as a graduate lawyer, you are joining a young and social team that understands the meaning of work-life balance. You will be given the challenges and responsibilities you need to build your career as well as the opportunity to have fun and pursue your other interests.

For more information **email:** [employment@turkslegal.com.au](mailto:employment@turkslegal.com.au) **phone:** 02 8257 5700 **web:** [turkslegal.com.au](http://turkslegal.com.au)

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# ADDISONS

*Areas – Property, Construction and Environment; Competition/Anti-Trust; Corporate, Mergers & Acquisitions; Employment; Gambling; Insolvency/Reconstruction; Intellectual Property & Media; Litigation & Dispute Resolution; Marketing & Advertising.*

## ADDRESS

Level 12, 60 Carrington Street,  
SYDNEY NSW 2000

## LOCATIONS

Sydney

## CONTACT

Samantha Pearce, HR Manager / E: [samantha.pearce@addisonslawyers.com.au](mailto:samantha.pearce@addisonslawyers.com.au), P: 02 8915 1089 & [www.addisonslawyers.com.au](http://www.addisonslawyers.com.au)

## About the firm

### — What is unique about this firm?

Addisons serves clients across Australia and around the world from one office in the Sydney CBD. We carry no extraneous practice areas. We deliver on large scale transactions deploying small teams, headed by partners, which means that the client receives better value and more effective communication with the firm.

### — What significant work has the firm done recently?

Intellectual Property (IP) – our IP team advises high profile international brands as well as iconic Australian brands on protecting their intellectual property. These clients include Virgin Enterprises Limited, Formula 1, Colgate-Palmolive and Sanitarium Health and Wellbeing.

Moxey Farms Sale – we advised the Moxey family on the sale of one of Australia’s largest single-site dairy operations to a consortium comprising Australian and Chinese businesses.

Class Limited’s ASX Listing – we advised this leading provider of cloud-based administration software solutions on its successful listing on the ASX with a market capitalisation at listing of \$117 million.

### — What does the firm look for in a potential employee?

We look for people who have excellent academics, have a great communicative style and demonstrate values that align with the Addisons’ culture of achieving excellence in everything we do, being happy and fulfilled and being included and appreciated.

### — What advice would you offer to someone applying to the firm?

Be clear about your reasons for wanting to join Addisons, and be prepared to be committed to learning and developing your skills.

### — Does the firm engage in pro bono, volunteer or other community activities?

Yes, the firm supports the Children’s Medical Research Foundation through pro bono advice as well as active support of fund-raising activities. Individual lawyers participate in various activities and pro bono work, examples of which may be seen on our website.

### — Outside of work, what does the firm offer its employees?

We have an active Social Committee with social and sporting events designed to encourage staff to get to know each other across the firm.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Applications for clerkships will be accepted via the Addisons’ website.

### — What does the firm look for in a clerk?

We look for excellent academics and communication skills, and for individuals who demonstrate a passion for learning and growing.

### — What work does the firm offer a clerk?

Addisons’ aim is to give you exposure in your Clerkship to the “real life” of graduate lawyers and to provide you with an insight in to all facets of the work they regularly conduct. You will not be hidden away in any back office. You will work on varied, complex and interesting matters and be encouraged to have direct interaction with Partners, lawyers and clients.

See Addisons’ website for Summer Clerk videos.

# BANKI HADDOCK FIORA

Areas – Intellectual property, Media, Commercial, Dispute Resolution, Competition and Consumer, Employment, Privacy, IT

## ADDRESS

Level 10, 170 Elizabeth Street,  
Sydney, NSW 2000

## LOCATIONS

Sydney

## CONTACT

Kate Haddock / E: haddock@bhf.com.au, P: 02 9266 3412 & W:  
www.bhf.com.au

## About the firm

### — What is unique about this firm?

BHF is a specialist practice. We work at technology's cutting edge, in a collegiate environment with an emphasis on technical excellence and deep industry knowledge.

### — What significant work has the firm done recently?

We have been involved in several leading defamation, trade mark and copyright cases and completed a number of commercial transactions, some of which involved project financing and complex corporate arrangements.

### — What does the firm look for in a potential employee?

We look for enthusiasm, attention to detail and clear thinking.

## About clerkships

### — How do students apply for clerkships to this firm this year?

Contact Kate Haddock at haddock@bhf.com.au or 02 9266 3412.

### — What is the anticipated clerkship intake this year?

Between 6 and 8 part-time clerks.

### — How many clerks did the firm take last year?

8.

### — Does this firm intend to offer clerkships to students outside their penultimate year?

Yes.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)?

Yes.

## Personal profile

### ALEX RICHARDSON

At a time when some of Australia's largest firms have thousands of employees, dealing with thousands of clients, across numerous fields of practice, it feels good to be in a place that knows what it does, knows that it does it well and knows why it does what it does. BHF is a boutique firm, specialising in media, intellectual property, information technology and commercial law. We are a tight knit group, consisting of a handful of partners, senior associates and lawyers, all experts in their chosen fields.

As paralegals we get the chance to work across these fields, gaining an insight into the operation of the law and the intricacies of running a case. Anyone who says a paralegal is a glorified copy kid definitely hasn't worked at BHF. We are given wide-ranging responsibilities and entrusted with important matters, and in the process we are made to feel like important players in the team. Sound stressful? Well it's actually not. It can be fast paced and challenging. But we know that at anytime we can turn to someone more senior to give us advice or help us out, without being made to feel inadequate. Being a paralegal is all about the journey, learning how to cope both on your own but also in a team. BHF gets that. That's why it's such a fantastic place to start a career.

### IMOGEN YATES

Being a BHF paralegal has provided me with invaluable experience in legal practice and has been an excellent supplement to the knowledge I have acquired at law school. The firm is made up of interesting people with eclectic interests. Everybody is kind, approachable and always willing to offer assistance and advice.

Paralegals and summer clerks are not confined to any one practice group, but rather have the opportunity to work across all areas in the firm. This means that I have been able to gain experience in intellectual property, media, and corporate and commercial law. My work includes drafting court documents, legal research, preparing correspondence, and in some cases, directly corresponding with clients.

BHF is a boutique firm. Its size means that as a paralegal or summer clerk you are an integral part of the team and are therefore presented with the opportunity to work closely alongside partners who are experts in their fields on interesting matters that often involve high profile clients. It's always exciting to see a matter that you have helped on appear in the paper!

There is a particular driver in the firm to engage paralegals with ongoing training, which is helpful in the development of essential skills for legal practice. For me, BHF's collaborative and enthusiastic atmosphere and its progressive attitude have made the firm a perfect fit for me.

# BARRAKET STANTON LAWYERS

Areas – Corporate & Commercial; Mergers & Acquisitions; Trusts & Corporate Structures; Restructuring, Turnaround & Insolvency; Taxation, Stamp Duty & Asset Protection; Commercial & Civil Litigation, Family Law; Estate Planning, Probate & Succession.

## ADDRESS

Level 11, 90 Arthur Street,  
NORTH SYDNEY NSW 2060

## LOCATIONS

Adelaide, Melbourne, Sydney

## CONTACT

Christy Hungerford (Practice Manager) / E: Christy.hungerford@barraketstanton.com, P: 02 8920 1322 & W: www.barraketstanton.com

## About the firm

### — What is unique about the firm?

At Barraket Stanton, our lawyers focus on providing you with premium-quality legal advice without the high fees associated with larger firms. We pride ourselves on our personal style of service, and always take the time to understand our clients' businesses.

### — What significant work has the firm done recently?

- Advised Casella Family Brands on the purchase of Peter Lehmann Wines;
- Advised Casella Family Brands on the purchase of Brands Laira;
- Advised on the sale of De Costi Seafoods to Tassal Group;
- Advised Casella Family Brands on its Joint Venture with Coca Cola Amatil;
- Advised Park Fuels on the construction of a fuel terminal at Kooragang Island, Newcastle

## About clerkships

### — How do students apply for clerkships to this firm this year?

Applications will be accepted through CV Mail.

### — What is the anticipated clerkship intake this year?

1-2.

### — How many clerks did the firm take last year?

1.

### — What does the firm look for in a clerk?

Enthusiasm, charisma, a strong work ethic and Graduate potential.

### — What does the firm offer a clerk?

Our clerks have the opportunity to participate in all aspects of the Firm. They work alongside both Partners and our team of Solicitors. Previously, clerks have assisted directly with M&A deals and attended court (both in NSW and interstate).

### — Does this firm intend to offer clerkships to students outside their penultimate year?

No.

### — Does the firm take graduates directly?

No.

## Personal profile

### LAURA KELLER

I started the graduate program at Barraket Stanton Lawyers in November 2014, after working at the firm for 12 months as a paralegal. Having already developed skills as a paralegal, the graduate program allowed me to experience a wide variety of areas of law that the firm is involved in, from property law, to family law, to workplace law and intellectual property law. But it also gave me the freedom to choose a specific area of law that I wish to pursue further into the future - commercial litigation.

As a graduate I was given the responsibility of managing my own files (under the direct supervision of a Partner) therefore allowing me to understand and witness each stage of a matter - from start to finish. During my time as a graduate at Barraket Stanton I worked closely and directly with barristers, assisted with the preparation and attendance at a hearing in the Supreme Court of NSW, travelled interstate on a number of litigation matters, and met with a number of clients in the preparation and execution of their matters. Since being admitted in August 2015, I have remained with the firm as a solicitor and have been able to mentor the clerks and paralegals so that they may also have the opportunity to benefit from their time at the firm as I have.

# CLIFFORD CHANCE

Areas – Corporate/M&A, Litigation & Dispute Resolution, Finance and Capital Markets, Projects, Energy & Resources, Real Estate, Competition, Funds

## ADDRESS

Level 16, No. 1 O'Connell Street,  
Sydney NSW 2000

## LOCATIONS

Sydney, Australia

## CONTACT

Debbie McKell HR Manager / P: +61 2 8922 8000 & E: debbie.mckell@cliffordchance.com / W: www.cliffordchance.com

## About the firm

— **What is unique about this firm?** We are one of the biggest international law firms in the world, with 35 offices in 25 countries, and offer exposure and experience in local and international law. We have a real appreciation and investment in our employees and offer training locally and internationally.

— **What significant work has the firm done recently?** Sydney has an excellent reputation in both the local and international market. Recent and recognised transactions include: all of the shareholders in Menulog Group Limited in relation to the A\$855M sale to JUST EAT plc, Royal Dutch Shell plc on the sell-down of 9.5% of the capital ASX-listed Woodside Petroleum Ltd by way of a A\$3.2 billion jointly underwritten block trade by Goldman Sachs and Citi, and the shareholders in Tomwaterhouse.com on the sale to William Hill plc, and numerous advice to William Hill on products and promotions, including Click to Call.

— **What does the firm look for in a potential employee?** Clifford Chance looks for enthusiastic, smart, savvy and quick-thinking individuals open to learning new and different ways to approach tasks.

They must be clear communicators, discrete, and be confident to articulate questions and share their ideas and opinions. They also ought to be capable of working individually or collaboratively, apply new skills, and understand work methodologies.

— **What advice would you offer to someone applying to the firm?** Represent yourself and what you have to offer with confidence. Your CV must reflect your achievements, offer insight into your personality, and demonstrate knowledge of the firm, our people, main client sectors, and particular clients and their business and market interests.

— **How does the firm encourage employees to learn and develop?** Clifford Chance invests in training on a local and international scale. We offer 6 month rotations in our graduate programme, the opportunity to be seconded or relocated to an international office, secondments to clients, yearly retreats and networking within global practice groups. Clifford Chance retains employees due to our investment in global training and reach.

— **Outside of work, what does the firm offer its employees?** Clifford Chance offers work/life balance programs and assistance, physical, social and fundraising activities and events, and discounts for gym memberships, specialty stores, and travel, including air fare and hotel accommodation worldwide.

## About clerkships

— **How do students apply for clerkships to this firm this year?**

Visit: [www.cliffordchance.com](http://www.cliffordchance.com) Complete the online application form, submit your CV and covering letter.

— **What is the anticipated clerkship intake this year?** Four.

— **What does the firm look for in a clerk?**

Candidates who are smart, capable of thinking on their feet, and have a genuine interest and passion for the firm and the opportunities we offer. Capability to work individually and in a team, along with effective

communication, is highly regarded.

— **What work does the firm offer a clerk?**

A comprehensive program, including social and networking events and an accurate insight into the legal profession. Exposure to local and international law, access to Partner direct instructions, team and project based matters, individual tasks and mentors during each clerkship rotation across all departments.

— **Does this firm intend to offer clerkships to students outside their penultimate year?**

Preference is ideally to candidates in their penultimate year, however consideration will be given to all applicants.

## About graduate positions

— **Does the firm take graduates directly?** No, graduates flow on from the summer clerk program.

— **What does the firm offer its graduates?**

Our training program is designed to give graduates the opportunities to acquire excellent business and professional skills which is achieved through education, development and continuous experience. We offer access to local and global training over a 2 year structured period made up of four six-month rotations across different practice areas, including placement in one of our Asia Pacific offices.

— **Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?**

Clifford Chance provides payment of your PLT tuition, the flexibility to complete your PLT within the first 6 or so months of our training program, and study leave days and time off to sit exams.

— **What is the typical progression path of graduates in their early years at the firm?**

After completion of the 2 years structured training, graduates can express their desired practise area in which to progress. Opportunities and career direction between graduates and Clifford Chance can facilitate both a local and international career pathway.

# CLYDE & CO

Areas – Commercial, Corporate, Dispute Resolution, Employment, International Arbitration, Regulatory and Work Health & Safety.

## ADDRESS

Level 30, 420 George Street,  
Sydney

## LOCATIONS

Brisbane, Melbourne, Perth,  
Sydney

## CONTACT

Julia Bucci, Senior HR Advisor / E: [summerclerks.australia@clydeco.com](mailto:summerclerks.australia@clydeco.com), P: 9210 4522

## About the firm

### — What is unique about this firm?

Clyde & Co is a dynamic, rapidly expanding global law firm focused on providing a complete legal service to clients in our core sectors. We advise businesses that are at the heart of worldwide commerce and trade. Our combination of sector expertise, commercial attitude and in-depth regional understanding provides a unique perspective.

### — What significant work has the firm done recently?

We deliver contentious and non-contentious legal services to clients across all sectors and practice areas. Due to the confidential nature of our work we are unable to list our clients or projects by name, however our clients include global groups, regional players and local operations conducting business in a diverse array of industry sectors.

### — What does the firm look for in a potential employee?

We are looking for the best people to be Clyde & Co lawyers. We look to attract individuals with strong academics, law firm experience, and those who are looking for new challenges and more responsibility in a global team.

We are committed to ensuring that we have a workforce that represents a wide range of backgrounds, age and experience and reflects the values of our global clients. The firm also recognises that diverse role models and career development support are key components to career success.

### — How does the firm encourage employees to learn and develop?

At Clyde & Co we aim to attract and retain quality people across the firm and we are committed to providing learning and development opportunities to motivate a high standard of service to our clients. We have in place a rigorous induction schedule for all new staff to ensure that they have a comprehensive understanding of industry sectors and the knowledge they need to excel in their roles. We also conduct monthly internal seminars for our lawyers to keep them updated on current issues and regulatory changes affecting our clients and their insurance needs. In addition to this, our lawyers regularly attend external seminars and workshops run by industry associations.

### — Does the firm engage in pro bono, volunteer or other community activities?

At Clyde & Co we believe that in addition to providing a highly professional service and nurturing our staff, we have an obligation towards the wider community. Our staff have demonstrated a longstanding commitment to pro bono and community work. We look to locate additional projects that will put our skills and expertise to good use and will bring many benefits to our local communities.

# HWL EBSWORTH

Areas – Banking and Financial Services, Building and Construction, Commercial, Insurance, Litigation, Planning, Environment & Government, Property, Transport, Workplace Relations & Safety



## ADDRESS

Level 14, Australia Square 264-278  
George Street Sydney NSW 2000



## LOCATIONS

Adelaide, Alice Springs, Brisbane, Canberra,  
Darwin, Melbourne, Norwest, Perth, Sydney



## CONTACT

Renee Lawton, HR Coordinator / E: [rlawton@hwle.com.au](mailto:rlawton@hwle.com.au), P: 9334 8873 & W: <http://www.hwlebsworth.com.au/>

## About the firm

### — What is unique about this firm?

HWL Ebsworth Lawyers is a national commercial law firm offering clients market leading legal services through core Practice Groups. Our focus is on providing our clients with access to our greatest resources – our people. We have built industry groups that provide a combination of sound industry insight and technical expertise to deliver commercially astute business solutions based on our clients' needs. We have a thorough understanding of our clients' industries and their business goals which enable us to deliver legal results that enhance their commercial performance.

The firm continues to go from strength to strength, recently being ranked as the largest legal partnership in Australia by partner numbers by the Australian Financial Review (2015).

At HWL Ebsworth, our partnership is dynamic, forward thinking and committed to developing a supportive working environment. We believe this environment strengthens our expertise, experience and ability to achieve the commercial objectives of our clients, but also our ability to offer a better value proposition which assists our clients to meet their objectives.

### — What does the firm look for in a potential employee?

We look for well rounded applicants with a strong academic record who

can demonstrate mature, commitment, and values that align with our Firm's culture. Ensure that you have researched the firm before applying to determine if our areas of Practice align with your interests.

### — How does the firm encourage employees to learn and develop?

Through our relationships with training providers and educational institutions nationally, we encourage staff to engage in professional development activities. Partners actively work with staff to help identify appropriate professional development opportunities and the best methods for ensuring personal development goals are achieved. We also support our staff in undertaking further study to develop their expertise and practical knowledge.

We believe that a healthy balance between work and personal life is fundamental towards ensuring that each employee is committed to delivering expert legal and commercial advice to our clients.

### — Does the firm engage in pro bono, volunteer or other community activities?

The firm embraces the principles of corporate social responsibility and provides opportunities for our staff to connect with their community. We are proud of our Corporate Social Responsibility Program, which includes pro bono legal services to those who are disadvantaged, marginalised or in the not-for-profit sector, supporting the LEAPS student mentoring program, promoting and participating in fundraising activities for numerous charities and reducing our environmental impact through reduced, energy and water consumption and waste creation.

## About clerkships

### — How do students apply for clerkships to this firm this year?

To apply for a Sydney Clerkship Position please visit our website [www.hwlebsworth.com.au](http://www.hwlebsworth.com.au) under 'Join Us'. The Clerkship Program is open to Law Students in their penultimate year.

### — What work does the firm offer a clerk?

HWL Ebsworth is committed to providing our Law Clerks the opportunity to gain a genuine insight into our Practice Groups and culture. Our tailored program offers challenging work, hands-on experiences and training to develop your legal skills and knowledge. You will be paired with a Supervising Partner and a Mentor who will guide, support and develop you throughout your placement. There are also plenty of opportunities to network with practitioners throughout the firm as you are exposed to a broad range of work within your designated Practice Group.

## About graduate positions

### — Does the firm take graduates directly?

Yes. To apply for the Sydney Graduate Program please visit our website

[www.hwlebsworth.com.au](http://www.hwlebsworth.com.au) under 'Join Us'. Our unique Graduate Program provides the opportunity to gain solid and in-depth experience in your areas of interest through two rotations in different Practice Groups. The firm supports its Graduates through their PLT and College of Law commitments.

# JONES DAY

*Areas – Antitrust & Competition Law, Banking & Finance, Business & Tort Litigation, Business Restructuring & Reorganization, Capital Markets, Cybersecurity, Privacy & Data Protection, Employee Benefits & Executive Compensation, Energy, Environmental, Health & Safety, Financial Institutions Litigation & Regulation, Global Disputes, Government, Regulation, Health Care & Life Sciences, Insurance Recovery, Intellectual Property, Investigations & White Collar Defense, Issues & Appeals, Labor & Employment, M&A, Private Equity, Projects & Infrastructure, Real Estate, Securities Litigation & SEC, Enforcement, Tax*

## ADDRESS

Level 41, 88 Phillip Street, Sydney  
NSW 2000

## LOCATIONS

Brisbane, Melbourne, Perth, Sydney,  
and over 35 locations worldwide.

## CONTACT

Jade Olsson, Human Resources Manager / P: +61 2 8272 0500 E:  
jolsson@jonesday.com

## About the firm

### — What is unique about this firm?

Jones Day has been, and will continue to be, a firm where a lawyer can make a career. Many of the Firm's leaders began here as Graduates and summer clerks, and are testament to the Firm's commitment to our associate development. Up-from-the-ranks partners are the norm, not the exception, and the Firm invests considerable time and effort in both formal and informal training that will enable our associates to take on ever increasing responsibilities and to advance in the Firm.

### — How does the firm encourage employees to learn and develop?

The Jones Day Training Program combines both Australian and international elements through a variety of mediums. New Lawyers receive formal training on the core elements of Australian practice. This includes substantive law but also practice and business development skills that are important components of a fulfilling legal career. Jones Day draws on in-house expertise but also has invited speakers from industry, regulators, the Bar, Judiciary and Academia.

— **Does the firm engage in pro bono, volunteer or other community activities?** Jones Day has a long history of and commitment to pro bono work, public service, and community involvement in all of our locations around the world. Our pro bono commitments range from complex litigation matters with precedential impact to representing needy individuals in local courts and administrative tribunals. While the legal issues advanced are varied, the Firm has made a particular effort to secure the rights of individuals to affordable and decent housing and to advance the rights of children with respect to education. We also provide critical services to non-profit organisations that are committed to making a difference in areas such as economic development, women's rights, health care, and the protection of children. Each of our offices has a designated partner-in-charge of pro bono to further develop the reach of our activities and encourage the participation of our lawyers and staff. We also have a full-time, firmwide partner-in-charge of pro bono, who oversees and directs our pro bono efforts worldwide. More information can be found at: [www.jonesdayprobono.com](http://www.jonesdayprobono.com).

— **Outside of work, what does the firm offer its employees?** Jones Day provides gym subsidies, sporting teams, fresh fruit, monthly morning teas, monthly casual drinks, employee assistance programs, lifestyle training sessions and casual Fridays.

## About clerkships

— **How do students apply for clerkships to this firm in 2016?** Please see the Current Opportunities page of our website for information on how to apply. Applications must be received online via the Jones Day website.

— **What is the anticipated clerkship intake this year?** 4

— **How many clerks did the firm take last year?** 2

— **What does the firm look for in a clerk?** We seek lawyers who will thrive in the exceptionally supportive, nonhierarchical, team environment that is the hallmark of Jones Day. Our lawyers share certain fundamental principles: exemplary integrity, a selfless dedication to the Firm and our clients, and a sense of responsibility and initiative that leads them to take ownership of assignments and to complete them at the highest level of quality legal service.

## About graduate positions

— **Does the firm take graduates directly?**

Yes we do. We hire Law Graduates in accordance with the NSW Law Society's Graduate Recruitment guidelines.

— **If so, what is the method of application for graduates?**

Please see the Current Opportunities page of our website for information on how to apply. Applications must be received online via the Jones Day website.

— **Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?** Yes, PLT fees are paid and study leave is provided.

— **What is the anticipated graduate intake this year?** 8

## Personal profile

### STEPHANIE STACEY

Clerking at Jones Day presented an invaluable opportunity to gain insight into life working in commercial law while engaging in great quality work and building relationships. Summer Clerks and Graduates at Jones Day do not go through structured rotations, rather they are

able to gain experience across all practice groups. This gives me the confidence that when it comes time to settle, I will know the right fit for me. The work I have been exposed to has been varied, interesting and rewarding. Regular training seminars are held where we learn about the matters each practice group is working on. The social side of the clerkship was great fun. The highlights were regular drinks on the top floor deck, a day at The Island and a trip to Paddington Bowls. These events did not end with the clerkship. The Australian new lawyers and I also headed off to Washington D.C. together where we met all of the other graduates from around the world for training and induction.

# MARQUE LAWYERS

Areas – Corporate/commercial, Litigation, Workplace relations, IP

## ADDRESS

Level 4, 343 George Street, Sydney

## LOCATIONS

Sydney

## CONTACT

Michael Bradley / E: michaelb@marquelawyers.com.au, P: 8216 3006 & W: www.marquelawyers.com.au

## About the firm

### — What is unique about this firm?

No chargeable hours' target. No financial performance measures. No KPIs. No HR department. No automated time capture technology. No dress code. No offices. No forms. But Friday beer pong is a yes.

### — What significant work has the firm done recently?

- We represented pro bono a guy who the government is trying to deport back to a country he doesn't know.
- We worked on ad campaigns involving Jay-Z, Mark Wahlberg and Christopher Walken and didn't get to meet any of them.
- We counted chickens on a farm to work out how many is too many for "free range" egg status.
- We advised on what the law says about mercenary soldiers helping a foreign government fight a civil war.
- We advised a major international human rights organisation on the constitutional validity and impacts of many of the horrendous national security laws the government keeps making.

- (Also, we tried to get a dog off death row but that didn't work out too well.)

### — What does the firm look for in a potential employee?

We're looking for love, isn't everyone? We want to be convinced that you're as excited about our business as we are and we want to not be able to contemplate living without you. If you think that's bullshit, you're not the one we're looking for.

### — What advice would you offer to someone applying to the firm?

Be entirely yourself. We'll know anyway. Don't repeat our jokes back to us, use your own voice. Ignore the conventions, they were created by people who fear difference.

### — Outside of work, what does the firm offer its employees?

Much socialising. The key difference is our solemn promise that there isn't a single person here next to whom you won't want to get stuck at dinner. Seriously – we spend more time with each other than we do with our families, so it better be a good time.

## About clerkships

### — How do students apply for clerkships to this firm this year?

By the time this is published, it'll be too late. There's always next year (we run our campaign in March-April each year).

### — What is the anticipated clerkship intake this year? 3.

### — How many clerks did the firm take last year? 3.

— Does this firm intend to offer clerkships to students outside their penultimate year? Yes. Funny isn't it how "penultimate" ever became a thing. Does anyone ever say it in any other context? Lawyers are so weird.

## About graduate positions

### — Does the firm take graduates directly? If so, what is the method of application for graduates?

Yes. Email the managing partner and try to catch his attention. No rules apply.

### — What does the firm offer its graduates?

An experience which is not likely to cause you to leave the law altogether, disillusioned and broken, within your first two years.

## Personal profile

### STEPHANIE ALLEN

My clerkship at Marque was unique even before it began. To apply, I had to create a 3D 'thing' that represented who I was, so I based my diorama on Franz Kafka's 'The Trial', which I thought represented my experience at Sydney Law School so far! So when I heard that I received the Marque clerkship, I was overwhelmed with joy, mostly because it meant all my hours of manual labour had paid off!

The clerkship was daunting and scary at first. Absolutely nothing I had learnt in law school prepared me for writing an advice, conducting a research task, reviewing a trademark application, or drafting the constitution for an NGO. But that's the great thing about Marque -

they throw you right in the deep end. On any given day you won't be getting coffee or photocopying. Instead, you'll be going to court, undertaking fascinating research tasks, and overall feel like you're contributing to the greater good. I was also able to conduct a large scale research project regarding the sale of illicit tobacco and assisted with the advice from start to finish. The level of responsibility I was given was exciting, and I always felt like more than just a clerk.

The culture is second to none and they don't preach a work/life balance because they don't need to. Friday night drinks, work retreats in stunning locations and unlimited food and drinks were some of the highlights of my clerkship. Now that I've progressed from a clerk to a paralegal at Marque I can truly say, as bizarre as it sounds, that Marque has given me the motivation to finish a painfully long degree, research with better accuracy and write more persuasively. Before I got this job, I was convinced that law wasn't for me.

# MAURICE BLACKBURN

Areas – Class Actions, Medical Law, Superannuation & Insurance Claims, Financial Advice Disputes, Employment Law, Motor Vehicle Compensation, Workplace Compensation, Negligence Claims

## ADDRESS

Level 32, 201 Elizabeth Street,  
Sydney NSW 2000

## LOCATIONS

Maurice Blackburn has over 25 offices around Australia; our NSW offices are located in Sydney CBD and Parramatta

## CONTACT

Madeline Durnan, HR Administrator / E: [mdurnan@mauriceblackburn.com.au](mailto:mdurnan@mauriceblackburn.com.au) & P: (02) 9261 1488

## About the firm

### — What is unique about this firm?

Maurice Blackburn has become Australia's leading social justice law firm through its unwavering belief that the law should serve everyone, not just those who can afford it. We are the law firm for everyday Australians, not the big corporations and vested interests. We fight with unshakeable tenacity and treat our clients with sincerity and respect. We've taken on big business, exposed conditions at detention centres and fought for the rights of employees, refugees and consumers. We believe that all Australians should have access to the law, and we make sure they do. We make a difference because the world isn't always a fair place, and our clients deserve to have someone stand up for their rights. We fight with tenacity for what is fair.

### — What significant work has the firm done recently?

Our current cases include fighting on behalf of around 160,000 people who were charged unfair fees by the big banks and a breast cancer test case to fight the patenting of human genes.

### — Outside of work, what does the firm offer its employees?

Maurice Blackburn offers more than just a job and we believe in a culture of helping employees maintain positive work/life balance.

We offer extensive staff benefits including:

Health and wellbeing initiatives such as gym memberships or financial reimbursement towards health & wellbeing initiatives, flu vaccinations, Employee Assistance Programs (EAP) and weekly fruit deliveries;

- Paid parental leave;
- Swap pay for additional leave;
- Social activities, including monthly Friday-night drinks;
- Salary Continuance (Income Protection) and Life Cover (Death/Total Disablement) insurance plans for all staff,
- Opportunity for women to participate in our Women's Law Section; Initiatives include mentoring programs for female secondary students and supporting women's rights and refugee organisations; and
- Study assistance, flexible working arrangements, genuine learning and development and career progression programs.

## About graduate positions

### — Does the firm take graduates directly?

Applications for the NSW Graduate Lawyer Program will open in August 2016. Applicants will need to incorporate a cover letter, resume and academic transcript, along with standard questions to be answered as part of the application form. All candidates must apply via the Maurice Blackburn careers website which can be found at [mauriceblackburn.com.au](http://mauriceblackburn.com.au).

### — What does the firm offer its graduates?

Our graduates acquire well-rounded legal experience early in their career by working across various areas of practice, along with opportunities to participate in social justice cases, sustainability issues, the women's law section and our cultural diversity working group.

Graduates will work closely with senior lawyers and partners, and other internal and external experts, and be able to build lasting relationships through legal networking events. Graduate Lawyers will be encouraged to shadow experienced lawyers, attend court and client meetings, and

even brief counsel. Above all, graduates will be able to experience first-hand, life as a legal professional at one of Australia's most trustworthy, successful and respected law firms.

- Salary Continuance (Income Protection) and Life Cover (Death/Total Disablement) insurance plans for all staff,
- Opportunity for women to participate in our Women's Law Section; Initiatives include mentoring programs for female secondary students and supporting women's rights and refugee organisations; and
- Study assistance, flexible working arrangements, genuine learning and development and career progression programs.

### — Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes. The firm covers PLT costs or Graduates who start their PLT after commencing the Graduate Lawyer Program.

# TRESSCOX LAWYERS

*Areas – Corporate & Commercial, Litigation and Health. Our expertise is unrivalled in a variety of sectors such as: Media, Entertainment, Property, Insurance, and Estates and Trusts.*

## ADDRESS

Level 16, MLC Centre 19 Martin Place, Sydney NSW 2000

## LOCATIONS

Brisbane, Canberra, Melbourne, Sydney

## CONTACT

Nicole Weiss; National HR Manager / E: nicole\_weiss@tresscox.com.au, P: 02 9288 9242 & W: www.tresscox.com.au

## About the firm

### — What is unique about this firm?

At TressCox, we are instrumental to our clients' success by offering cost-effective, definitive legal advice – delivered by the most dynamic people. But what makes a good lawyer? ... We believe it is so much more than legal knowledge and expertise. It is about being creative and diligent, while enjoying the challenges and opportunities of a competitive environment, and working as part of a team. We recognise that our most valued resource is our people and the contribution they make.

Our teams are as diverse as our areas of practice and it is their achievements, expertise and ideals that shape our culture and our future. We therefore seek innovative, dynamic members who can add value to and continuously improve these teams. Our culture is simple. We have a positive, fun environment that aims to satisfy the individual's career aspirations.

We encourage our people to become an integral part of the team, while striving for personal and professional development. We offer a diverse range of practical training and technical resources to assist with career pathing, growth and development. We also understand that people need balance, so we stress the importance of workplace flexibility and lifestyle. We seek and offer collaborative partnerships with our people.

### — What does the firm look for in a potential employee?

TressCox is interested in high calibre, self-motivated, enthusiastic team players. We are looking for high performers and future leaders who will contribute to the growth of our firm.

### — How does the firm encourage employees to learn and develop?

The firm recognizes that its primary resource is the knowledge, skills and ability of its team members and therefore a culture committed to continuous professional development and training is in place. This is achieved through the implementation and development of internal training programmes, provision of study leave, and financial assistance, together with external training opportunities.

### — Does the firm engage in pro bono, volunteer or other community activities?

The firm's commitment to undertaking pro bono work is reflected in its appointment of a dedicated Pro Bono Team. The Pro Bono Team brings together the long term assistance to significant community organisations that have historically marked the social conscience of the firm. The Pro Bono Team is committed to delivering legal services to disadvantaged and marginalized members of our society in a cohesive and targeted manner.

## About graduate positions

### — Does the firm take graduates directly?

Yes

### — What is the method of application for graduates?

Their covering letter, resume, and academic transcript via CV Mail (cvmail.com.au). Applications for the firm's 2016 Graduate Program in Sydney open on 3 October 2016 and close on 28 October 2016.

### — What does the firm offer its graduates?

Our Graduate Programme gives young lawyers a head start in launching their legal career. Graduates work closely with the firm's senior lawyers

and have direct access to their supervising partner and in addition to their legal work; they are invited to attend a range of in-house presentations aimed at developing both legal and non-legal skills. Our firm is committed to assisting graduates in the development of sound legal expertise and as part of this; they are given responsibility for their work and are involved in developing and maintaining the firm's relationships with clients. Most of all, the firm allows graduates to grow their confidence by promoting individual ownership and responsibility for matter management.

# WATSONS SOLICITORS

Areas – Criminal law



## ADDRESS

Level 2, 251-253 Elizabeth Street,  
Sydney NSW 2000



## LOCATIONS

Sydney



## CONTACT

Christopher Watson / E: [cwason@watsons.com.au](mailto:cwason@watsons.com.au), P: 02 9283  
0333 & W: <http://www.watsons.com.au>

## About the firm

### — What is unique about this firm?

Watsons is a small boutique law firm that thrives on a work/life balance, and offers graduates the opportunity to work alongside some of the best criminal lawyers.

### — History:

In July 1976, the firm Watsons was established in Frederick Jordan Chambers, then at 233 Macquarie Street, adjacent to the Supreme and Federal Courts at Queens Square.

The practice continued in these chambers until 1990 when the need for expanded premises brought a move to Novar Chambers, a large turn of the century mansion in Darlinghurst. New partners were admitted and additional staff engaged as the firm developed its two main divisions, commercial and civil litigation, and criminal law.

These divisional arrangements led ultimately to the creation of two separate firms, with the criminal law practice continuing under the banner of Watsons. The sale of Novar Chambers in 1999 caused relocation of the firm's offices to the Connaught Building at 187 Liverpool Street, Sydney.

In 2011 the firm moved nearer to the Downing Centre Criminal Court complex, adjacent to Hyde Park. Watsons continues to be a leading criminal law firm and provides broad-based services in all facets of criminal law and in all jurisdictions.

### — Recent Work:

The firm has represented clients in many landmark decisions and has established general principles across the full spectrum of the serious criminal charges. These charges include murder, corporate fraud, kidnapping, sexual assault, major drug importation and distribution, money laundering, and related fields such as assets confiscation. Watsons can also offer a vigorous defence in the more routine offences, such as assault and drink driving etc.

### — How do we operate and what do we offer?

- Location - We are conveniently located in the centre of the city near the Federal Police Headquarters, the NSW Police Centre, the Supreme, District and Local Courts, State and Federal Prosecutors and other investigating bodies.
- Prompt consultation process - From the very first time our clients make contact with us, we ensure that they are consulted promptly and diligently. We provide concise advice in plain English, and at all times strive to provide clear, solutions-orientated recommendations.
- Exclusive criminal law specialists - We practice exclusively in the field of Criminal Law where we have four decades of experience. We are recognised for our expertise and we fully understand our clients' issues and concerns. We have a reputation for integrity, efficiency, and service.
- Client relationship - We treat clients with respect and courtesy. We aim to create a relationship of trust and satisfaction.

## About graduate positions

### — Does the firm take graduates directly?

If a position is available, the firm will take graduates.

If you are a graduate looking for a position please contact the principal of the Firm, Mr. Chris Watson, using the contact details provided.

# WOTTON & KEARNEY

Areas – Accident & Health, Construction and Contracts, Directors & Officers law, Professional Indemnity, Property & ISR, Public and Products Liability, Trade and Transport

## ADDRESS

Level 26, 85 Castlereagh Street,  
SYDNEY NSW 2000

## LOCATIONS

Brisbane, Melbourne, Perth,  
Sydney

## CONTACT

Lishien Ng, Business Development & Marketing Co-ordinator /  
E: Lishien.Ng@wotonkearney.com.au & P: 61 2 8273 9949

## About the firm

### — What is unique about this firm?

Wotton + Kearney is a firm of insurance law specialists who are experts at dispute resolution type work. We focus on insurance law and aim to be pre-eminent in that field. We encourage all of our lawyers to develop relationships with our clients.

### — What does the firm look for in a potential employee?

- People with a passion to learn and grow professionally while working across a variety of matters.
- People with a genuine interest in insurance law and litigation.
- People with an interest in giving back to the wider community.

### — How does the firm encourage employees to learn and develop?

- We run a structured CLE/training program;
- We encourage participation in external legal and industry opportunities;
- We have a strong focus on building business development skills.

### — Does the firm engage in pro bono, volunteer or other community activities?

We are extremely proud of our Pro Bono and Corporate Social Responsibility (CSR) program, “Community Footprint”. Community

Footprint is driven by an exclusively allocated Pro Bono/CSR Partner. We currently work with some of the below organisations as part of this program:

- Lou’s place
- Launch Housing
- International Justice Mission Australia
- So They Can
- Justice Connect
- RACS

### — Outside of work, what does the firm offer its employees?

Events run by the W+K Social Committee including the End of Financial Year Dinner, Christmas Party, themed monthly social events and birthday morning teas.

- Team-building and sporting activities.
- CSR initiatives, such as our 2016 Maasi Mara marathon in Kenya in support of our 2016 partnership with So They Can.
- Initiatives to support the well-being of our employees, such as access to professional counselling and our annual flu vaccination program.
- Additional benefits including flexible work arrangements and performance bonus and incentive program.

## About graduate positions

### — Does the firm take graduates directly?

Yes

### — If so, what is the method of application for graduates?

Candidates will need to submit a copy of their CV, cover letter and academic transcript to [joinus@wottonkearney.com.au](mailto:joinus@wottonkearney.com.au).

### — What does the firm offer its graduates?

- Interesting, challenging work;
- Training from partners and senior lawyers;
- Exposure to industry experts;
- Opportunity to attend CPD sessions;
- Exposure to internal/external social and networking events

### — What is the typical progression path of graduates in their early years at the firm?

Law Graduate to Solicitor to Associate to Senior Associate.

# Corporate advisory

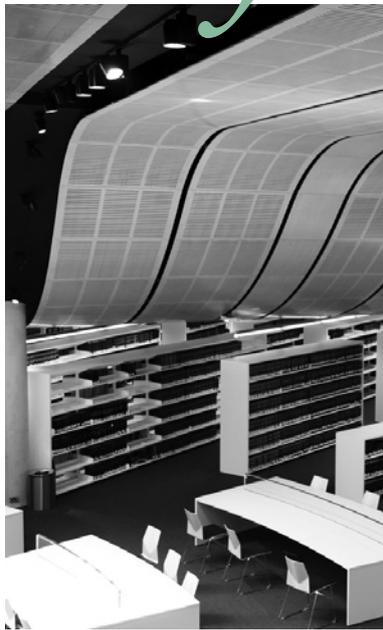


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org/w/index.php?curid=24902806*

Being involved in law can not only be achieved in law firms, but also in corporate advisories. Every year, lots of law school graduates choose corporate advisory as their career starting points. Being part of corporate advisory offers exposure to varieties of sectors from banks and financial institutions to media and telecommunications companies.

If you want to practise problem-solving skills, corporate advisory is an ideal choice. By helping clients assess strategic options and provide advisory services and business solutions in areas such as mergers & acquisitions, capital markets and equity underwriting, corporate advisory enables you to acquire knowledge in law, commerce, management and industries.

If you want to work in a diverse environment, you should also think of corporate advisory. It is clear that there is a wealth of opportunity for those interested in a career in corporate advisory organisations such as management consulting firms, investment banks, independent financial advisors and insolvency firms.

If you are interested in a career in corporate advisory, it goes without saying that you should check company websites for application details. Graduate Careers Australia (GCA) publishes a range of graduate-related publications informing students about employment opportunities, career development and industry and salary trends. For more information see [graduatecareers.com.au](http://graduatecareers.com.au)

# A.T. KEARNEY

Areas – In Australia, our advice work transcends a variety of industries and service offerings. Industries: Consumer Industries and Retail Products, Energy and Process Industries, Financial Institutions, Communications, Media and Technology, Automotive and Transport, Health, Private Equity Services: Strategy, Digital Business, Operations, Procurement and Analytics, Organisation and Transformation, Marketing and Sales, Mergers and Acquisitions.

## ADDRESS

Level 5, MCA Building, 140 George Street, The Rocks NSW 2000

## LOCATIONS

Sydney and Melbourne

## CONTACT

Ly Dang / E: Ly.Dang@atkearney.com / W: atkearney.com

## About the organisation

### — What is unique about this company?

A.T. Kearney is a leading global management consulting firm with offices in more than 40 countries. Since 1926, we have been trusted advisors to the world's foremost organizations.

We have a distinctive, collegial culture that transcends organizational and geographic boundaries. We are collaborative, authentic and forward-thinking. Our consultants are down to earth, approachable, and have a passion for doing innovative client work. We always seek to deliver both immediate impact and growing advantage to our clients and our people.

### — What significant work has the company done recently?

We work with more than two-thirds of the Fortune Global 500,

the world's largest companies by revenues, as well as with the most influential governmental and non-profit organizations.

### — What does the company look for in a potential employee?

There is no standard model required for A.T. Kearney business analysts. We are looking for talented problem-solvers who are ready to integrate as a full member of the client team. Business analysts are expected to contribute ideas, opinions, and new information.

### — How are the skills and interests of a law student relevant to your company?

The qualities that enable success at law school translate to the work we do at A.T. Kearney. An aptitude for problem solving, a critical and analytical mind, and strong communication skills position law students for success. Intellectual curiosity, passion for growth and interest in innovation will sustain and drive your career at A.T. Kearney.

## About internship positions

### — How do students apply for internships to this company this year?

We have two internship channels:

1. Case Challenge: Applications open mid-June. Any penultimate year student can apply by submitting a CV and cover letter. Successful applicants will be invited to participate in a case challenge day, where you will be put in a team of 4 and given a buddy to set you up for success. Participants will then be invited to interview.

2. Women's Scholarship: Applications open 22 April. Any female student in their second year or above (in any degree) is eligible to apply by submitting a CV, cover letter, and short self-video. The scholarship includes a financial grant, internship opportunity, professional mentoring and training opportunities.

### — What work does the company offer an intern?

Interns join our client facing teams for a ten week period between December and February. You will be staffed on a series of projects across our service offerings and industries.

You will become a part of our firm, invited to participate in our core training, all social events and client work.

## About graduate positions

### — Does the company take graduates directly?

Graduates can begin their career at A.T. Kearney as business analysts in our Sydney or Melbourne office. The recruitment process for BAs typically takes place February – March. You can check our website or follow our facebook page "A.T. Kearney Prospect Australia" for details, and apply by submitting a CV and cover letter.

### — What is the typical progression path of graduates in their early years at the company?

Business Analysts will work as generalist management consultants for their first few years, working with a range of clients across a variety of industries and service offerings. Consultants may specialise in an industry or service as they grow their career.

## Personal profile

BRIAN KELLY

### — 2015 Summer Intern, 2016 Business Analyst

After studying law and commerce at Sydney Uni, I developed a keen interest for analytical problem solving and innovative ideas. Not convinced that I wanted to practice law, my internship at A.T. Kearney really showed me how I could put my studies and interests into practice in a meaningful way. Having since joined as an analyst, I know I'm in the best position to grow – personally and professionally.

# BAIN & COMPANY

Areas – Airlines & Transportation, Financial Services, Industrial Goods & Services, Social & Public Sector, Telco, Consumer products, Utilities & Energy, Healthcare, Private Equity, Media, Oil & Gas, Metals & Mining, Technology, & Retail

## ADDRESS

Level 45, Governor Phillip Tower,  
1 Farrer Place, Sydney NSW 2000

## LOCATIONS

Melbourne, Perth, Sydney

## CONTACT

Kate McGuinness, Recruiting Coordinator / E: australia.recruiting@bain.com & P: 02 9024 8600

## About the organisation

### — What is unique about this firm?

Bain & Company is one of the world's leading management consulting firms. We help the world's top companies solve their toughest challenges in strategy, operations, technology, organisation, private equity and M&A. Bain was founded on the principle that consultants should deliver sustainable and measurable results – not just reports – to our clients. At Bain you will grow through impact by developing strong client relationships and creating real changes for influential organisations. You will thrive with support from day one, working with extraordinary teams on challenging problems, gaining high-profile client exposure and building a practical skill-set through real-world leadership and development. Bain will set you up to achieve your long-term career goals, offering a flexible tailor-made career, a general business mindset and a powerful alumni network.

### — What does the firm look for in a potential employee?

Our “product” is our ideas, the solutions to many of the world's most complex challenges. We're looking for all-rounders — independent

thinkers who thrive as part of a team. We recognise that everyone is different and everyone will bring their own unique experiences and perspectives to the team. Our candidates are from a diverse range of degrees including LLBs and JDs. The essential skills we'll be looking for in an undergraduate are: a demonstration of exceptional academic performance and strong analytical, interpersonal and leadership skills.

### — Does the firm engage in pro bono, volunteer or other community activities?

Bain is committed to redefining social impact globally, locally and individually. Our global social impact offering is driven by the passions of our people and commitment of our leadership team. That's one reason why we founded The Bridgespan Group, a non-profit organisation that delivers high-level strategy consulting services to the non-profit sector. Bain has also shaped the Australian non-profit industry, working with and supporting numerous non-profit partners. Further, Bain has played a significant role in supporting the Chris O'Brien Lifehouse at RPA, an integrated and patient-focused cancer centre. There are numerous opportunities for Bainies to get involved in pro bono projects, fundraising events, volunteering and workplace giving. scholarship. Interviews will take place in late July / early August.

## About graduate positions

### — Does the firm take graduates directly?

The Australian practice recruits for our Associate Consultant positions in March each year. Students in their final year can submit applications from January with interviews taking place in March. The next graduate intake will be in March 2017 for positions starting in 2018. We also accept applications for the True North Scholarship, open to female students in their penultimate year of undergraduate study. More information about the True North Scholarship can be found on our recruiting website [www.bain.com/scholarship](http://www.bain.com/scholarship). Interviews will take place in late July / early August.

### — If so, what is the method of application for graduates?

All applications need to be made online. Please go to [www.joinbain.com](http://www.joinbain.com) to submit your cover letter, CV and academic transcript. Our interview process consists of two rounds of interviews, with two to three interviews per round. All interviews are case-based and run for 45 minutes.

### — What does the firm offer its graduates?

Graduates join as Associate Consultants. The firm provides a wide range of opportunities including:

- Tailored mentoring program for all levels of consultants
- International transfer opportunities to another Bain office for 6 months
- Global training with your global start class run every 12 – 18 months by Bain Partners and Managers
- Externship opportunities at a company or other organisation of your choice

Bain sees diversity as one of our key factors to success. We have active affiliation groups for additional support, mentoring and sponsorship e.g., Women @ Bain, BGLAD (Bain GLBT Association for Diversity) and Veterans @ Bain.

# CREDIT SUISSE

Areas – Private banking, Wealth management services, Investment banking advisory services

## ADDRESS

1 Macquarie Place, Gateway, Level 31, Sydney NSW 2000

## LOCATIONS

Melbourne, Perth, Sydney

## CONTACT

APAC Campus Recruiting Team / E: [campus.recruitment-ap@credit-suisse.com](mailto:campus.recruitment-ap@credit-suisse.com) & W: [www.credit-suisse.com/careers](http://www.credit-suisse.com/careers)

## About the organisation

### — What is unique about this company?

Working at Credit Suisse will give you access to networks and resources, while enabling you to benefit from the stability of one of the most admired firms in the industry. We are renowned for our strong, supportive culture and collegial, team-oriented atmosphere. We work hard to develop well-rounded team members with strong execution skills and in-depth product knowledge. Our entrepreneurial culture offers a broad range of opportunities. You will be supported and coached from the day you join and throughout the course of your career. We offer opportunities for cross-business and international mobility, and you will have the opportunity to work with some of the most diverse and talented people in the industry.

### — What does the company look for in a potential employee?

We look for people with a wide range of experiences, interests and degrees who will add fresh perspectives to our business. A career with us means that you can help shape our future. Whatever your background, you will need to be:

- A leader who assumes responsibility and mobilizes others
- A critical thinker with excellent problem-solving skills
- A self-starter who achieves significant results
- An adaptable team member who can build and support strong relationships
- An excellent communicator who is articulate and has strong listening skills
- A principled contributor who is committed to the highest standards of ethical behaviour

## About internship positions

### — How do students apply for internships to this company this year?

Please visit our website at [credit-suisse.com/careers](http://credit-suisse.com/careers) to learn more and apply for our internship programs. Deadlines: • 2016 - 2017 Summer Internship Melbourne Office: Thursday, July 7, 2016 at 12:00pm AEST Sydney Office: Thursday, July 21, 2016 at 12:00pm AEST

### — What work does the company offer an intern?

Our Internship Program provides a comprehensive, 12-week introduction to Credit Suisse and is designed to offer real insight into our business. The program is one of the most in-depth internships within the financial services industry. From day one, you will be part of the team. You will be responsible for projects and tasks that matter to the business. You will face real challenges, have real client exposure, enjoy real achievements and have your talents recognized every step of the way. Because we want to bring the very best people into our

organization – people who understand our business inside and out – we have designed our internships to act as a pipeline into our future full-time classes of new hires. This means that if you show real potential and demonstrate exceptional performance during your time with us, you may be offered a full-time position for the following year.

### — Does the company intend to offer internships to students outside their penultimate year?

Our goal is to fill our full-time positions with the intern class, thus priority will be given to the penultimate year students; however, it is never too early to attend recruiting events and prepare for future applications.

# GRESHAM ADVISORY PARTNERS

Areas – Investment Banking (Mergers & Acquisitions Advisory)

## ADDRESS

Level 17, 167 Macquarie Street  
Sydney NSW 2000

## LOCATIONS

Melbourne, Perth, Sydney

## CONTACT

Gresham Recruiting Team / E: [recruitment@gresham.com.au](mailto:recruitment@gresham.com.au) &  
W: <http://www.gresham.com.au/careersgresham/>

## About the organisation

### — What is unique about this company?

Gresham is a leading independent Australian investment and advisory house with offices in Sydney, Melbourne and Perth. The firm predominantly focuses on providing Mergers & Acquisitions advice to large domestic and international companies. Our independent model provides transaction-based advice without the potential conflict that capital markets, trading and research operations may represent.

Since establishment in 1985, the Group has built a solid reputation for independence and innovation and has a distinguished track record of advising on many of the largest and most complex transactions completed in the Australian marketplace. Our team includes some of the most experienced leaders in the industry who have enjoyed extensive involvement within the financial services markets not only in Australia, but in Europe, the United States and Asia.

Gresham has been involved in M&A transactions exceeding \$350 billion over the last 10 years.

We also have a broad international network, with active advisory and co-operative relationships with Baird, BNP Paribas, HSBC, Mizuho and Perella Weinberg. We have a mutual secondment program with Perella Weinberg in New York.

### — What significant work has the company done recently?

Some of the more recent notable transactions that Gresham has been involved in include:

- Asciano's takeover by Brookfield consortium and Qube consortium (\$12bn)
- Japan Post's acquisition of Toll Holdings (\$8bn)
- BHP Billiton's demerger of South32 (\$12bn)
- David Jones sale to Woolworths (\$2.2bn)

### — What does the company look for in a potential employee?

We look for candidates from a diverse range of backgrounds who possess strong quantitative, qualitative and interpersonal skills. We look for the following attributes in our candidates:

- Have a strong academic record
- Are highly motivated, enthusiastic and display a strong desire to learn new concepts and skills
- Have an interest in corporate finance and M&A
- Enjoy working within a team
- Are capable of solving complex problems
- Take an interest in extracurricular activities
- Are excellent communicators possessing strong interpersonal skills.

## About internship positions

### — How do students apply for internships to this company this year?

We are looking to recruit summer interns for our Sydney and Melbourne offices. We are targeting students in their penultimate year of study with the program running for 10-12 weeks over the summer. Deadlines: 2016 - 2017 Summer Internship

- Melbourne Office: Thursday, July 7, 2016
- Sydney Office: Thursday, July 13, 2016

Please visit our website at <http://www.gresham.com.au/careersgresham/>

for more details about the program and how to apply.

### — What work does the company offer an intern?

We offer our interns the opportunity to experience what it is like to be an investment banking analyst and will be providing them with live transaction experience from day one. Additionally our interns will also get:

- A strong training program and support base
- Opportunity to work alongside some of Australia's leading and most experienced investment bankers
- Exposure to a diversified and leading client base
- Pathways to personal and career development
- A fast-paced, interactive and dynamic work environment

## About graduate positions

### — Does the company take graduates directly?

Yes, we hire graduates from time to time and our goal is to fill our full-time graduate roles from the summer intern class. Gresham is not considering Graduate applications in its Sydney office at this time.

# MACQUARIE GROUP

Areas – Macquarie Asset, Management Banking and Financial Services, Corporate and Asset Finance, Macquarie Capital, Commodities and Financial Markets, Macquarie Securities Group, Financial Management Group, Risk Management Group, Corporate Operations

## ADDRESS

Global Headquarters, 50 Martin Place, Sydney

## LOCATIONS

Melbourne, Sydney

## CONTACT

Macquarie Graduate Recruitment Team / E: graduate@macquarie.com, P: 02 8237 4477 & W: www.macquarie.com/graduates

## About the organisation

### — What is unique about this company?

Macquarie Group is a global financial services provider with offices in 28\* countries. We act on behalf of institutional, corporate and retail clients and counterparties around the world. Our expertise covers corporate finance and advisory, equities research and broking, asset management, foreign exchange, fixed income and commodities trading, lending and leasing, and private wealth management.

## About internship positions

### — How do students apply for internships to this company this year?

Directly through our website

We offer summer internships to students in their penultimate year of study. The program runs for 10 to 12 weeks over the summer period. A summer internship offers you invaluable hands-on experience and can set you up for a successful career once you complete your studies. Working alongside leading industry professionals you'll receive structured induction, on-the-job training and networking opportunities.

## About graduate positions

### — Does the company take graduates directly?

Yes

### — If so, what is the method of application for graduates?

Applications are directly through our website.

Join the Macquarie graduate program and become an integral member of the team from day one. Your career development starts with a tailored

orientation and business group specific workshops. You'll then embark on a structured 12-month program with on-the-job training, access to a comprehensive range of external and internal courses and the opportunity to build your business network.

As a graduate you'll get access to a number of professional development workshops. These include a mix of sessions delivered by Macquarie's senior leaders and external partners. Key sessions throughout the year include collaboration between our business groups on real transactions, current insights from our equities research division and social events giving you the opportunity to network with graduate peers.

## Personal profile

### JANICE

After graduating from my law degree I went backpacking in Asia for six months. After my travels I started in the graduate program at Macquarie. The people at Macquarie are diverse.

We have astrophysicists, engineers, psychologists, software developers and it's been fantastic being immersed in an environment that houses such a wide range of experiences, skill sets and views. It's hard to not fit in at Macquarie, when being different is the norm.

As a graduate, I've really enjoyed the opportunity to rotate through multiple divisions. I've also enjoyed the problem solving nature of my role, as we're encouraged to think analytically, to view an issue from different perspectives and to come up with innovative solutions.

Macquarie's graduate program helped facilitate a smooth transition from university life to work life. My advice to anyone wanting to join Macquarie's graduate program is to be interested, inquisitive, asking questions and getting involved. There are so many ways you can get involved at Macquarie – whether you are into sports, music, volunteering or even gardening – there's something for you.

# POTTINGER

Areas – Strategy & policy, M & A, debt and capital advice, strategic and programmatic data analytics

## ADDRESS

Level 35 AMP Centre 50 Bridge  
Street Sydney

## LOCATIONS

Sydney, New York City

## CONTACT

Amanda Samson / E: careers@pottinger.com, P: 02 9225 8022 /  
W: www.pottinger.com

## About the organisation

### — What is unique about this company?

First and foremost, the quality of our diverse, multidisciplinary team and the values, ethics and principles they uphold. We think like consultants *and* bankers. Our strategy work is underpinned by robust financial and data-based analysis and our transactions are backed up by destination-led strategic thinking. We are not aware of other corporate advisory firms providing this type of ‘cross-fertilised’ advice.

We don’t just talk about innovation and disruption – we’re doing it ourselves. Through Pottinger Analytics, we bring next generation thinking to corporate decision-making and incubate B2B predictive analytics companies. We are also spinning out our own tech start-up, Atomli.

### — What significant work has the company done recently?

We can’t talk about some of our work and clients, but some examples of our recent work include advising:

- NSW Government-owned Hunter Water Corporation on the first outright sale of state-owned water infrastructure – a watershed moment in the privatisation of Australian infrastructure assets;
- a large US company on its international corporate strategy, including growth and business development opportunities in over a dozen countries; and,
- Dick Smith (in receivership) on debt and creditor advisory matters in connection with the sale of its assets.

### — What does the company look for in a potential employee?

Critical thinking, integrity, a sense of fun, a great colleague and individual style.

### — What advice would you offer to someone applying to the company?

If you interview with us, bring yourself to the interview so we can both figure out if Pottinger is an environment in which you would flourish. When thinking about commercial and business issues, peel back the layers of gloss that muddy critical thinking and show how you actually think, bearing in mind the broader social, political and economic context.

### — How does the company encourage employees to learn and develop?

- Direct mentoring: analysts have direct access to and learn from senior team members, including managing directors, the CEO and Chair;
- Significant ongoing training: we offer robust and continuous formal training for all team members, regardless of level of seniority; and
- External opportunities: Pottinger staff are regular attendees at external business forums and conferences, in Australia and abroad.

### — Does the company engage in pro bono, volunteer or other community activities?

Pottinger gives back to the community in many ways. Our people are encouraged to pursue corporate social responsibility endeavours. We provide pro bono or heavily discounted advice to certain clients with whom we share fundamental values of decency. We have a diverse network of colleagues who work in social enterprises across many platforms including the Glass Elevator, which was founded by Pottinger’s Chair, Cassandra Kelly.

### — Outside of work, what does the company offer its employees?

The flexibility and freedom to pursue other passions and interests. Pottinger was born out of a desire to provide first class business advice to first class clients, but in an environment that is much more collegiate and supportive than the environment sometimes found in the world’s largest consulting firms and investment banks.

## About graduate positions

### — How are the skills and interests of a law student relevant to your company?

Critical thinking, problem-solving and attention to detail are all key attributes of a Pottinger advisor. Irrespective of the academic background you come from, the first thing we look for is people with a thoroughly commercial mindset.

— **Does the company take graduates directly?** Yes. We also offer some internship placements. Last year we took 1 intern.

— **If so, what is the method of application for graduates?** Check out the recruitment page on our website, [www.pottinger.com](http://www.pottinger.com), for details on timing and the application process.

### — What does the company offer its graduates?

The opportunity to do interesting work with a wonderful, thoughtful and caring team to establish if this is really a career to which you would be prepared to make a commitment.

### — What is the typical progression path of graduates in their early years at the company?

Pottinger has a uniquely flat and flexible management style and a flexible approach to career progression. In general, however, a typical progression for graduates broadly resembles the progression made in an investment bank, moving through from Analyst to Associate and beyond as you build your skills and performance levels.

### — Are there any international opportunities for graduates, such as intra-company transfers?

Yes. Pottinger opened our New York office in 2015 and opportunities exist for graduates to spend time working in the US. Given the global nature of our work, graduates may also have the opportunity to travel for work in Australia and globally.

# VALIDUS ADVISORY GROUP

Areas – Global



## ADDRESS

Level 12, 95 Pitt Street, Sydney  
2000.



## LOCATIONS

Sydney



## CONTACT

Matthew Graves / E: [matthew@validus.com.au](mailto:matthew@validus.com.au), P: 0433 887 078  
& W: <http://validus.com.au>

## About the organisation

### — What is unique about this company?

Validus Advisory Group specializes in a variety of services within the financial sector including but not limited to: Corporate Advisory, Financial Planning, Wealth Management, Business Structures, Investor Relations, Media and Marketing, and Corporate Law.

Validus Advisory Group works with companies around the world including Australia, New Zealand, China, USA, UK, and more.

### — What significant work has the company done recently?

Validus has recently advised a range of companies who wish to build a corporate structure and list as a public company here in Australia under the Australian Stock Exchange [ASX] which has required a variety of experts to consult under corporate advisory, marketing strategy, and legal compliance. These companies range from various industries including mining, agriculture, technology, property and finance.

### — What does the company look for in a potential employee?

Resilience and Determination toward a project which spans beyond the direct tasks assigned to an employee. Validus Advisory Group is successful due to a confident approach as a team to facilitate momentum within any given project. The ideal Validus Employee has a particular expertise accompanied by interest in fields including Economics, Finance, Sales, Marketing, Corporate Structures, and Law.

### — What advice would you offer to someone applying to the company?

- Identify what you want to achieve with your time.
- Research the current global economic status on both micro and macro levels.
- Ask Questions.
- Define how your expertise can benefit Validus Advisory Group and its clients.

### — How does the company encourage employees to learn and develop?

In the corporate world you either sink or swim. Express initiative, motivation and drive for success and you will receive the assistance you require to expand your own personal opportunities, network and growth.

## About internship positions

### — How are the skills and interests of a law student relevant to your company?

- Corporate Governance - Understanding of required business activities.
- Legal Structures - Advise and process Company Registrations and Structures
- Compliance - Ensure clients are compliant with Corporate Law
- Public Listed Companies - Review and Assess all company announcements and marketing activities before publication.

### — How do students apply for internships to this company this year?

Contact Matthew: 0433 887 078 [matthew@validus.com.au](mailto:matthew@validus.com.au). Have CV Ready

### — What does the company look for in an intern?

Resilience and Determination toward a project which spans beyond the direct task assigned to an employee. Validus Advisory Group is successful due to a confident approach as a team to facilitate momentum within

any given project. The ideal Validus Employee has a particular expertise accompanied by interest in fields including Economics, Finance, Sales, Marketing, Corporate Structures, and Law.

### — What work does the company offer an intern?

Training:

- Corporate Practices and Etiquette
- Integration of Corporate Advisory, Legal, Marketing, and Wealth Management
- Sales Process: Confidentiality Agreements, Information Memorandum, Mandates
- Listing Companies: Prospectus / IPO, Listing and Administration

### — How many interns did your company take last year? 4

### — What is the anticipated internship intake this year? 4

### — Does the company intend to offer internships to students outside their penultimate year? Yes

## About graduate positions

### — What is the method of application for graduates? Contact: [matthew@validus.com.au](mailto:matthew@validus.com.au)

### — What does the company offer its graduates? Employment Opportunities

### — What is the typical progression path of graduates in their early years at the company?

Build Corporate Networks and Generate Business

### — Are there any international opportunities for graduates, such as intra-company transfers? Yes.

# Public sector

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org/w/index.php?curid=7146755*

There is an excellent variety of opportunities available in the public sector for those who seek to pursue a career in law. Public sector agencies conduct meaningful work, with a strong emphasis on serving the interests of the community. Joining the public sector can be a highly rewarding experience due to the prevalence of workplace cultures that emphasise working for social good.

A passion for community welfare, and for the effective delivery of government services, would be an excellent foundation for embarking on a public sector career path. Work in the public sector encompasses myriad areas of law, including: law reform, contribution to public policy and the drafting of legislation, legal aid, the protection of human rights, tax law, criminal prosecutions, and other forms of direct involvement in the justice system.

Public sector agencies are committed to fair work practices and focus on providing a great work/life balance, with flexible working arrangements. There are abundant personal and professional development opportunities, including support and mentoring from colleagues. The organisations featured in this section of the Careers Guide are dynamic professional organisations that promote diversity and equality. They undertake vital, high quality, complex and challenging work that often involves in-depth research and engagement with important government and community stakeholders.

There are opportunities for career advancement and the potential to transition between government jobs in different departments, at a senior level. Additionally, salaries at the junior and mid-levels of the public sector are just as competitive as commercial law firms, if not more so.

# PUBLIC SERVICE JOBS



Whilst most law firms prefer applications online or via cv- Mail, government departments and social justice organisations generally prefer a hard copy of the application, resume and cover letter via postal services.

## GRADUATE RECRUITMENT PROGRAMS

Have you considered a career in Federal, State or Local Government? Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you've completed your course, see the detailed handout on the Graduate Recruitment page of the Careers Centre's website.

## *Links*

### AUSTRALIAN GOVERNMENT LINKS

- Australian Government website by portfolio and A-Z list by Department: [australia.gov.au/directories/australian-government-directories/portfolios-departments-and-agencies](http://australia.gov.au/directories/australian-government-directories/portfolios-departments-and-agencies)
- Australian Public Service Jobs website: [apsjobs.gov.au](http://apsjobs.gov.au)
- Australian Government Job Search website: [jobsearch.gov.au/government](http://jobsearch.gov.au/government)
- Australian Public Service Commission website has excellent information on applying for jobs in the public sector: [apsc.gov.au](http://apsc.gov.au)

### NEW SOUTH WALES GOVERNMENT LINKS

- Information and links to NSW Government recruitment: [jobs.nsw.gov.au](http://jobs.nsw.gov.au)
- NSW Department of Premier and Cabinet website: [dpc.nsw.gov.au/home](http://dpc.nsw.gov.au/home)

### LOCAL GOVERNMENT LINKS

- For graduate recruitment programs: [chandlermacleod.com/lggradnsw](http://chandlermacleod.com/lggradnsw)
- For local government council jobs in Australia and New Zealand (many graduate roles are advertised on this job board): [counciljobs.com](http://counciljobs.com)
- Local Government Jobs board - Visit [lgjobs.com.au](http://lgjobs.com.au). Note: It's important to access the specific government department or agency's website to determine requirements, opening and closing dates, location, application forms and procedures.

## PUBLIC SERVICE EMPLOYERS ON CAMPUS

Early each year the Careers Centre hosts a number of Public Sector organisations on campus.

The Public Service Careers Fair brings representatives from Federal Government departments onto campus to promote their graduate recruitment programs. This is your opportunity to explore the options open to you and learn more about the type of work undertaken by graduates in a range of government departments.

In addition, many Public Sector organisations will address students at an Employer Presentation on campus. Attend the sessions of interest to you. It's a great idea to do some research about the organisation before the session so that you can make the most of the event and ask questions that may help you to determine your preferred organisation.

For more information on the Public Service Careers Fair and Employer Presentation sessions, visit the Student Events and Workshops page of the Careers Centre's website.

Refer to the handout 'Making the Most of Careers Fairs' on the Careers Centre's website.

## *Applying for Public Sector Jobs*

### LOCATION OF GOVERNMENT JOBS

Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency. Most, but not all Federal Government jobs are located in Canberra. NSW Government jobs are located throughout NSW, not just in the Sydney CBD.

### ELIGIBILITY FOR EMPLOYMENT

To save time, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

### APPLICATION FORMS

Many government organisations also require applicants to complete online applications. Information on online applications can be found in the detailed handout on Job Applications on the Careers Centre's website.

### GETTING ALL THE INFORMATION

Advertisements for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role's degree of responsibility and complexity.

You'll find a reference number for the position in the job advertisement and this must be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that it's received by the closing date.

Ensure that you download any available position information package about the position vacant from the department's website. The information package includes a statement of duties for the position and general information about the department.

Advertisements for public sector positions generally include a contact officer and number. It's important to ring the contact officer to ask for any additional information that can be provided in relation to the

vacancy, the department or division, and the program area where the vacancies located. If you require clarification after reading the material you have downloaded, speak to the contact officer.

### SELECTION CRITERIA

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications that do not address the selection criteria will generally not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

'Essential Criteria' refers to skills, qualifications, experience and/or knowledge that are absolutely required in order to successfully fulfil the role. If applying for a public service role you need to ensure that you possess all of the Essential Criteria.

'Desirable Criteria' refers to skills, abilities, qualifications and/ or experience that would assist you in fulfilling the role, but are not absolutely imperative.

For further information refer to earlier in this guide, or the detailed handout 'How to Address Selection Criteria' on the Careers Centre's website.

### INTERVIEWS

Interviews for nearly all Public Service jobs will involve a panel. For further information on panel interviews please see the handout 'Interview Preparation and Practice' on the Careers Centre's website: [sydney.edu.au/careers/career\\_advice/downloads/interviews.pdf](http://sydney.edu.au/careers/career_advice/downloads/interviews.pdf)

### INTELLIGENCE SERVICES

Note that if you intend to apply for a graduate position within ASIO (Australian Security Intelligence Organisation) or ASIS (Australian Secret Intelligence Service) it is advised in the strongest possible terms that you do not discuss your intention to apply, or the progress or outcome of your application publicly with anyone.

# AUSTRALIAN HUMAN RIGHTS COMMISSION

Areas – human rights law, social policy, ADR (Alternative Dispute Resolution), social justice



## ADDRESS

Level 3, 175 Pitt Street, Sydney  
2000



## LOCATIONS

Sydney



## CONTACT

Catherine Dempster / E: [catherine.dempster@humanrights.gov.au](mailto:catherine.dempster@humanrights.gov.au),  
P: 9284 9628 & W: <http://humanrights.gov.au/>

## About the organisation

### — What is the purpose of the organisation?

Our mission is to lead the promotion and protection of human rights in Australia by:

- making human rights values part of everyday life and language;
- empowering all people to understand and exercise their human rights;
- working with individuals, community, business and government to inspire action;
- keeping government accountable to national and international human rights standards;

Our statutory responsibilities include:

- education and public awareness
- discrimination and human rights complaints
- human rights compliance
- policy and legislative development.

### — What is unique about this organisation?

The Commission was established in 1986 by an act of the federal Parliament. We are an independent statutory organisation and report to the federal Parliament through the Attorney-General.

### — What is an interesting project on which the organisation is currently working?

The Willing to Work National Inquiry - The National Inquiry examines practices, attitudes and Commonwealth laws that deny or diminish equal participation in employment of older Australians and Australians

with disability; and makes recommendations as to Commonwealth laws that should be amended, or action that should be taken to address employment discrimination against older Australians and Australians with disability.

— **How does the organisation encourage employees to learn and develop?** The Commission provides formal learning and development opportunities and studies assistance to support ongoing students. More informal opportunities to develop are available via on the job mentoring and higher duties/short term opportunities on various projects.

### — What does the organisation look for in a potential employee?

Job vacancies at the Commission attract high numbers of competitive applicants. The Commission looks for a suitable mix of skills, knowledge, academic achievement and/or work experience relevant to the particular role. Most commonly we look for solid academic performance, evidence of strong research skills, ability to analyse and communicate complex information, excellent written communication skills, ability to work independently, and relevant work/volunteer experience

### — What advice would you offer to someone applying to the organisation?

We are no longer requiring applicants to address each selection criteria. Instead we are looking for an overall picture of the applicant's suitability for the role so they should highlight their particular skills, knowledge and experience as it relates to the job they are applying for. Why work in the public sector? As the peak national human rights body in Australia, the Commission is able to work directly with the Australian community to achieve outcomes. The Commission offers many public sector employment benefits such as access to flexible working arrangements, generous superannuation, and family friendly provisions.

## About internships

— **How are the skills and interests of a law student relevant to your organisation?** The Commission operates under the Australian Human Rights Commission Act 1986 (Cth) as well as federal laws that seek to ensure freedom from discrimination. The Commission also has specific responsibilities under the Native Title Act 1993 (Cth) and the Fair Work Act 2009 (Cth). The ability to interpret these laws along with strong research, communication and analytical skills are highly relevant.

### — What work does the organisation offer a clerk/intern?

The Commission seeks to ensure that every intern experience provides opportunities to gain experience and knowledge and to create insights

into the broader national and international work of the organisation. Interns are assigned to a Commission team according to organisational need and where possible to coincide with the intern's interest areas. All activities are designed to ensure that interns receive a practical experience and feel a sense of valued contribution to the Commission's work. All internship placements will also involve a range of administrative support.

— **How do students apply for an internship?** The Commission will accept applications from students during April/May and September/October each year and advertises this on the Commission's website along with details on how to apply. The assessment process consists of a written application and a brief interview. The Commission strongly encourages applications from students with a disability and students from Aboriginal and Torres Strait Islander backgrounds.

### — What role would a graduate have?

Conduct research for the Commission's Policy teams. Analyse issues, draft policy and provide advice to the Commission across a range of human rights and social justice issues. Prepare briefing materials and speeches for Commissioners and other senior staff.

## About graduate positions

— **Does your organisation take graduates directly?** Yes. Any Graduate opportunities would be advertised on the Commission's website and social media.

# AUSTRALIAN LAW REFORM COMMISSION

Areas – national law reform



## ADDRESS

Level 40, MLC Tower 19 Martin  
Place Sydney NSW 2000



## LOCATIONS

Sydney



## CONTACT

Trisha Manning / E:info@alrc.gov.au, P: 02 8238 6300 & W:  
www.alrc.gov.au

## About the organisation

### — What is the purpose of the organisation?

The ALRC conducts inquiries into areas of law at the request of the Attorney-General of Australia. The ALRC's objective is to make recommendations for law reform that: bring the law into line with current conditions and needs; remove defects in the law; simplify the law; adopt new or more effective methods for administering the law and dispensing justice; and provide improved access to justice.

### — What is unique about this organisation?

The ALRC is the only federal agency dedicated to national law reform. ALRC internships provide an opportunity for students to work

alongside Commission members and legal staff, learning about law reform issues and witnessing first-hand the law reform process. Intern work is credited in ALRC publications.

### — What is an interesting project on which the organisation is currently working?

The ALRC is currently working on an Inquiry into laws and frameworks to safeguard older Australians from abuse. Elder abuse can be physical, sexual, or psychological, but the most common form appears to be financial. Levels of elder abuse are high and expected to increase, yet effective responses and prevention measures are less developed than for family violence and child abuse. The ALRC Inquiry will assist the Government in identifying best practices for protecting older Australians while promoting respect for their rights and preferences.

## About internships

### — How are the skills and interests of a law student relevant to your organisation?

Legal interns contribute to the work of the ALRC primarily through their research and writing skills. Intern work is credited in ALRC publications.

### — Do you offer any opportunities for non-penultimate year students?

The ALRC offers internships to students in their penultimate or final year of an undergraduate or graduate law degree from any university.

### — What work does the organisation offer a clerk/intern?

Interns are supervised by a Legal Officer and undertake work determined by the needs of the ALRC. Typical tasks include producing research briefs and memos. Wherever possible, interns will attend team meetings, consultations, Advisory Committee meetings and law reform proposal workshops, and work closely with the Inquiry team they have been assigned to. You can hear more about the intern experience from ex-interns themselves, in a series of recorded interviews - <https://www.alrc.gov.au/about/testimonials-legal-interns>

### — How do students apply for an internship?

Students can apply for an internship through the ALRC website (<http://www.alrc.gov.au/about/legal-internship-program>). There is a formal selection process and the ALRC will only consider applications that address the selection criteria. Shortlisted applicants will be invited to attend an interview.

## About graduate positions

### — Does your organisation take graduates directly?

No.

# AUSTRALIAN TAXATION OFFICE

Areas – Taxation, Administrative, Superannuation

## LOCATIONS

Offices in all states

## CONTACT

E: [EntryLevelPrograms@ato.gov.au](mailto:EntryLevelPrograms@ato.gov.au) & W: [destination.ato.gov.au](http://destination.ato.gov.au)

## About the organisation

### — What is the purpose of the organisation?

The Australian Taxation Office (ATO) is the Australian Government's principal revenue collection agency. We aim to manage and shape the revenue systems that give effect to social and economic policy, and to fund services for all Australians.

### — What is unique about this organisation?

When you choose a career with us, you are joining a world class tax and superannuation administration focused on keeping our revenue system vital, fair and progressive for all Australians. The graduate program gives you an opportunity to develop your career in a dynamic and high profile national organisation. Your work will contribute to the economic and social wellbeing of the Australian community.

### — How does the organisation encourage employees to learn and develop?

During the program you will have the chance to learn on-the-job, being guided and mentored by professionals as you work in their field. We provide support to our graduates at a professional and personal level through a number of people, including:

- your program manager
- trainers
- rotation team leaders
- graduate peers
- workplace mentors
- a support buddy
- former graduates

### — What does the organisation look for in a potential employee?

We are looking for employees who have the drive and initiative to seize opportunities for career and personal development.

We offer a diverse range of opportunities for graduates with areas of study such as accounting and commerce, design, economics, finance, human resource management, information technology, law, marketing and communication, science, technology, engineering, and mathematics (STEM) and statistics.

You can apply if:

- you are an Australian citizen
- you have successfully completed your bachelor degree in the last 3 years
- you are of good character as evidenced by a satisfactory criminal history check
- you are medically fit for the duties.

We encourage applications from all areas of the community, including; Indigenous Australians, candidates from diverse cultural and linguistic backgrounds and candidates with a disability.

### — Why work in the public sector?

Great working conditions and a chance to make a difference! At the ATO, you will have an employment package that will help you balance your professional and personal life. In addition to your salary, you will also have access to a range of benefits, including:

- annual salary advancement
- flexible working hours
- four weeks annual leave per annum
- excellent super benefits.

Your graduate year will give you an unmatched opportunity to develop networks and professional contacts, along with friendships with a range of people.

opportunities as part of your team including:

- having an influential role in shaping tax law, policy and design
- managing our litigation cases and clarifying the law
- managing interpretative advice and guidance
- enhancing our relationships with professional bodies, consultative forums and the community
- working with other business areas across the ATO to provide advice and clarity on law.

## About internships

### — How are the skills and interests of a law student relevant to your organisation?

Our law graduates could work in areas dealing with: legal advice, law interpretation, law design and dispute resolution, with work

## About graduate positions

### — What is the anticipated graduate intake for this year?

Approximately 280 nationally for 2017 across all job families.

### — If so, what is the method of application for graduates?

Applications for the 2017 Graduate program open 17 March 2016, and close 5:00pm on 20 April 2016. All our positions are filled based on merit. This means we assess the suitability of candidates to undertake the duties of the job, using a competitive selection process. The assessment stage is anticipated to begin late April 2016. We plan to start the 2017 Graduate program in early February 2017. You can find more information and key updates by visiting [destination.ato.gov.au](http://destination.ato.gov.au) or emailing [EntryLevelPrograms@ato.gov.au](mailto:EntryLevelPrograms@ato.gov.au)

# COMMONWEALTH DIRECTOR OF PUBLIC PROSECUTIONS

*Areas – Commonwealth Criminal Law – commercial, financial and corruption, revenue and benefits fraud, international assistance, environment and safety, organised crime and counter-terrorism, human exploitation and border protection, illegal imports and exports.*



## ADDRESS

4 Marcus Clarke Street, Canberra  
City, ACT 2601



## LOCATIONS

Adelaide, Brisbane, Canberra,  
Cairns, Darwin, Hobart,  
Melbourne, Perth, Sydney



## CONTACT

E: [recruitment.cdpp@cdpp.gov.au](mailto:recruitment.cdpp@cdpp.gov.au) & W: [www.cdpp.gov.au](http://www.cdpp.gov.au)

## About the organisation

### — About the organisation:

The Commonwealth Director of Public Prosecutions (CDPP) is Australia's independent federal prosecution service established by parliament to prosecute alleged offences against Commonwealth law.

### — What is the purpose of the organisation?

We contribute to a fair, safe and just society, where Commonwealth laws are respected, offenders are brought to justice and potential offenders are deterred. To achieve this, we aim to:

- be fair, consistent and professional in everything we do
- recognise, value and develop the knowledge skills and commitment of our people
- work with our partner agencies to assist them in advancing their goals and priorities in accordance with the Prosecution Policy of the Commonwealth
- treat victims of crime with courtesy, dignity and respect - provide information to the public about Commonwealth criminal law and prosecutions.

### — What is unique about this organisation?

We serve the public interest by maintaining effective partnerships with Commonwealth investigative agencies. We rely upon these agencies to provide briefs of evidence, which we assess against the Prosecution Policy of the Commonwealth.

The Prosecution Policy of the Commonwealth applies to all Commonwealth prosecutions. It outlines the principles, factors and considerations our prosecutors much take into account when prosecuting the laws of the Commonwealth. The policy underpins our decision-making throughout the prosecution process and promotes consistency in our service delivery and decision-making.

The CDPP has no investigative function and can only prosecute where there has been an investigation by another agency. Our independent status is essential to our work and we make decisions independently of those responsible for the investigation of Commonwealth offences.

We work with more than 50 investigative agencies and on average receive briefs-of- evidence from more than 40 agencies as well as State and Territory police, in any given year.

The CDPP prosecutes the following crimes:

- Fraud—welfare fraud, tax fraud and general fraud
- Serious drug offences
- Commercial crimes; Terrorism
- Money laundering
- Cybercrime
- Human trafficking and slavery
- Child exploitation

- People smuggling
- Crimes relating to safety
- Environmental crimes

Effective investigation and prosecution partnerships and well-targeted prosecutions create and maintain confidence in the criminal justice system by the Australian community. Through effective collaboration, the CDPP aims to support partner agencies to meet their enforcement and compliance strategy objectives.

### — How does the organisation encourage employees to learn and develop?

CDPP Federal Prosecutors appear in all levels of courts and are involved at all stages of the prosecution process including mentions, bail, summary matters, committals, trials, sentences and appeals. The CDPP supports staff through their career by providing a career pathway. Starting as an entry level Federal Prosecutor, prosecutors can expect to advance through the various Federal Prosecutor levels over the course of their career, with high-performing prosecutors able to reach senior and Principal Federal Prosecutor levels.

The CDPP builds skills and invests in our people by providing a structured approach to legal learning and professional development. To achieve this, we offer targeted training programmes and mentoring, in addition to continuing legal learning activities tailored to lawyers operating at every level.

The CDPP is committed to building the core legal skills of all Federal Prosecutors.

### — What does the organisation look for in a potential employee?

The CDPP has a national recruitment programme aimed at attracting passionate, well-educated, frontline lawyers who are committed and enthused about becoming part of the CDPP as our upcoming Federal Prosecutors. By engaging lawyers at the entry level and providing effective induction, continued learning, professional development and on-the- job training, we are investing in and developing our future workforce and leaders.

### — What advice would you offer to someone applying to the organisation?

When applying for a position at the CDPP you will be required to complete an online application addressing the selection criteria. You will be encouraged to outline your skills, knowledge and experience relevant to the advertised position and provide relevant examples to demonstrate this.

The CDPP recruits entry level Federal Prosecutors twice a year. These intakes generally occur every six months. All vacancies are advertised on the CDPP website at [www.cdpp.gov.au/careers](http://www.cdpp.gov.au/careers).

“We provide an effective, ethical, highquality and independent criminal prosecution service for Australia — contributing to a safer nation.”

# DEPARTMENT OF HUMAN SERVICES

Areas – Administrative law (advice and litigation), Commercial law, Privacy and secrecy law, Employment and workplace relations law.



## ADDRESS

Doris Blackburn Building, Forrest  
ACT



## LOCATIONS

Canberra



## CONTACT

Michael Byrne / P: 02 6223 4567; Charlete Gerrard / P: 02 6223  
420 & W: <https://www.humanservices.gov.au/graduates>

## About the firm

### — What is the purpose of the organisation?

The Department of Human Services delivers a range of government payments and services to almost every Australian (including Centrelink and Medicare payments). The department also provides policy advice on service delivery matters to government to ensure effective, innovative and efficient implementation of government service delivery.

### — How does the organisation encourage employees to learn and develop?

The department's legal graduates will have the opportunity to complete

rotations within four of the department's six legal branches. During this time, graduates will develop experience while providing advice across a wide range of practice areas, including administrative law, privacy law, employment law, litigation and contracts. The department also conducts fortnightly Continuing Legal Education seminars, which cover recent developments in law and government.

Graduates are also given a range of other learning and development opportunities, which include:

- the completion of a Diploma of Government;
- the support of a Senior Executive Service Mentor to guide and develop their career pathway;
- learning and networking at a range of Australian Public Service Commission events; and
- attending Senate Estimates and Question Time during parliamentary sittings.

## About graduate positions

### — Does your organisation take graduates directly?

Yes, the department accepts legal graduates directly through its National Graduate Program. Further detail about applying for the National Graduate Program can be found online at [humanservices.gov.au/graduates](https://humanservices.gov.au/graduates).

### — What role would a graduate have?

Depending on the rotation, legal graduates can expect to:

- advise on administrative law, privacy law, employment law, and commercial and contractual matters;
- assist with Administrative Appeals Tribunal litigation;
- draft legislative and non-legislative instruments; and
- process requests made under the Freedom of Information Act 1982.

## Personal profile

MATTHEW DALY

### — Graduate, Legal Services Division

The Department of Human Services offered me a fantastic opportunity to launch into a legal career after I completed a Bachelor of Arts and Bachelor of Laws (Hons) at Monash University.

With a background in community legal work, I was drawn to the Department because of its structured graduate program, supportive culture and its incredible involvement in the welfare of ordinary Australians. I was also impressed at the competitive salary and benefits offered by the Department when compared to the private sector.

From the outset, I knew I had made the right choice when I started working here. The Department partnered me with the Chief Financial Officer as my mentor, invited me to a range of professional development seminars and sponsored me to undertake both a Diploma of Government and a Graduate Diploma of Legal Practice. I was provided with a range of opportunities to develop both personally and

professionally, including seeing the work we do with our customers during an Outbound Journey to a Centrelink service centre.

While working as Graduate in our Legal Division, I provided strategic legal advice on a wide variety of Medicare, Child Support and Centrelink matters. I have also been involved in drafting statutory instruments, preparing responses to the Commonwealth Ombudsman's Office and learning how one of the largest government organisations in Australia is managed.

The nature of our work is particularly complex as it involves a broad range of legislation which intersects with government policy objectives. The intellectual challenge to get across a new area of law and policy every day is a particular highlight of my work. As a Graduate in our Legal Division I have acquired a range of transferable skills which will be highly valued in both the public and private sectors for years to come.

My time with the Department of Human Services has cemented my desire to work in the legal profession. I can highly recommend all law students that are looking for a rewarding career to apply for the Graduate Program in our Department.

# LEGAL AID NSW

Areas – People and Organisational Development, Family Law, Criminal Law, Civil Law



## ADDRESS

323 Castlereagh Street,  
Haymarket, Sydney NSW 2000



## LOCATIONS

20 locations across NSW



## CONTACT

Anita Fredkin / E: [anita.fredkin@legalaid.nsw.gov.au](mailto:anita.fredkin@legalaid.nsw.gov.au) & P: 9219 5954

## About the firm

### — What sets this organisation apart from the others?

We are a public sector agency which is the largest legal firm in NSW. We provide advice and minor assistance as well as representing people who qualify for aid in criminal, family and civil matters. As a public sector agency, Legal Aid has a strong social justice stance and provides legal services to the socially and economically disadvantaged within our community.

### — Tell us about an interesting project the organisation is currently working on:

Legal Aid NSW contributes to law reform submissions and partners community legal centres and the Aboriginal Legal Service, and administers the Women's Domestic Violence Court Advocacy program, to name a few.

### — How does the organisation encourage a work/life balance?

We offer corporate rates for Anytime Fitness gyms, offer the services of an Employee Assistance Program, and have a choir called "The Scales of Justice".

### — How does the organisation encourage employees to grow their potential?

Legal Aid NSW has a study leave policy which enables staff members to continue to study courses relevant to their employment, as well as the opportunity to apply for positions across the organisation and within the justice cluster of agencies.

### — What advice would you offer to someone applying to the organisation?

Demonstrate your social justice approach by volunteering in community legal centres or other organisations.

### — What is the purpose of your organisation?

We provide advice and minor assistance in criminal, family and civil matters as well as representing people who qualify for a grant of aid.

### — Why work in the public sector?

Flexible working arrangements, learning and development opportunities, professional development opportunities, opportunity to contribute to public policy and/or law reform.

### — How are the skills and interests of a law student relevant to your organisation?

Legal Aid is a law firm so students can assist in preparing briefs, taking instructions from clients, and assisting solicitors with community legal education.

### — Do you offer any opportunities for non-penultimate year students?

Legal Aid does not offer internships or clerkships. We offer the possibility of practical legal training placements for students. Students should email their current CV and a letter outlining where they wish to work geographically as well as which practice area and the number of days per week they are able to work. These are voluntary placements. There is no guarantee of a placement being available.

## About graduate positions

### — Does the organisation take graduates directly?

Yes.

### — Anticipated graduate intake for this year:

There will be an intake of five graduates this year: two Aboriginal and/or Torres Strait Islander places, one place for a candidate who can demonstrate that they have distinguished experience working with people from a socially and/or economically disadvantaged background,

and two places open to applicants. This may change for the 2017 intake. New graduates can also apply for positions in family, criminal and civil law via Jobs NSW.

### — What is the method of application for graduates?

The graduate program is advertised on the Legal Aid website and [jobs.nsw.gov.au](http://jobs.nsw.gov.au) in September/October with applications submitted online at that website. Applicants must be eligible for admission by the commencement of the program and must have a minimum credit or distinction average academically. The closing date is usually one month after advertising.

# NSW CROWN SOLICITOR'S OFFICE

Areas – Administrative Law, Child Protection, Commercial/Property Litigation, Commercial/ Property Transactions, Community Law, Constitutional and Native Title Law, Criminal Law, Employment Law, Government Law, Inquiries and Torts Law



## ADDRESS

60-70 Elizabeth St, Sydney NSW  
2000



## LOCATIONS

Sydney



## CONTACT

CSO Recruitment / E: csorecruit@csso.nsw.gov.au, P: 02 9224  
5000 & W: www.csso.nsw.gov.au

## About the firm

### — What is the purpose of the organisation?

The purpose of the Crown Solicitor's Office (CSO) is to provide independent, authoritative legal advice, representation and other legal services to the NSW Government and its agencies. The CSO operates on a commercial basis and competes with private law firms to undertake general legal work for government agencies.

### — What is unique about this firm?

The work we perform is challenging and often high profile, with important social, economic and political implications for the community. Our culture of learning has led to extensive representation of our people at the Bar and the Bench.

### — How does the organisation encourage employees to learn and develop?

The CSO offers excellent in-house training and professional development courses, rotation programs between practice groups, development opportunities to act in higher duties and secondment opportunities to other special projects.

### — What does the organisation look for in a potential employee?

CSO employees are passionate about the law and enjoy the quality of work that the CSO offers. They are dedicated to providing clients with the best legal advice and services.

### — Why work in the public sector?

The work undertaken by the CSO is based on our primary objective to fulfil the government's need for a strong legal advisor driven by public interest, not profit.

## About internships

### — Do you offer any opportunities for non-penultimate year students?

The CSO recruits law students as legal clerks (paralegals) if they have completed at least two years of legal studies with a minimum credit average.

### — What is the typical career path progression of graduates at your organisation?

Following the two-year graduate rotation program, a graduate is placed as a solicitor in one of the CSO's twelve Practice Groups. They are given responsibility for conducting appropriate legal matters (advice, transaction and/or litigation) and assist more senior solicitors with the conduct of their legal matters within a specialist Practice Group.

### — What work does the organisation offer a clerk/intern?

The CSO has graduate recruitment programs: one targets people of Aboriginal or Torres Strait Islander descent, while the other is open to all applicants. Under these programs, graduates assist senior solicitors in the conduct of legal matters within a specialist Practice Group. Graduates rotate at regular intervals and gain practical experience in different areas of law.

## About graduate positions

### — Does your organisation take graduates directly?

Yes.

### — What is the anticipated graduate intake for this year?

Recruitment is expected to commence in September 2016, for an anticipated intake in February 2017. We usually take in at least five graduates but this may change from year to year, dependent on business needs.

### — What is the method of application for graduates?

Roles are advertised online through the government website, Jobs

NSW, and also on Seek.com. They are usually open for a period of two weeks. Applicants must submit their CV and a one page covering letter responding to the two targeted questions on the advertisement, if applicable. A copy of their academic transcript must be attached to applications. Shortlisted candidates will be invited to complete capability-based assessments and to attend a behavioural interview. A minimum of two referees will be contacted as part of the assessment process.

### — What role would a graduate have?

A graduate assists senior solicitors in the conduct of legal matters (advice, transaction and/or litigation) within a Practice Group, whilst developing and enhancing professional competence in the area of law in which the Group specialises. They attend professional development and in-house training and contribute to corporate marketing activities.

# NSW LAW REFORM COMMISSION

Areas – Policy development and law reform



## ADDRESS

Henry Deane Building, 20 Lee St,  
Sydney, NSW



## LOCATIONS

Sydney



## CONTACT

Erin Gough / E: [Erin.Gough@justice.nsw.gov.au](mailto:Erin.Gough@justice.nsw.gov.au), P: 02 8346  
1263 & W: <http://www.lawreform.justice.nsw.gov.au/>

## About the firm

### — What is the purpose of the organisation?

The NSW Law Reform Commission is a statutory body that provides legal policy advice to Government on issues that are referred by the Attorney General (called “references”). We prepare reports that comprehensively analyse the issues in the reference and make recommendations to Government. These recommendations allow the Government to make informed decisions on law reform. Previous references have included:

- the role of juries in sentencing
- a review of fines and penalties
- a review of privacy law

In order to undertake the review process we conduct intensive research including academic literature reviews and empirical research where required. We engage with stakeholders, and legal and industry experts through consultations, and discuss ideas for reform in consultation papers or question papers. A project is completed when a final report is tabled in Parliament and made public on our website.

### — What is unique about the organisation?

Law reform is essential if the law is to remain relevant to a changing society. The NSW Law Reform Commission is uniquely positioned in Government architecture to drive and recommend change in the law.

### — What is an interesting project on which the organisation is currently working?

The Attorney General has asked us to review and report on the desirability of making changes to the Guardianship Act 1987 (NSW). The Act empowers formal decision-makers to be appointed to make personal, financial and medical decisions for someone who is incapable of making those decisions because of a disability.

Guardianship law is an important area of law which affects the lives of many people. Our review will consider the changing social landscape of disability, human rights law, and recent developments in law and policy in Australia and abroad.

### — What does the organisation look for in a potential employee?

The Commission looks for individuals who have a keen interest in contributing to domestic policy development and law reform. Individuals should have a sound ability to critically analyse legal policy issues and develop policy solutions. Potential employees must also have strong interpersonal skills and the ability to build relationships with government and community stakeholders.

### — Why work in the public sector?

Working in the public sector is a rewarding experience that allows individuals to make a real difference in the community. A career in the public service offers opportunity, job security, and breadth of work across a challenging and stimulating environment.

## About internships

### — What work does the organisation offer a clerk/intern?

We offer numerous internship positions for law students in their final or second last year of study during the winter university breaks.

An internship provides an opportunity to work closely with Commissioners and law reform staff and contribute directly to the

development of proposals for law reform. This includes undertaking research tasks, contributing to the drafting of consultation documents, and assisting with consultation processes. Interns work as volunteers on a full-time basis for at least four weeks.

### — How do students apply for an internship?

Students can apply by submitting an application online. Applications for the 2017 Winter Internship Program will be open in March 2017. Check our website and Twitter page @NSWLawReform for regular updates.

## About graduate positions

### — Does your organisation take graduates directly?

The NSW Department of Justice operates a Graduate Program that is

advertised as directed by the business needs of the Department. In 2016 we advertised two temporary fulltime positions for up to 24 months with the possibility of extension. Graduate Policy Officers are assigned to work in the different areas of the Strategy and Policy Division, which includes the NSW Law Reform Commission Secretariat. Graduate Policy Officers undertake research and policy development work on issues affecting the justice system and the community of NSW. The Graduate positions are advertised on the ‘I Work for NSW’ website.

# OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS NSW

Areas – Criminal Law



## ADDRESS

175 Liverpool Street, Sydney 2000  
NSW



## LOCATIONS

Locations across NSW



## CONTACT

Sashi Govind, Deputy Solicitor, Operations / P: 9285 8738 & W:  
www.odpp.nsw.gov.au

## About the firm

### — What is the purpose of the organisation?

To deliver a high quality, independent and professional prosecution service. The ODPP is a dynamic organisation known for its fearlessness and integrity.

### — What is the organisation currently working on?

If you check today's paper, you will see reports of matters before the courts – they are the cases we are currently working on! We handle about 18,000 matters a year and no one case is like any other.

### — How does the organisation encourage employees to learn and develop?

We employ, statewide, about 620 people and of these, about 450 are lawyers, trial advocates and Crown prosecutors. Many of our Crowns started as Level one lawyers. Every new employee will learn from, and be mentored by, some of the finest legal professionals in the country.

### — What does the organisation look for in a potential employee?

A good understanding of the criminal justice system, a willingness to ask questions and learn, a natural empathy for people (because this Office deals closely with all kinds of people), resilience, and excellent communication skills.

There is no magic formula for the perfect applicant, but attributes that definitely get our attention include:

- A high level of academic achievement
- A willingness to work hard in a very demanding role
- An understanding of, and a commitment to, the practice of criminal law

### — Why work in the public sector?

The NSW Public Service is committed to equal opportunity, fair work practices and fair remuneration. The ODPP holds a pivotal place in the criminal justice system as a wholly independent agency, and an agency whose practice is unique in the legal system. The work is demanding, stimulating and offers a wide range of career paths.

## About internships

### — How are the skills and interests of a law student relevant to your organisation?

Our core business is undertaken by lawyers and barristers. The ODPP is a great career choice for anyone who wants to practice criminal law, and specialise in advocacy. We offer a limited number of placements to law students – where these are supported by the student's university. For details please see our website.

### — What is the typical career path progression at your organisation?

Most new lawyers join as level one lawyers, and are working on court matters almost immediately under the supervision of their manager. A lawyer may then proceed to level 2 and 3, then act as a trial Advocate, and may, depending on experience and merit, be appointed a Crown Prosecutor.

The ODPP has a very high retention rate of legal staff because there is a clear career path, and regular opportunities for career advancement.

### — What work do you offer a clerk/intern?

Clerical work at the ODPP is hands on, and offers beneficial insight into the administrative procedures of the Office and the management of trials. Many of our lawyers and Crowns started in clerical positions.

### — Does your organisation take graduates directly?

Yes, graduates are able to apply for a Legal Development Placement. The placements are advertised in November/December each year. Following a rigorous selection process a talent pool is created and placements are offered from that pool throughout the year. This year to date we have offered 30 placements to those in the Legal Development Programme – many of those were graduates. Graduates perform the role of a legal clerk and have exposure to the practice of criminal law.

## Personal profile

GEORGIA ROWE

### — Solicitor

I joined the ODPP in 2012 as part of the Legal Development Programme and have progressed to a level 1 lawyer, principally instructing in District Court and Supreme Court trials, to my current position as a level 2 lawyer. My current responsibilities include assessing briefs of evidence and undertaking advocacy work in the Local and District Courts. During my time with the ODPP, I have developed

a thorough understanding of criminal practice and procedure from instructing in trials and sentences, preparing matters for court and prosecuting matters in the Local and District Courts.

If you are interested in criminal law, the ODPP is the perfect place to start your employment. The work is rewarding, challenging and varied, and you gain invaluable experience working with senior solicitors and Crown Prosecutors. I have received excellent mentoring, encouragement and support. A large number of clerks that I started with in the graduate programme are still employed here and have also progressed into more senior roles. We have all worked closely together and supported one another. My experience at the ODPP has been very positive and I would recommend it to anyone considering a career in criminal law.

# PARLIAMENTARY COUNSEL'S OFFICE

Areas – Legislative drafting and advice (Bills and subordinate legislation)



## ADDRESS

Level 23, AMP Centre, 50 Bridge Street, Sydney



## LOCATIONS

Sydney



## CONTACT

Michelle Butler, Director, Governance and Operations / E: michelle.butler@pco.nsw.gov.au, P: 02 9321 3381 & W: www.pco.nsw.gov.au

## About the organisation

### — What is the purpose of the organisation?

The PCO provides the Government with a comprehensive and integrated range of high quality services for drafting and developing legislation, publishing legislation and providing advice and information about legislation to government. PCO also provides drafting services to non-government Members of Parliament. PCO provides public access to legislation through the authorised NSW legislation website.

The principal client of PCO is the Government, including Ministers of the Crown and Government agencies. Our other stakeholders include Parliament, individual Members of Parliament and the public.

### — What is unique about this organisation?

PCO is the only agency of its type in NSW and is a vital link in the legislative process, working with Cabinet, Parliament and officers from Government agencies to meet the Parliamentary program and

the Subordinate Legislation program. PCO also works with other organisations to promote uniform legislation and plain language, and to further refine the content, appearance and availability of legislation.

### — How does the organisation encourage employees to learn and develop?

The PCO has its own in-house Continuing Professional Development program.

PCO also has a master/apprentice style structure, pairing less experienced legislative drafters with very experienced drafters. A peer review program for drafting work also provides feedback to assist with the development of drafting skills.

PCO has a Knowledge Management Program, which includes an in-house wiki to encourage the sharing of information and knowledge about legislative drafting and publishing.

### — What does the organisation look for in a potential employee?

Policy skill, analytical skills and high level writing skills.

## About internships

### — How are the skills and interests of a law student relevant to your organisation?

Legislative drafters are all law graduates and many editors are also law graduates.

### — Do you offer any opportunities for non-penultimate year students?

No.

### — What is the typical career path progression of graduates at your organisation?

There is an internal career path leading to senior executive drafting roles (about half of all drafting roles).

## About graduate positions

### — Does your organisation take graduates directly?

PCO does not operate a graduate program. PCO recruits entry-level legislative drafters from time-to-time and advertises vacancies on the NSW Government jobs website: [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au).

# THE PUBLIC DEFENDERS

Areas – Criminal defence



## ADDRESS

175 Liverpool Street, Sydney 2000  
NSW



## LOCATIONS

Sydney



## CONTACT

Ruth Heazlewood / E: ruth.heazlewood@justice.nsw.gov.au, P: 02  
9268 3111 & W: www.publicdefenders.nsw.gov.au

## About the firm

### — What is the purpose of the organisation? Why is it unique?

Public Defenders are salaried barristers who provide legal representation for legally assisted persons charged with serious criminal offences. Public Defenders only appear as defence counsel for people granted legal aid by NSW Legal Aid, the Aboriginal Legal Service NSW/ACT or a community legal centre. The Public Defenders are the only fully independent office of salaried defence counsel in Australia.

### — What do you look for in potential employees?

Students should have a strong interest in criminal law and social justice and be able to demonstrate this in their CV, academic records and any extra-curricular activities. They should be flexible, able to work independently and open to learning as much as possible.

### — Why work in the public sector?

You will gain great experience and be exposed to a variety of work in the justice system whilst receiving good collegiate support and training.

## About internships

### — How are the skills and interests of a law student relevant to your organisation?

We use students to assist in case preparation and research whilst providing them with an opportunity to experience working in the criminal justice system at a high level. We generally prefer penultimate or final year students or graduates but have on rare occasions provided work experience for non-penultimate year students.

### — What work does the organisation offer clerks/interns?

The work varies depending on the length of the placement and the needs of the Public Defender but usually includes assistance with trial/sentence/appeal preparation such as preparing chronologies, witness summaries, legal research, document registration and attending court with counsel and the instructing solicitor.

### — How do students apply for an internship?

Students can apply in variety of ways including enrolling in an experiential or similar elective course if available at their university, or by sending an expression of interest to Ruth Heazlewood, Chambers Manager with their CV, academic transcript and a brief covering letter.

## About graduate positions

### — Does your organisation take graduates directly?

The only paid graduate positions are for Aboriginal students undertaking their practical legal training (PLT). These are only temporary positions and do not lead to a permanent paid position within this office. The

office can take a maximum of four Aboriginal Graduates per year. Unpaid graduates wishing to complete their PLT are taken on as needed.

Applicants should send an email to Ruth Heazlewood, Chambers Manager and include a covering letter, CV and academic transcript.

### — What role would a graduate have?

Graduates undertaking PLT would be allocated to assist a Public Defender with detailed case preparation and research.

## Personal profile

EMMA HUDSON-BUHAGIAR

### — Paralegal, Aboriginal Law Graduates Program

I am currently completing my Practical Legal Training at the Public Defenders Chambers. I am also employed as a paralegal under the Aboriginal Law Graduates Program 2016. The Public Defenders Chambers was of interest to me as it explores the intersection between social justice and criminal law, whilst also providing legal frameworks, which are more accessible to disadvantaged clients. As an Aboriginal woman, I believe that providing such accessibility to legal services for disadvantaged Aboriginal people in order to redress inequality within the criminal justice system is fundamental.

Working with the Public Defenders has given me an invaluable insight into the workings of the courtroom, the preparation that goes into each case and the importance of advocacy within a culturally sensitive framework. However, it is not only the legal abilities of each barrister at the Public Defenders that makes this an excellent Chambers. For me, it goes far beyond legal technique and ability. At the heart of the Public Defenders Chambers is the notion of diversity, human connections and equality. These fundamental values have propelled a culture of openness and authenticity, allowing me to perform at the best of my ability. The experience has also encouraged me to establish my own voice, particularly as an Aboriginal woman and prospective legal practitioner.

As such, The Public Defenders Chambers has provided me with the opportunity to understand my own ambitions, strengths and weakness. The workplace has not only allowed me to actively engage with legal minds of great standing, but also to be a part of a team of supportive and generous co-workers. Most of all, The Public Defenders Chambers has provided me with an unshakeable sense of what is possible not only in the legal world, but also for my people, and my Community.



# Social justice

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at [commons.wikimedia.org/w/index.  
php?curid=4395631](https://commons.wikimedia.org/w/index.php?curid=4395631)*

If you seek a demanding, varied and fulfilling career beyond the traditional pathways of law, the work of those engaged in the Social Justice sector is as immensely rewarding as it is challenging. Many study law because they want to in some way or another contribute to the community, protect human rights or fight for the environment. The experiences we have at law school – the competition, the glamour of the corporate race, the frenzy of clerkship season – can temporarily obscure these ideals. We hope that this section of the Guide will inspire law students to re-discover their passion for social well-being and the ethical concerns which perhaps inspired them to study law.

One of the advantages in this field is the diversity of employment opportunities for law students. This section includes organisations who specialise in environmental activism, indigenous advocacy and human rights amongst others. It is crucial for students to recognise that jobs in the Social Justice sector are as competitive and demanding as those in other sectors. For community organisations and legal activists who seek to make a difference it is crucial that new recruits are not only passionate about helping people but also highly skilled and capable.

Volunteer and internship opportunities within the Social Justice sector, rather than formal clerkships, provide hands-on experience and insight into a wide variety of legal matters. Given the smaller sizes of Social Justice organisations, law students are able to take on more responsibilities. At an international level, organisations such as Lawyers Without Borders work to promote the rule of law and increase community access to justice. They provide volunteers with field opportunities in many regions across the world, allowing them to travel and explore the workings of the law in international settings.

As law students we are empowered with a wealth of knowledge and skills that provide us with the ability to positively impact those facing disadvantage. We implore you to explore beyond the realms of the commercial sphere and consider a rewarding career in Social Justice. We hope that you find this Guide useful to broaden your horizons and engage with the diverse career paths that Social Justice has to offer.

# VOLUNTEERING

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*Voluntary positions are a great way to get involved in social outreach programs and also assist in career development. There are a variety of different organisations that take on volunteers, to contribute generally and also in a legal capacity.*

## COMMUNITY LEGAL CENTRES

Popular places to provide legal assistance include the Community Legal Centres (CLCs), for example the Redfern Legal Centre or Marrickville Legal Centre (see later in the Guide for individual profiles). Volunteer positions in CLCs can provide valuable insight into providing legal services for the socially marginalised. These positions tend to work on a rotating roster where a commitment over a minimum of six months may be required with varying shifts.

### Applications

The Community Legal Centres NSW website is a great place to get started: [www.clcnsw.org.au](http://www.clcnsw.org.au). Follow the 'click now to volunteer' link to a list of all the CLCs in New South Wales.

Typically, the applicant will be required to submit a cover letter and resume. Prior experience in the field of social justice is not a prerequisite. General skills such as good written and verbal communication, teamwork skills, maintaining confidentiality, and having an interest in serving the community are favourable.

Additionally desirable are attributes such as administrative and customer service skills. Demonstrating that you can work with individuals with a disability or mental illness, culturally and linguistically diverse community groups, or the elderly is beneficial.

### Duties and activities

Volunteer positions in CLCs can provide exposure to a wide range of areas of service, including identifying legal problems, writing briefs for solicitors, conducting legal research, delivering and serving documents and various administrative duties.

General legal advice offered by solicitors in CLCs will again expose volunteers to the application of the law to various areas, such as family law, domestic violence, criminal law, debt issues and tenancy issues. Keeping in mind that CLCs tend to be smaller in size, a placement provides ample opportunity to work closely with solicitors and other volunteers. It is not uncommon to be engaged in volunteer work that has a strong client focus.

Experienced volunteers may also move onto more advanced tasks such as working on cases for solicitors, or progress into more specific divisions of the CLC. In the case of Redfern Legal Centre, these divisions may include the Women's Domestic Violence Court Assistance Scheme, Tenants Advocacy Service, or Evening Advice Service.

## PUBLIC INTEREST LAW

Organisations that work on a broad scale, and are happy to host volunteers, include Justice Connect (previously the Public Interest Law Clearing House) and the Public Interest Advocacy Centre (PIAC). In addition to a direct approach in providing disadvantaged clients access to legal services, these organisations aim to address wider legal and social issues affecting the community.

PIAC's projects and services are mixed and diverse, including the Pro Bono Animal Law Service, Homeless Persons' Legal Service, Children in Detention Advocacy Project, Stolen Wages of the Stolen Generations, and Predatory Lending Project.

Overall, there are many personal and professional benefits of volunteering, which can include a better understanding of social justice issues, first hand experience regarding a career in social justice, developing valuable skills, making a difference in communities, giving back to society, being engaged with a specific cause, doing a work that is rewarding, challenging, and fulfilling, enhancing your employability and meeting others.

# 180 DEGREES CONSULTING

Areas - Consulting

## ADDRESS

University of Sydney

## LOCATIONS

USYD, 76 other locations in 31 countries

## CONTACT

Joy Jin, President / E: sydney@180dc.org, P: 0432 126 486 & W: 180dc.org

## About the organisation

### — What is the focus of your organisation?

180 Degrees Consulting is the world's largest consultancy for non-profits and social enterprises. We bring top university talent to the non-profit sector, transforming good organisations into great ones via our high-quality and uniquely affordable consulting services.

### — What significant work has the organisation completed recently?

Our clients vary in their size and social focus. Student consultants across the world have worked with clients like the UN Refugee Agency, The Red Cross, and The White Ribbon Association. At the University of Sydney, our recent clients include Cure Brain Cancer Foundation, Lou's Place Women's Refuge and Redfern Legal Centre.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Our organisation's main focus is the consulting projects we run every semester. We pair around 12 teams of student volunteers to provide advice to non-profits and social enterprises on their business strategies and/or operations. Our consultants work closely with these clients over the semester to tackle their initial problems and ultimately produce high-quality recommendations that aim to maximise clients' social impact. Our consultants receive both formal training and informal mentoring from our executive team and industry sponsors, including Nous Group and The Boston Consulting Group.

We also offer a number of events open to all students, such as our annual intervarsity Social Innovation Case Competition.

### — What kind of employment/volunteer opportunities are available?

- Team Member: all consultants start as Team Members, working in a team of 5-6 to produce a final report and presentation for clients
- Team Leader: top performing consultants are selected to lead our projects.
- Consulting Director: the equivalent of a partner in a management consulting firm who is responsible for client acquisition and managing client relationships.
- Global Leadership Team: as we are a part of a global network, there are many opportunities for students to coordinate worldwide strategic planning and operations.

### — Is there a formal application process?

Yes.

- An initial online written application about your motivations and qualifications for a position as a consultant.
- Second-round interviews – group interviews for team members and individual interviews for other positions.

### — What do you look for in an applicant? - A genuine passion for social impact and innovation

- Teamwork skills
- Critical and innovative thinking skills, including academic achievement throughout high school and university
- Experience and positive involvement with professional, community and school/university organisations
- Commitment and time management skills

### — How many people do you accept to each position annually?

We select around 60 students across the entire university to participate in our consulting projects. Students from all years and degrees are encouraged to apply for these positions. Applications open around Week 1 of each semester.

### — What are the benefits of taking a position at your organisation?

University students get work experience, professional training, first-hand exposure to non-profits and social enterprises, real leadership development, and the opportunity to make a difference.

## Personal profiles

### JOY JIN

#### — President

I have been a member of 180 Degrees Consulting since my first semester of university in 2013. I was drawn to the opportunity to apply my critical thinking skills beyond my law studies and tackle real-life

strategic and operational problems that charities, NGOs and social enterprises face. One of my most memorable experiences was my first project as a Team Leader, working with a team of older students from different degrees for Dr Charlie Teo's Cure Brain Cancer Foundation. It was a steep but very exciting learning curve for me, as well as a fulfilling opportunity to make a real difference for our client through our long-term and innovative recommendations. 180 Degrees also gave me a wonderful opportunity to meet like-minded people across a diverse range of degrees and years, contrary to misconceptions of consulting as only for business students.

# ABORIGINAL LEGAL SERVICE (NSW/ACT)

Areas - Criminal law, children's care and protection law, family law



## ADDRESS

Level 1, 619 Elizabeth Street  
Redfern NSW 2016



## LOCATIONS

23 offices across NSW and ACT



## CONTACT

Student Legal Volunteer Program / E: [sheri.misaghi@alsnswact.org.au](mailto:sheri.misaghi@alsnswact.org.au), P: 02 8303 6600 & W: <http://www.alsnswact.org.au/>

## About the organisation

### — What is the focus of your organisation?

ALS is an Aboriginal community organisation giving free legal advice and representation to Aboriginal and Torres Strait Islander people across NSW and the ACT.

### — What would work at your organisation typically involve?

ALS is concerned with criminal law, children's care and protection law and family law. Our organisation also assists Aboriginal and Torres Strait Islander men, women and children through the court process by providing legal advice, representation and referral to further support services. ALS runs a 24-hour Custody Notification Service for Aboriginal people taken into police custody also provides assistance in civil law matters.

## About internships

### — Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We advertise current job vacancies on our website.

Volunteer opportunities in research, policy development, marketing and IT are available in most ALS offices. For students specifically interested in gaining experience in legal matters relating to the Aboriginal community, ALS offers the Student Legal Volunteer Program. Successful applicants work closely with ALS solicitors and staff and receive hands-on training in the following areas:

- Legal Research
- Drafting submissions
- Drafting letters and court documents
- Attending court with solicitors
- Preparing briefs for Counsel
- Instructing in trials
- Administrative tasks
- Paralegal tasks

### — Is there a formal application process?

Applications for the Student Legal Volunteer Program are submitted through the ALS website.

# AMNESTY INTERNATIONAL AUSTRALIA

Areas - Human Rights

## ADDRESS

Level 1, 79 Myrtle St.,  
Chippendale, NSW

## LOCATIONS

Adelaide, Brisbane, Canberra,  
Hobart, Melbourne, Perth, Sydney

## CONTACT

Emma Schiller / E: [emma.schiller@amnesty.org.au](mailto:emma.schiller@amnesty.org.au), P: 02 8396  
7670 & W: <http://www.amnesty.org.au/>

## About the organisation

### — What is the focus of your organisation?

Human Rights

### — What is unique about this organisation?

We are a worldwide movement of people campaigning to protect human rights with an outreach of over 7 million supporters. We are independent of government, political parties, religious or economic agendas.

### — What would work at your organisation typically involve?

Amnesty International Australia employs around 90 staff across a range of positions. Our employees bring a variety of skills and qualifications from diverse backgrounds. Our employees are dedicated, passionate

individuals, united in the belief that together we can campaign for human rights and make an impact.

### — What significant work has the organisation completed recently?

Some of our successes include: the release of student activist Phyo Phyo Aung in Myanmar who had been imprisoned for 12 months for holding peaceful demonstrations on her government's restrictive education laws; the abolition of the death penalty across most of the world, with Fiji the latest to join; government inquiry into police torture in the Philippines, and the clearing of charges of Claudia Medina Tamariz who had been tortured into a false confession in Mexico. Ensuring justice was achieved in these individual cases has been a priceless experience.

### — What particular attributes do you think define your employees?

First and foremost: a passion for human rights. We offer employees many fantastic benefits and have a strong commitment to professional development and flexible work practices. As a result, we have some of the most committed, capable and experienced staff in their respective fields.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes.

### — What kind of employment/volunteer opportunities are available?

There are many volunteer opportunities – from internships (refugee and human rights casework, legal interns, media and social media internships) to volunteering with our Branches and local groups, setting up stalls, organising human rights information evenings, joining a board or Branch Committee.

### — Is there a formal application process? Yes.

### — If so, what is the method of application?

For legal internships, it is through the EPP at the Law School, and

from other law schools. For other internships it is through a formal application process advertised on our website here: <http://www.amnesty.org.au/get-involved/>

### — What do you look for in an applicant?

For the interns who work with me, that they are in the process of completing a law degree or have completed one, have one day to work in the office and an interest in human rights.

### — How many people do you accept to each position annually?

It varies, but approximately 10 over 2 semesters.

### — What are the benefits of taking a position at your organisation?

Working with an international human rights organisation and gaining insights into how it operates, knowing that you are part of a movement whose aim is to realise the human rights of those around the world and meeting great, like minded people!

## Personal profiles

### CATHERINE WOOD

#### — Legal and Governance Manager

I had always had a strong interest in justice and human rights. I started to volunteer as a refugee caseworker at Amnesty International Australia

and after a short while, I was appointed as the Campaign Coordinator for Amnesty's Human Rights and Security Campaign. This campaign focused on the undermining of human rights in the context of the 'war on terror' and drew heavily on my legal background. I now look after legal and governance matters for the organisation. It is incredibly inspiring to use your legal skills at an organisation like Amnesty. Working on the promotion and protection of human rights is both humbling and rewarding.

# ARTS LAW CENTRE OF AUSTRALIA

*Areas - Business structures, governance & tax, Classification, Confidentiality, Contracts, Copyright & moral rights, Debt, Defamation, Designs & patents, Employment, Indigenous cultural & intellectual property, Insurance & liability, Mediation & dispute resolution, Privacy & image rights, Trade marks, business names & reputation, Wills & estates*



## ADDRESS

The Gunnery, 46-51 Cowper Wharf Road, Woolloomooloo 2011



## LOCATIONS

Sydney



## CONTACT

Sophie Byrne, marketing coordinator/ E: [sbyrne@artslaw.com.au](mailto:sbyrne@artslaw.com.au), P: 02 9356 2566 & W: [www.artslaw.com.au](http://www.artslaw.com.au)

## About the organisation

### — What is the focus of your organisation?

Arts Law provides free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters. Arts Law's Artists in the Black program delivers targeted services to Aboriginal and Torres Strait Islander artists nationally.

### — What is unique about this organisation?

We are the only national community legal centre for the arts, empowering artists and creative communities through the law.

### — What would work at your organisation typically involve?

We take legal queries from clients through our website, and they come

to Arts Law with a huge variety of legal issues. You could be advising on the process of incorporating an artist run initiative one moment and then helping a designer with licensing their copyright for a logo the next.

### — What significant work has the organisation completed recently?

Most recently Arts Law has been advocating for changes to the current arts funding models as well as submitting our thoughts on changes to intellectual property and copyright laws in Australia.

### — What particular attributes do you think define your employees?

Arts Law staff are committed to the arts and see the inherent value in a sustainable and thriving arts community. We are passionate about providing support to artists who navigate complex legal fields with incredibly limited resources.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Arts Law offers student volunteer opportunities (one day a week for a minimum of 6 months) and on occasion internships (when negotiated with Arts Law management).

### — What kind of employment/volunteer opportunities are available?

Student volunteers play a valuable role supporting the solicitors in the provision of legal advice. They are the first point of contact for our clients and are tasked with providing information and taking accurate legal instructions. Volunteers may also conduct legal research for the solicitors, get involved with advocacy projects, sit in on legal advice sessions as note-takers, as well as assist with the general administration of a legal centre.

We also rely on our volunteer panel of Pro Bono lawyers who provide our document review service to clients.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

For volunteer positions you can apply on our website: [artslaw.com.au/support/volunteer](http://artslaw.com.au/support/volunteer). If a paid position is available we will advertise this on our website at [artslaw.com.au/about/careers](http://artslaw.com.au/about/careers).

### — What do you look for in an applicant?

Student volunteers need to have completed at least the third year of study towards a law degree, have completed intellectual property or media law subjects and should have a strong interest and/or experience in the arts.

Volunteer lawyers are generally required to have two or more years' experience in the field in which they are advising.

### — How many people do you accept to each position annually?

We take applications for volunteers throughout the year and will be in contact if a position becomes available.

### — What are the benefits of taking a position at your organisation?

The variety of legal problems and the interesting nature of the work mean that you are consistently motivated while making a real difference in people's lives.

# ASYLUM SEEKER RESOURCE CENTRE

*Areas - Refugee/Immigration Law*



## ADDRESS

214-218 Nicholson Street,  
Footscray VIC 3011



## LOCATIONS

Melbourne



## CONTACT

Volunteer Operations / E: [volunteer\\_admin@asrc.org.au](mailto:volunteer_admin@asrc.org.au) & W:  
[www.asrc.org.au](http://www.asrc.org.au)

## About the organisation

### — What is the focus of your organisation?

The ASRC is the largest provider of aid, legal and health services to people seeking asylum in Australia. The ASRC offers 30 holistic programs that protect asylum seekers from persecution and destitution, support well-being and dignity, and empower people to advance their own future.

### — What is unique about this organisation?

The Human Rights Law Program is an independent, not for profit Community Legal Centre working within the ASRC. We provide free,

expert immigration advice and representation to people seeking asylum who are at risk of persecution and human rights abuses in their home country. The Program does not receive any government funding. We are a team of nine lawyers working with over 200 volunteers to deliver holistic, innovative legal services. We also engage in policy and law reform, community legal education and training.

### — What would work at your organisation typically involve?

For law students, volunteering in the Human Rights Law Program provides an incredible opportunity to gain experience in refugee law and contribute to upholding the human rights of asylum seekers.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. We offer volunteer work, internships, work experience and PLT.

### — What kind of employment/volunteer opportunities are available?

Within the HRLP: Paralegal, triage, casework, research, legal administration.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

<http://www.asrc.org.au/get-involved/give-time/become-a-volunteer/>  
(this is the same for all programs, including HRLP)

# AUBURN DIVERSITY SERVICES

## ADDRESS

17 Macquarie Road, Auburn  
NSW 2144

## LOCATIONS

Sydney

## CONTACT

Frank Zheng / E: info@adsi.org.au, P: 02 9649 6955 & W: www.adsi.org.au

## *About the organisation*

### — What is the focus of your organisation?

To promote the principles of multiculturalism, access, equity and social justice, it is committed towards developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability. ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families.

### — What is unique about this organisation?

The flexibility with which clients are treated on a case-by- case basis.

### — What would work at your organisation typically involve?

Casework and Information sessions, Community Development, Youth Services, Youth Transition Support Program, Children & Parenting Support Program. Senior Services, Specialist Homelessness Service, and Ready Together Growth Decision Support Program.

## *About internships*

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. We offer internship and work experience opportunities.

### — What kind of employment/volunteer opportunities are available?

Volunteer opportunities are available at the reception area.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Applicant must submit the following: an National Police Check Certificate, a NSW Working with Children Check Clearance, and a completed ADSi Volunteer Form.

# THE AURORA INTERNSHIP PROGRAM

Areas - Social justice, native title, land rights, policy development, human rights, research and advocacy – all with an Indigenous focus.

## ADDRESS

100 Botany Road, Alexandria  
NSW 2015

## LOCATIONS

Sydney, offices across Australia

## CONTACT

Kim Barlin / E: [kim.barlin@auroraproject.com.au](mailto:kim.barlin@auroraproject.com.au), P:  
02 9310 8413 & W: [http://www.auroraproject.com.au/  
aurorainternshipprogram](http://www.auroraproject.com.au/aurorainternshipprogram)

## About the organisation

### — What is the focus of your organisation?

The Aurora Internship Program places law, anthropology and related social science students and graduates in 4 – 6 week unpaid internships at Native Title Representative Bodies (NTRBs), Prescribed Bodies

Corporate (PBCs) and at over 100 other organisations working to support the Indigenous sector.

### — What would work at your organisation typically involve?

The work varies depending on where you are placed, but interns can expect a healthy balance of challenging and interesting work along with a fair amount of administration tasks. Work might involve research, preparing briefs or papers, drafting documents, attending court, and assisting in the development of policy.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships via the Internship Program which may lead to paid opportunities.

### — What kind of employment/volunteer opportunities are available?

Internship opportunities are available at well over 100 organisations Australia-wide including:

- Native Title Representative Bodies (NTRBs)
- Prescribed Bodies Corporate (PBCs)
- Indigenous corporations
- Government bodies
- Not-for-profit organisations
- Aboriginal Legal Services
- Community Legal Centres

### — Is there a formal application process? If so, what is the method of application?

- Stage 1: Applications open twice a year in March and August for one month on-line via the Aurora website at [http://www.auroraproject.com.au/about\\_applying\\_internship](http://www.auroraproject.com.au/about_applying_internship)
- Stage 2: If successful, complete an online form (re: available timeframe, host preferences and self-funding) in preparation for your interview
- Stage 3: Face to face interviews conducted Australia-wide (or via Skype if need be)
- Stage 4: If found to be eligible for a placement, a suitable match is found.

### — What do you look for in an applicant?

- A strong academic background
- Demonstrated interest in native title, land rights, social justice, policy development and human rights – all with an Indigenous focus
- Solid research and communication skills
- A positive flexible attitude and willingness to help out under-resourced and over-worked organisations in which ever capacity they are needed.

### — How many people do you accept to each position annually?

Up to 375 applications are accepted each intake round (winter and summer), and the number of placements per round is determined by the demand from the various host organisations (between 100 – 150 per round).

### — What are the benefits of taking a position at your organisation?

An internship via the Aurora Internship Program provides the following:

- A legitimate career or study-based learning experience in a vocational placement that enhances learning and will inform and inspire your future study and work life
- An opportunity to gain hands on experience and insight into working in the area of native title, land rights, policy development, social justice, human rights, public interest law and the broader Indigenous sector.
- The opportunity to take advantage of the numerous career opportunities offered by Aurora as a direct outcome of your internship as well as by joining the Aurora alumni network.

## Personal profiles

### REBECCA RICHARDS

#### — Australia's first Indigenous Rhodes Scholar

My Aurora internship at Aboriginal Legal Rights Movement of SA Inc. and the South Australian Native Title Services Ltd. was crucial in gaining greater understanding of the applicability of my studies in anthropology to Aboriginal communities.

### JACINTA PERRY

I had the opportunity to take part in two Aurora internships - one at Native Title Services Victoria and one at the Northern Land Council, Darwin in 2010/11. The experiences were phenomenal and an absolutely crucial part of my professional development. They augmented my tertiary learning with real life experience and helped me to forge a thriving professional network. I am presently employed full time in an Indigenous owned and operated not for profit organisation and have Aurora to thank in large part for the opportunities they gave me to spearhead my career pathway.

# AUSTRALIAN YOUTH CLIMATE COALITION

Areas - Youth, environment, climate change, social movements, organising, campaigning, advocating.



## ADDRESS

128 Chalmers ST, Surry Hills  
NSW



## LOCATIONS

Sydney



## CONTACT

Tracey Martinovich / E: [tracey@aycc.org.au](mailto:tracey@aycc.org.au), P: 0413065253 &  
W: [www.aycc.org.au](http://www.aycc.org.au)

## About the organisation

### — What is the focus of your organisation?

We believe that climate change is the single greatest threat facing humanity, and puts young people and future generations at risk. We also believe that addressing the climate crisis is our biggest opportunity to create a world that is more sustainable, just and fair.

### — What is unique about this organisation?

At the AYCC we believe that the best way to build this movement is to give young people the tools to make it happen. It's our future at stake, and it's our creativity and vision that will inspire those around us to act.

### — What would work at your organisation typically involve?

Since 2007 we've helped thousands of young Australians take action in their schools, their universities, and their communities, and take part in campaigns that put climate change in the national spotlight. What significant work has the organisation completed recently? We run

campaigns and projects that have political and social impact and inspire our generation to take action to solve the climate crisis. Check out info on our website: <http://www.aycc.org.au/campaigns>

### — What particular attributes do you think define your employees?

We have core values that all our volunteers and employees uphold:

- At every level AYCC is led by young people. AYCC empowers young people in their local communities to create change on a national scale.
- AYCC supports inclusivity and diversity. We want people of diverse socio- economic background, gender, race, sexuality and religious and political beliefs to be part of the youth climate movement. We want just and sustainable solutions
- AYCC is committed to reducing our carbon emissions in line with climate science by focusing on solutions to motivate people to act.
- The AYCC is political, but non-partisan, meaning that we don't support one candidate or party over another – however we will judge them by their climate policies.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer volunteer opportunities to people from a variety of backgrounds and encourage everyone to apply for volunteer positions

### — What kind of employment/volunteer opportunities are available?

Check out our website for up to date opportunities.

### — Is there a formal application process?

Yes - for employment and particular volunteer positions.

# DISABILITY ADVOCACY NSW

*Areas - Non-legal advocacy for people with disability who have been unfairly treated or discriminated against*



## ADDRESS

S1, L2 408 Kind Street, Newcastle West, NSW 2302



## LOCATIONS

Newcastle, Tamworth, Armidale, Coffs Harbour, Port Macquarie



## CONTACT

Darcy Burgess, Executive Officer Social Advocacy / E: da@da.org.au, P: 02 4924 3599 & W: da.com.au

## About the organisation

### — What is the focus of your organisation?

Disability Advocacy NSW (DA) provides advocacy for people with all types of disabilities or mental illness who have been unfairly treated or discriminated against. DA believes that people with a disability have the same rights (and responsibilities) as people who do not have a disability. DA's core purpose is to ensure that people with a disability realise these rights in practice by advocating with and for them. Disability advocacy also provides support to people who wish to challenge NDIS decisions through an External Merits Review within the Administrative Appeals Tribunal.

### — What is unique about this organisation?

DA is one of the programs under the parent body Advocacy Law Alliance Inc. (ALA). The other program under ALA is the Mid North Coast Community Legal Centre (MNCCLC). We believe the strength of our organisation lies in combining the expertise of different professions (lawyers, social workers, disability workers) to achieve the

best outcomes for disadvantaged clients.

### — What would work at your organisation typically involve?

Client interviews, research, tribunal attendance, meetings with disability organisations, government bodies, educational institutions and other businesses. Other work involves government submissions and systemic advocacy.

### — What significant work has the organisation completed recently?

DA contributed to the recent changes with regard to the introduction of mandatory reporting of abuse in residential group homes. DA was also involved in the first NDIS appeal to reach the Federal Court of Australia. This appeal was successful. Finally, DA successfully lobbied for greater access to the Children's court for people living in the Upper Hunter. As a result of this lobbying, a circuit court was introduced as part of the Children's Court proceedings.

### — What particular attributes do you think define your employees?

Compassion, a strong sense of social justice and the belief that all people are equal and have the same rights.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

DA currently provides unpaid Practical Legal Training (PLT) for law students under the NDIS External Merits Review program.

In the past DA has also provided internships to social work students.

### — What kind of employment/volunteer opportunities are available?

DA welcomes volunteers within the service and is a growing organisation, therefore employment opportunities are advertised as they come up

### — Is there a formal application process?

People who wish to volunteer for DA can send an e-mail to da@da.org.au to request a Volunteer Application Form or Internship Application Form.

## Personal profile

SUZANNE AUSTIN

### — External Merits Review Support Officer/Advocate

I recently finished my law degree and understand how confusing and difficult navigating the legal system can be. At Disability Advocacy

NSW, I enjoy the opportunity to help NDIS applicants and participants through the review process. We help de-mystify the process and make the encounter less overwhelming. I enjoy working at DA because I am passionate about helping others and especially people who face inherent inequality and injustice. I have previously volunteered and worked in social justice organisations, including a women's co-operative in Peru. Being able to help others is incredibly rewarding.

# EARTHJUSTICE

Areas - Domestic and international environmental law and international human rights law



## ADDRESS

50 California Street, Suite 500 San Francisco CA 94111



## LOCATIONS

San Francisco and other US locations



## CONTACT

Office Manager, International Program / E: [intloffic@earthjustice.org](mailto:intloffic@earthjustice.org) P: +1 415 217 2000 & W: [www.earthjustice.org](http://www.earthjustice.org)

## About the organisation

### — What is the focus of your organisation?

Earthjustice is a US-based non-profit environmental law organization. We fight for the right of all to a healthy environment, using the power of the law and the strength of partnership to protect people's health, preserve magnificent places and wildlife, advance clean energy, and combat climate change. We work within the United States and around the world.

Our International Program works in international tribunals, domestic courts, and international institutions to defend the right to a healthy environment around the world. Core focus areas include combating climate change, including by supporting worldwide efforts to stop coal mining and consumption, and to promote clean energy; protecting the international Arctic; building marine resilience to ocean warming and acidification; and strengthening the ability of citizens around the world to participate in environmental protection.

### — What is unique about this organisation?

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We partner with thousands of groups and individuals to engage the critical

environmental issues of our time and bring about positive change. We are here because the earth needs a good lawyer.

### — What would work at your organisation typically involve?

In the International Program, our work includes drafting submissions to US courts or international tribunals, petitioning international environmental or human rights bodies, writing briefs in support of litigation in foreign domestic courts, researching issues related to international environmental and human rights law, and/or developing public outreach materials, such as press releases and blog posts.

### — What international opportunities does the firm offer?

Our International Program, based in San Francisco, offers the opportunity for non-US law students and lawyers to undertake an internship with us to gain experience in international environmental and human rights law. Our interns assist in developing and implementing international legal strategies to combat some of the most pressing threats to the environment around the world.

### — Do you take Australian students at any of your offices?

Yes, see above. All non-US citizens must secure an appropriate visa to work with us.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. Depending on the position, a small stipend may be available (for example, in 2016, we offered our summer law clerks up to \$US6500).

### — Is there a formal application process?

Yes. Please send a short cover letter, your resume, a recent writing sample, law school transcript, and references to [intloffic@earthjustice.org](mailto:intloffic@earthjustice.org) or [lnessan@earthjustice.org](mailto:lnessan@earthjustice.org). We also advertise available positions at [earthjustice.org/about/jobs](http://earthjustice.org/about/jobs).

### — What do you look for in an applicant?

We seek applicants with a commitment to or interest in international and/or environmental issues. We also ask that applicants can commit to at least a 10 week period.

## Personal profile

NONI AUSTIN

### — Program Coordinator, International Program

At Earthjustice, I work with lawyers, campaign organizations, and indigenous groups to develop and implement innovative legal and campaign strategies, at both the domestic and international levels, to combat climate change and protect the environment by reducing fossil

fuel production and consumption, and to defend the right to a clean and healthy environment. It is very satisfying to use my knowledge and skills to address some of the biggest environmental challenges of our times. As a 2007 graduate of Sydney University Law School, I came to Earthjustice after clerking for a judge of the NSW Land and Environment Court, working in environment and planning law in private practice in Sydney, and completing a Masters in environmental law in the United States.

# EDO NSW

Areas - Public interest environmental law

## ADDRESS

Level 5, 263 Clarence Street  
Sydney NSW 2000

## LOCATIONS

Lismore, Sydney

## CONTACT

Aline Van Koninckxloo / E: [aline@getup.org.au](mailto:aline@getup.org.au), P: 02 8188 2883,  
W: [www.getup.org.au](http://www.getup.org.au)

## About the organisation

### — What is the focus of your organisation?

EDO NSW is a non-government, not-for-profit community legal centre specialising in public interest environmental law. We help people who want to protect the environment through law.

### — What is unique about this organisation?

EDO NSW is an expert when it comes to the law and how it applies to the environment. We help the community to solve environmental issues by providing legal and scientific advice, community legal education and proposals for better laws.

### — What would work at your organisation typically involve?

Our core functions are legal advice and litigation, policy and law reform, and public engagement and education. Each year EDO NSW provides free legal advice to more than 1,000 individuals and community groups across NSW.

### — What significant work has the organisation completed recently?

EDO NSW has run a number of landmark legal cases in the courts and undertakes policy and law reform work at both the State and Federal level. We also run free legal workshops for local communities and produce plain English guides and fact sheets on environmental law.

- We represented a community group from the Hunter Valley in their successful challenge to their local council's approval for the construction of an industrial development in an area of forest that is home to the Regent Honeyeater, a bird that is listed as 'critically endangered' under both NSW and Australian environmental laws.
- We represented a community group from Mackay in Queensland in their successful challenge to the Federal Environment Minister's approval of Adani's Carmichael coal mine in central Queensland, which would have been one of the largest coal mines in the world and responsible for substantial greenhouse gas emissions.
- We represented a national environmental organisation to secure a \$1 million fine for a Japanese whaling company who breached a Federal Court order requiring it to stop whaling in the Australian Whale Sanctuary.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Our work relies greatly on the commitment of students and professionals who volunteer their time and skills to help protect the environment. We run a volunteer program at our Sydney office and at our Northern Rivers branch office in Lismore.

### — What kind of employment/volunteer opportunities are available?

Lawyers and law students who have studied environmental law are encouraged to join our volunteer program, either by volunteering at EDO NSW in Sydney or Lismore, or by providing pro bono services. From time to time, we seek volunteers to assist in other areas where legal studies are not required (for example, environmental science students).

### — Is there a formal application process?

Yes .

### — If so, what is the method of application?

Visit [http://www.edonsw.org.au/join\\_us](http://www.edonsw.org.au/join_us) to see how to apply to different roles .

### — What do you look for in an applicant?

Legal volunteers:

- Need to have, or be in the process of completing, a law degree.
- Must also have studied planning and/or environmental law. This means having studied a law subject which covers the fundamental principles and concepts of Australian domestic environmental law, preferably with a focus on NSW.
- Must be able to take instructions from solicitors but also be able to use their initiative and work independently on allocated tasks.

### — What are the benefits of taking a position at your organisation?

Volunteers are exposed to a broad range of work, including:

- Legal research on matters concerning biodiversity, climate change, pollution, planning, mining and water law;
- Assisting in the preparation of court documents and drafting letters and legal advices;
- Assisting solicitors in case work and litigation in the Land and Environment Court;
- Engaging in public interest environmental work for a broad scope of clients;
- Drafting submissions and participating in law reform work; and
- Assisting solicitors in the preparation of educational materials for the community. Assisting solicitors in the preparation of educational materials for the community.

# FAR WEST COMMUNITY LEGAL CENTRE

Areas - Primarily Family Law with some Civil Law



## ADDRESS

341 Oxide Street, Broken Hill



## LOCATIONS

Sydney



## CONTACT

Cathy Farry / E: catherine.farry@farwestclc.org.au, P: 08 8080 2020 & W: www.farwestclc.org.au

## About the organisation

### — What is the focus of your organisation?

As a Community Legal Centre we provide access for the most disadvantaged members of society to legal assistance.

### — What is unique about this organisation?

The FWCLC is located in Broken Hill, a unique town with a rich history and we service one of the largest and least populated regions in the state of NSW.

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid/volunteer work to law students, however accommodation may be available.

### — Is there a formal application process?

No

### — What are the benefits of taking a position at your organisation?

Any volunteers would have the opportunity for hands on experience in a diverse range of areas.

## Personal profile

MATTHEW LYSTER

### — Solicitor, Regional Coordinator Cooperative Legal Services Delivery Program

Growing up in post-apartheid South Africa a young child I was acutely aware of social justice issues and the double edged sword of the law - the law can be used as a great tool to liberate but also to oppress. It was this early exposure to the power of the law that ignited my passion to study law. I completed my Juris Doctor at Sydney University in 2012. After 18 months in a top tier international corporate law firm, after a clerkship and graduate program, I decided to pursue my passion for human rights and social justice. For the last two years (post admission) I have been a full time civil law solicitor at the Far West Community Legal Centre in Broken Hill. Working as a community lawyer in the NSW outback is a very challenging undertaking. I represent clients

in the Local Court, Federal Court, before the Fair Work Commission and on a daily basis provide legal advice to seriously disadvantaged, vulnerable clients. I also regularly travel to remote communities several hundred kilometers from the office to conduct legal clinics and provide community legal education.

It is confronting work, you have to learn on your feet and you will often find yourself in the 'deep end'. However, if you want a rewarding legal career where you get to make a tangible positive difference in someone's life on a daily basis, if you have a passion for social justice and if you want more from your first few years of legal practice than just doing due diligence, photocopying and attending cocktail events, I urge you to seriously consider working for a remote Community Legal Centre.

# GETUP

Areas - Advocacy

## ADDRESS

14/338 Pitt Street, NSW 2000

## LOCATIONS

Brisbane, Melbourne, Sydney

## CONTACT

Aline Van Koninckxloo / E: [aline@getup.org.au](mailto:aline@getup.org.au), P: 02 8188 2883,  
W: [www.getup.org.au](http://www.getup.org.au)

## About the organisation

What is the focus of your organisation?

GetUp is an independent movement to build a progressive Australia and bring participation back into our democracy. We are a grassroots movement of over a million Australians who work together to hold politicians to account and demand better from big business and government.

What would work at your organisation typically involve?

GetUp has a number of core values it espouses and works towards preserving:

- Social Justice: GetUp members believe in a fair go for everyone and continue to fight for fairer treatment of asylum seekers,

reforms in the mental health system, free and fair media and marriage equality for all Australians.

- Economic Fairness: Our community is committed to campaigning for a fairer taxation system, a better education for every child, a comprehensive National Disability Insurance Scheme, and a welfare system that protects society's most vulnerable people.
- Environmental Sustainability: In a crucial decade for our planet, GetUp members are leading the way on action against climate change and for a renewable energy future. We also stand for the ongoing protection of our forests, national parks and Great Barrier Reef.

— **What particular attributes do you think define your employees?**

We expect our employees to be passionate, enthusiastic, hard working, excellent communicators and driven in their work.

## About internships

— **Do you offer paid or unpaid job, internship or work experience opportunities to law students?**

We only offer paid jobs.

— **What kind of employment/volunteer opportunities are available?**

Campaigner positions and legal and governance positions.

— **Is there a formal application process?**

Yes – there is a specific application process for each job that we advertise on our website. We usually can't respond to spontaneous job requests that we receive via email.

— **What are the benefits of taking a position at your organisation?**

Salary + Superannuation + 6 weeks paid annual leave.

## Personal profile

ALINE VAN KONINCKXLOO

— **Operations Manager**

I have two Masters - in business engineering and in international management - which enabled me to work at great companies where I learned a lot and where I had great opportunities for personal development. However, personal development without a clear social purpose didn't do it for me. I have a lot of passions and at GetUp I

finally found a place where I can live all of them. I work on what I care about and have a lot of flexibility in my projects and trust from my managers. I get the chance to innovate and bring new ideas, I sit next to inspiring people every day, and I have a great work/life balance that allows me to pursue other passions after work. There is no doubt that I'm proud and happy to be part of such a great movement.

# HEADSPACE

*Areas - Youth Mental Health and Wellbeing.*



## ADDRESS

National Office, Level 2, 485 La Trobe St, Melbourne, VIC 3000



## LOCATIONS

Offices across Australia



## CONTACT

Ming Zhuo – HR Coordinator / E: [recruitment@headspace.org.au](mailto:recruitment@headspace.org.au), P: 03 9027 0100 & W: [www.headspace.org.au/](http://www.headspace.org.au/)

## About the organisation

### — What is the focus of your organisation?

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to young people aged 12 to 25.

The service is designed to make easy for a young person and their family to get the help they need for problems affecting their wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services.

The services can be accessed through headspace centres, online counselling services (eheadspace) and the postvention suicide support program (headspace School Support).

### — What is unique about this organisation?

headspace supports young people aged 12-25 going through a tough

time. Young people can access headspace centres across Australia for help and support. If a person is not able to visit a centre, there is also [www.eheadspace.org.au](http://www.eheadspace.org.au) to provide online and telephone mental health support. The support provides a confidential, free and secure space where young people can chat, email or talk on the phone with qualified mental health professionals.

### — What particular attributes do you think define your employees?

headspace employee values are:

- Compassionate: we listen and want to make a difference for young people
- Inclusive: we value a diversity of opinions and backgrounds
- Leaders: we are innovative thought leaders and valued partners
- Passionate: we believe in what we do and enjoy what we do
- Responsive: we are agile, flexible and move rapidly

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

No.

### — What kind of employment/volunteer opportunities are available?

Some headspace centres accept volunteers, part of their Youth Reference Groups. Please see specific centre websites for more information and to contact a centre near you - [www.headspace.org.au/headspace-centres](http://www.headspace.org.au/headspace-centres)

## Personal profile

SOPHIE HOPE

### — headspace Youth National Reference Group (hy NRG)

I decided to get involved with headspace because I am passionate about mental health and making changes in our health system. I am interested in policy reform in the health sector and educating those who interact with young people, especially emergency services and teachers.

I feel strongly about breaking down the stereotype of a 'tough man' to encourage young men to seek help for mental health issues. I believe mental health should not carry stigma or discrimination. I want to help headspace develop into an innovative leader in the mental health sector worldwide. As a volunteer for hy NRG, headspace has offered me a lot of opportunities like training, professional development, networking and media opportunities for causes I believe in.

I finished an undergraduate course in Science/Psychology and I am currently studying postgraduate Law - volunteering for headspace relates to all of my studies in different ways.

Volunteering with headspace has been lots of fun and I've met like-minded people who are caring, passionate and open-minded, which is really refreshing. I've enjoyed creating projects, working on campaigns, speaking at community events, fundraising, meeting with local MPs, holding dinners for homeless youth and advising on headspace branding. At headspace, we are encouraged to help with anything we feel passionate about.

# HUNTER COMMUNITY LEGAL CENTRE

Areas - Civil law, family law and minor criminal matters



## ADDRESS

Level 2, 116 Hunter Street  
Newcastle NSW 2300



## LOCATIONS

Newcastle



## CONTACT

W: [www.hunterclc.com.au](http://www.hunterclc.com.au)

## About the organisation

### — What is the focus of your organisation?

To provide free legal advice to the disadvantaged within the Newcastle, Lake Macquarie, Port Stephens, Great Lakes & Hunter Valley Region.

### — What is unique about this organisation?

HCLC has a partnership with the Family Relationship Centre for meditation in family law and provides a Duty Solicitor in Newcastle Family Law Court and every Thursday in Newcastle Local Court for AVO Duty.

### — What would work at your organisation typically involve?

Work that would be involved is assisting a range of clients within our catchment area on a variety of legal issues from AVO to divorce, parenting and traffic matters.

### — What significant work has the organisation completed recently?

Recently HCLC celebrated 25 years of assisting the community as well as raising awareness in domestic violence in the area.

### — What particular attributes do you think define your employees?

HCLC employees are caring, community minded, robust, flexible, hard-working and enthusiastic about wanting to educate the community.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

HCLC takes between 4-6 unpaid PLT students per semester either part-time or full-time.

### — What kind of employment/volunteer opportunities are available?

HCLC offer PLT placements and administrative volunteer opportunities

### — Is there a formal application process?

Yes, visit our website or if you are looking to volunteer or for PLT placement email your interest through. Please include your preference, availability and resume.

### — What do you look for in an applicant? The qualities that

HCLC looks for in an applicant are reliability, problem solving skills, willingness to learn and assist in legal issues, and excellent communication skills.

### — What are the benefits of taking a position at your organisation?

A couple of benefits of taking a position at HCLC are the opportunity to assist the community, the opportunity to attend court with our solicitors, work on law reform projects and to present community legal education sessions to the community.

## Personal profile

LIBBY ECKERSLEY

### — PLT Student, Hunter Community Legal Centres

I started my 75-day Practical Legal Training (PLT) at the Hunter Community Legal Centre at the end of 2015, finishing in April 2016. This would be my first piece of advice – if you can manage it – immerse yourself in your placement. Not only do you learn a lot, really quickly, it gives you an opportunity to provide continuity of involvement in the matters that end up on your desk. I have found this not only provided me with greater ownership of the issues, it also increased accessibility for clients. This helped build rapport and gave me a chance to hone my communication skills.

My time with the Centre has been really positive. Its strong sense of social justice aligned with my own. As a student, I had an opportunity to quickly become involved in matters, meeting with clients and attending court weekly to assist with the Centre's duty service. There is scope to make contributions to law reform issues and constant awareness of developments is strongly encouraged. Equally important is the capacity to work in a collegial way, and taking the work seriously is essential. Whilst you undertake your PLT as a requirement of admission, this is real work with real world consequences, and it operates within a broader network of legal services experiencing their own pressures.

Involvement in a social justice organisation is a fantastic opportunity. The Hunter Community Legal Centre has helped me to imagine a future in the legal profession. Whether you are starting out in your career, or imagining a new one, I think it pays to gain broad exposure to the issues effecting access to the legal system. As a student, you get to help the organisation pursue its values. This not only prompts you to reflect on your own, it also gives you a solid appreciation for your role as an advocate, whatever form that might take.

# INTERNATIONAL JUSTICE MISSION

*Areas -Not-for-profit and foreign law*



## ADDRESS

PO Box 1442, Chatswood NSW  
2057



## LOCATIONS

Sydney



## CONTACT

Melinda Harvey / E: [contact@ijm.org.au](mailto:contact@ijm.org.au), P: 1300 045 669 &  
W: [IJM.org.au](http://IJM.org.au)

## About the organisation

### — What is the focus of your organisation?

IJM protects the poor from everyday violence by partnering with local authorities to:

- Rescue victims – we help local authorities to find people suffering from violence and oppression and bring them to safety.
- Bring criminals to justice – we work relentlessly in local courts to ensure traffickers, slave owners, rapists and other criminals are restrained from hurting others.

- Restore survivors – we provide trauma therapy and counselling to survivors of violence, and we work with partners to give survivors the education, job training or tools they need to thrive.
- Strengthen justice systems – we identify gaps in the way systems protect the poor, and then work with police, prosecutors, courts and social welfare agencies to address these complex challenges.

### — What is unique about this organisation?

Today, our team is helping to protect more than 21 million people from violence worldwide.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

IJM Australia offers unpaid internships, work experience and clerkships.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

For information regarding current opportunities at IJM Australia, please visit the careers page on our website, <http://www.ijm.org.au/take-action/join-us/internships-and-fellowships/>.

If you think you would be a good fit for our team, we would love to hear from you. Please send us an email at [contact@ijm.org.au](mailto:contact@ijm.org.au) with your C.V. and cover letter attached.

# JUSTICE ACTION

Areas - Criminal Justice, Mental Health

 **ADDRESS**  
204/4 Goulburn St, Sydney

 **LOCATIONS**  
Sydney

 **CONTACT**  
Assistant Coordinator / E: [asst.coordinator@justiceaction.org.au](mailto:asst.coordinator@justiceaction.org.au),  
P: 9283 0123 ext. 11 & W: [www.justiceaction.org.au](http://www.justiceaction.org.au)

## About the organisation

### — What is the focus of your organisation?

Justice Action aims to address the injustices of Australia's judicial and mental health systems.

### — What is unique about this organisation?

Justice Action empowers persons in prisons and locked hospitals by providing them with access to tools and information they need to defend and develop themselves. It builds networks among prisoners, victims, families and others, and exposes abuses of authority in the media and its own publications. It also seeks to redress inequality in the community by promoting policy changes and alternatives to imprisonment.

### — What would work at your organisation typically involve?

On any given working day, an intern will be given the opportunity to work on a number of policy related issues, as well as casework involving

prisoner and mental health matters.

### — What significant work has the organisation completed recently?

Currently, Justice Action is campaigning for computers in cells to enable prisoners and involuntary patients to access independent counselling, education, legal and family support.

- In 2015, Justice Action exposed the lack of enforceable standards within prison cells and represented Life Prisoners Right to Develop in the NSW Parliament.
- In 2014, Justice Action defended the right of an involuntary mental health patient, Saeed Dezfouli to his identity and education.

### — What particular attributes do you think define your employees?

Prospective interns should have the willingness to be thrown into the deep end, as they may be involved in policy tasks from day one.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships.

### — What kind of employment/volunteer opportunities are available?

Justice Action deals directly with persons in prisons and locked hospitals, and works to defend human rights by giving those who have been marginalised and excluded a voice. In this regard, Justice Action attempts to elicit positive change within the criminal justice and mental health systems. Interns will be given the opportunity to work on individual cases as well as on important policy matters.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Applicants should send both a cover letter and CV via email.

### — What do you look for in an applicant?

Justice Action looks for applicants with an interest in criminal justice and mental health.

### — How many people do you accept to each position annually?

Justice Action typically takes on 50 applicants annually.

## Personal profile

YONG SHI YING

### — Intern

"I have no one, I am homeless. At the rate I am going, I might as well kill myself." These were the words that I had to hear during my previous internship at a law firm specialising in criminal litigation in Singapore. This feeling of desperation and helplessness is not unique to those who come into contact with the criminal legal system in

Singapore, it's a voice amongst many across New South Wales and the world. As a law student, working at a law firm only reveals one facet of the Justice System. There are some experiences that could only be experienced in a social justice organisation such as Justice Action. Experiences such as how to build empathy, how we should relate to our clients and how to say, "I understand what you are going through" and mean every word of it. As law students, we are offered a wealth of knowledge that can potentially change the lives of many. During an internship at Justice Action from offering legal assistance to inmates, to lobbying governments for policy amendments, you will get to see justice "behind-the-scenes". You will realise eventually, that justice does not stop once the courts reach a judgement; it continues an ever-present struggle, even behind bars.

# JUSTICE CONNECT



## ADDRESS

GPO Box 436, Darlinghurst NSW  
2000



## LOCATIONS

Melbourne, Sydney



## CONTACT

Office Manager (NSW) / E: [nsw@justiceconnect.org.au](mailto:nsw@justiceconnect.org.au), P: 02  
8599 2100 & W: <https://www.justiceconnect.org.au>

## About the organisation

### — What is the focus of your organisation?

Justice Connect promotes access to justice through the provision of pro bono legal help for those facing disadvantage (and the community organisations that help them). It is, in effect, a community legal centre focused on homelessness, elder abuse, new migrants, not-for-profit and unrepresented litigants.

### — What is unique about this organisation?

We harness the power of pro bono legal help in a unique way. Our strong connections across the corporate and community legal sectors allow us to efficiently and effectively match volunteer lawyers with clients most in need of their help, simultaneously creating more capacity for the community sector to continue its great work.

We are also, in our six different programs, continually innovating and finding new means of unlocking the nation's pro bono legal help, aimed at helping older people, those experiencing homelessness, unrepresented litigants, not-for-profit organisations and new migrants. For instance, our Women's Homelessness Prevention Project is a new model that is stopping homelessness before it starts.

### — What would work at your organisation typically involve?

Justice Connect works towards three goals: providing legal services and referrals to people experiencing disadvantage; promoting pro bono culture; and policy reform. Practical Legal Training (PLT) students engage in a variety of tasks that assist with these goals, such as taking client enquiries, drafting letters, undertaking legal research and working on policy documents.

### — What significant work has the organisation completed recently?

Recently, Justice Connect's Not-for-profit Law service expanded its Information Hub, offering plain language resources and practical tools for NFPs, covering over 80 topics, accessible to NFPs across Australia ([www.nfplaw.org.au](http://www.nfplaw.org.au)).

Justice Connect has also recently launched two Health Justice Partnerships (HJPs) in Victoria, one in partnership with cohealth and another with St Vincent's Hospital. HJPs combine legal and healthcare services with a primary objective of improving the overall health and wellbeing for people experiencing disadvantage.

### — What particular attributes do you think define your employees?

Justice Connect's staff are among the most talented and committed lawyers in the country. All have a deep passion for social justice and an awareness of the importance of pro bono legal help.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes.

### — What kind of employment/volunteer opportunities are available?

Justice Connect offers unpaid PLT positions across all of our programs. We also have a volunteer program popular among law students.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Employment opportunities are posted on our jobs page ([justiceconnect.org.au/jobs](http://justiceconnect.org.au/jobs)) when available. When positions are available, applications

can be made for PLT positions via the website ([justiceconnect.org.au/plt](http://justiceconnect.org.au/plt)), as can expressions of interest for a volunteer role ([justiceconnect.org.au/get-involved/volunteers](http://justiceconnect.org.au/get-involved/volunteers)).

### — What do you look for in an applicant?

A passion for social justice and fairness, as well as a commitment to nurturing Australia's pro bono culture as a means of providing much-needed support to people facing disadvantage.

### — How many people do you accept to each position annually?

Justice Connect accepts 9 PLT students in its Melbourne office and 4 in Sydney. These positions last for a minimum of 60 days and are immediately re-filled.

### — What are the benefits of taking a position at your organisation?

Working at Justice Connect will provide students with extensive experience in a wide variety of legal matters. We also have deep and strong connections with both community and corporate legal sectors.

## Personal profile

KEVIN TRUONG

### — PLT Student – MOSAIC Program

I completed my PLT with the MOSAIC service of Justice Connect. What I really enjoyed about my experience was the incredibly friendly and welcoming staff. At the same time the staff are dedicated to their work in support of the unmet legal needs of our community. I appreciated being able to help clients from asylum seeker, refugee and migrant backgrounds with their problems, whilst having the opportunity to develop my legal skills. Overall, I had a fantastic experience with Justice Connect!

# LAWYERS WITHOUT BORDERS

Areas - Human Rights, Capacity Building, Rule of Law, Access to Justice



## ADDRESS

59 Elm Street, New Haven, CT,  
USA



## LOCATIONS

New Haven, Washington DC,  
London



## CONTACT

Christina M. Storm, Executive Director / P: 203-823- 9397 & W:  
www.lwob.org

## About the organisation

### — What is the focus of your organisation?

Lawyers Without Borders (LWOB) focuses on promoting the rule of law and increasing community access to justice through capacity building programming in the justice sectors.

### — What is unique about this organisation?

LWOB harnesses and manages large scale and diverse pro bono resources from volunteer lawyers around the world.

### — What would work at your organisation typically involve?

Depending on their specialised skills, volunteers may be involved in research, field study, technical and policy support, trial advocacy training, stakeholder and community outreach and training.

### — What significant work has the organisation completed recently?

LWOB has recently been a key part of a global effort to combat wildlife crime in East Africa and human trafficking globally.

### — What particular attributes do you think define your employees?

Our employees are committed and passionate about their work and politically neutral.

### — What international opportunities does the firm offer?

LWOB offers volunteer field opportunities in diverse regions that are dependent upon a person's experience both with travel and in the law, as well as ongoing research opportunities.

### — Do you take Australian students at any of your offices?

Yes, as unpaid interns in the US offices.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes, subject to appropriate visa and work permits.

### — What kind of employment/volunteer opportunities are available?

At any given time, there are a variety of volunteer opportunities available in the US, the UK or globally in regions where current LWOB programming is in progress.

### — Is there a formal application process? If so, what is the method of application? Yes. See the "internships" tab at [www.lwob.org](http://www.lwob.org)

### — What do you look for in an applicant?

A strong academic record, extra-curricular accomplishments in the non-profit sector, excellent written and spoken language skills, previous volunteer experience, passion for the law and/or energy and commitment to human rights.

### — How many people do you accept to each position annually? Approximately 30 volunteer positions are available annually.

### — What are the benefits of taking a position at your organisation?

Working at LWOB provides an insight into some of the more practical issues involved in delivering access to justice in diverse environments. Working with LWOB will provide a sometimes surprising realisation that to accomplish lofty objectives one often has to deliver understanding using basic, seemingly simple, practical tools.

## Personal profile

EVA JACOBSON

### — Project Manager and Project Analyst

I decided to work at LWOB because of the opportunity to work in the human rights field, while simultaneously employing Spanish language skills. I primarily administered the organisation's Latin America and Caribbean (LAC) program on mediation, legal skills and human rights. I was thrilled by the prospect of working with a team to strengthen civil society by engaging with lawyers, human rights activists and civil society leaders.

As a Project Analyst, I had the opportunity to develop a comprehensive data collection system to monitor and track trainings, shipping, and

demographic information of our LAC contacts. With other team members, I implemented surveys in the Spanish language, and LWOB arranged for me to take an SPSS Statistics training program as part of my work on the project. LWOB also supported my duties of compiling and drafting quarterly reports which greatly improved my writing and analytical abilities.

I was also given the opportunity to travel to Kenya with federal US judges and staff to administer LWOB's 2014 trial advocacy training for Kenyan magistrates and advocates. The training focused on the prevention of terrorism, anti-money laundering and anti-corruption laws. I worked alongside lawyers and judges in Kenya and experienced first-hand how to administer a trial advocacy training.

During my three years with the organisation, LWOB has empowered and facilitated my professional and leadership growth. I continue to work with the organisation because of the opportunity to work alongside incredibly passionate and dedicated staff who work arduously to improve the rule of law in countries around the world.

# LINKZ INCORPORATED

Areas - State and Federal advocacy on Privacy, Censorship, Digital Rights and Whistleblower protection; Asylum Seekers and Refugees; Counter-terrorism laws; Civil and human rights; Criminal justice, police powers and mental health

## LOCATIONS

Perth head office with locations throughout Australia

## CONTACT

Ashton Kealy / E: [ashton@linkz.net.au](mailto:ashton@linkz.net.au), P: 0405 036 303 & W: [www.linkz.net.au](http://www.linkz.net.au)

## About the organisation

### — What is the focus of your organisation?

Linkz supports young people in continual learning and growth. This manifests itself in different ways – we have a wide array of youth we work with, from university students to young people growing up in remote communities.

### — What is unique about this organisation?

We are a small organisation with a passion for true community development and ensuring our work is authentic and needed.

### — What would work at your organisation typically involve?

A day in our Odyssey program involves running all kinds of activities for young people in remote communities, from basketball to decorating face masks, and maybe an afternoon swim in a waterhole. Every day is very different.

### — What particular attributes do you think define your employees?

Our employees are young people who are flexible, curious and self-aware.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer volunteer experiences ranging from 4-8 weeks.

### — What kind of employment/volunteer opportunities are available?

The Odyssey program takes volunteers on a unique journey to live in a remote community and work alongside young people to facilitate a holiday program.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Applications are to be made online via our website.

### — What do you look for in an applicant?

Someone who is open-minded, adaptable and keen to learn more about themselves and the world around them.

### — How many people do you accept to each position annually?

We on-board a number of volunteers bi-annually.

### — What are the benefits of taking a position at your organisation?

Gaining incredible experience and knowledge of what it is like to work and live in a remote community, and learn from the local Indigenous custodians who are part of Australia's oldest living culture.

# MARRICKVILLE LEGAL CENTRE

*Areas - General Legal Service: Fines, consumer complaints, car accidents, debt, police or government agency complaints, employment issues, victims compensation, discrimination, minor criminal charges, APVOs and ADVOs, domestic and family violence. Tenancy Service: termination notices, share housing, boarding housing and lodging, NCAT matters. Family Law Service: Parenting Orders, separation with children, legally assisted mediations.*



## ADDRESS

338 Illawarra Road, Marrickville  
NSW 2204



## LOCATIONS

Marrickville, Chatswood



## CONTACT

Catherine Dornan / E: enquiries@mlc.org.au, P: 02 9559 2899 &  
W: www.mlc.org.au

## About the organisation

### — What is the focus of your organisation?

Marrickville Legal Centre is a community legal centre that provides free legal advice, representation and assistance to the local community. We have a particularly strong reputation for working with immigrants, young people and people from non-English speaking backgrounds.

Our highest priority is meeting the legal needs of some of the most disadvantaged members of the community.

### — What would work at your organisation typically involve?

We provide free legal services to disadvantaged people across 12 local government areas. The Centre has a generalist legal service and a statewide youth legal service. We also run the Inner West and Northern Sydney Area tenants' advice & advocacy services, and have a dedicated domestic and family violence support worker.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. We offer unpaid volunteer positions.

### — What kind of employment/volunteer opportunities are available?

MLC relies on volunteers to staff the front office and respond to requests made by members of the public, other workers and clients. In this role, you will act as the client triage point, providing legal information and referrals to people over the telephone and face-to-face, and making appointments with solicitors when appropriate. We also accept a small number of PLT students.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Front Desk Volunteers are recruited through an interview process over three or four intake periods per year. If you are interested in becoming a front desk volunteer please email your CV and availability to daytime. volunteers@mlc.org.au. The Volunteer Coordinator will contact you when vacancies arise.

Enquiries concerning our PLT program should be addressed to the Principal Solicitor and sent to enquiries@mlc.org.au.

### — What do you look for in an applicant?

- Completion of at least two years of a combined undergraduate law degree or one year of a graduate law degree;
- A demonstrated understanding of and commitment to social justice causes;
- A demonstrated understanding of ethical issues affecting community legal centres;
- Available for at least one of the Centre's weekly shifts over a six-month period;
- Excellent written and verbal communication skills; and
- Ability to work as part of a team.

### — How many people do you accept to each position annually?

MLC offers approximately nine PLT placements per year. Five to ten Front Desk Volunteers are recruited per intake round. Successful front desk volunteers must commit to one shift per week (3.5 hours) for a six-month placement.

### — What are the benefits of taking a position at your organisation?

Volunteers can expect to build up skills in casework file maintenance and increase their knowledge of referral services and the practical application of the law. You will also become experienced in assisting people in crisis. Front desk volunteers will also have the opportunity to apply for PLT placements when they arise.

# NSW COUNCIL FOR CIVIL LIBERTIES

Areas - State and Federal advocacy on Privacy, Censorship, Digital Rights and Whistleblower protection; Asylum Seekers and Refugees; Counter-terrorism laws; Civil and human rights; Criminal justice, police powers and mental health



## ADDRESS

Suite 203, 105 Pitt Street, Sydney, NSW 2000



## LOCATIONS

Sydney



## CONTACT

Christopher Camacho – Office Administrator / E: office@nswccl.org.au, P: 02 8090 2952 & W: www.nswccl.org.au

## About the organisation

### — What is the focus of your organisation?

The NSW Council for Civil Liberties (NSWCCL) was founded in 1963 and is one of Australia's leading human rights and civil liberties organisations. NSWCCL believes in a society based on the democratic participation of all its members and the principles of justice, openness, the right to dissent and respect for diversity. NSWCCL defends the civil rights and liberties of individuals against excessive abuse of power by governments or their agencies.

### — What would work at your organisation typically involve?

- We run campaigns when civil liberties are threatened;
- We receive and respond to individual complaints from members of the community;
- We regularly engage in public debates;
- We advocate fair and just policies with governments and parliamentarians;
- We prepare written and oral submissions to the government;

- We publicise civil liberties and human rights issues;
- We train interns and volunteers; and
- We challenge unjust laws by taking test cases to Australian courts.

### — What significant work has the organisation completed recently?

We have recently undertaken a significant campaign against mandatory data retention, including contributing to the Combined Council for Civil Liberties submission to the Parliamentary Joint Committee on Intelligence and Security (PJCIS) inquiry into the Data Retention Bill; giving evidence against mandatory, mass data retention before the PJCIS and the Senate Committee on Legal and Constitutional Affairs; and co-hosting a number of screenings of the documentary Citizenfour including at the Australian Parliament House.

We have also completed submissions on a wide range of issues including asylum seeker policy, migration, sentencing and online copyright law. Our organisation has also been prominent in mainstream media on the recent issues of the proposed Domestic Violence Register in NSW, and commenting on a number of taser-related and other police incidents across NSW.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

NSWCCL is a volunteer-based organisation. Its members meet to discuss activity within the organisation once a month. Unpaid internships with us are possible for students and graduates seeking to learn more about research and submissions into civil liberties and human rights.

### — Is there a formal application process? If so, what is the method of application?

Yes. Applicants for placements and internship positions should send a CV and cover letter explaining why they are interested in working with NSWCCL to office@nswccl.org.au.

### — What do you look for in an applicant?

We are looking for pro-active people who have an interest in civil liberties and human rights law, and demonstrated research skills, good communication skills and the ability to work independently and creatively.

# NSW GAY AND LESBIAN RIGHTS LOBBY

Areas - State and Federal law reform for LGBTI people

## ADDRESS

186 Glebe Point Road Glebe  
NSW 2037

## LOCATIONS

NSW

## CONTACT

Co-Convenor's Lauren Foy P: 0421 447 026 or Chris Pycroft P:  
0424 631 135 / E: [convenors@glrl.org.au](mailto:convenors@glrl.org.au)

## About the organisation

### — What is the focus of your organisation?

The NSW Gay & Lesbian Rights Lobby (GLRL) advocates on behalf of the lesbians and gay men. We provide referral and educative resources on gay and lesbian rights to the media, policy makers and the community.

We lobby politicians, government departments, policy makers and the media to redress discrimination against lesbians and gay men.

We represent the gay and lesbian community at the local, state and national level through state-wide consultations. Our major consultations have highlighted social injustice and legal inequality faced by lesbians and gay men, in areas such as relationship recognition, parenting and adoption rights, workplace discrimination, the age of consent and homophobic violence.

### — What is unique about this organisation?

It is the only organisation in NSW that operates solely to address state and federal sanctioned rights based discriminations.

### — What significant work has the organisation completed recently?

#### Health

- Submission to the Inquiry into Domestic Violence and Gender Inequality – Senate Standing Committees on Finance and Public Administration (2016)
- Blueprint for the domestic and family violence response in NSW (2016)
- 'Dying to be Counted': The Social Determinants of Health and LGBTI Australians (2012)

#### Parenting

- Inquiry into the Regulatory and Legislative Aspects of Surrogacy Arrangements (2016)
- Submission to the Inquiry into Donor Details on the Register of Births (2011) Recognising All Our Families: The Equal Legal

Recognition of Children Born through Surrogacy Arrangements (2010)

#### Refugees

- Submission on the Humanitarian Program (2016/17)
- Submission to the Senate Inquiry into Conditions and Treatment of Asylum Seekers and Refugees at the Regional Processing Centre in the republic of Nauru and Papua New Guinea (2016)
- From Lives of Fear to Lives of Freedom: A Review of Australian Refugee Decisions on the Basis of Sexual Orientation (2008) and Executive Summary and Recommendations (2008)

#### Relationships

- Inquiry into the Social Services Legislation Amendment (Family Payments Structural Reform and Participation Measures) Bill (No. 2) 2015
- Submission to the NSW Legislative Council Inquiry into Same-Sex Marriage Law in NSW (2013)
- Submission to the Senate Inquiry into the Marriage Equality Amendment Bill 2010 (2012)

#### Discrimination

- Submission to the Review of Police Critical Incident Guidelines in NSW (2013) Policing at NSW Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) Events and Venues (2013)
- Towards Anti-Discrimination Protections for LGBTI People in Commonwealth Law: Submission to the Sex Discrimination Amendment Inquiry (2013)

#### Education

- 'An Inclusive National Health and Physical Education Curriculum' – Submission on the Australian Curriculum Assessment and Reporting Authority Consultation Draft of the National Health and Physical Education Curriculum (2013)

### — What particular attributes do you think define your employees?

We seek applicants who are interested in and passionate about social justice, law reform and equality for LGBTI people.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. We offer unpaid/volunteer based positions, issues based research roles, and opportunities to aid in the development of submissions.

### — What kind of employment/volunteer opportunities are available?

There are volunteer roles in policy and law reform with us up to 15 hours a week, and university placements (research and writing based).

### — Is there a formal application process?

Email [convenors@glrl.org.au](mailto:convenors@glrl.org.au) or fill out a volunteer form which can be found on the website <https://glrl.org.au/volunteer-form/>

### — How many people do you accept to each position annually? Unlimited

### — What are the benefits of taking a position at your organisation?

Previous volunteers of GLRL have gone on to positions at AHRC, ICLCs, Parliamentary roles, and Board positions

# REDFERN LEGAL CENTRE



## ADDRESS

73 Pitt Street, Redfern NSW 2016



## LOCATIONS

Sydney



## CONTACT

Zoe Adler Bishop, Communications and Volunteer Manager / E: info@rlc.org.au & W: ww.rlc.org.au

## About the organisation

### — What is the focus of your organisation?

Redfern Legal Centre is an independent, non-profit community legal centre dedicated to promoting social justice and human rights. We offer free legal advice, referrals, and casework to disadvantaged people living in the City of Sydney, Botany Bay, and Leichhardt local government areas. We also provide community legal education and advocate for the reform of inequalities in laws, the legal system, administrative practices, and society as a whole. Our specialist areas are domestic violence, tenancy, credit and debt, employment, discrimination, and complaints about the police and other government agencies.

### — What would work at your organisation typically involve?

Volunteer Legal Assistants provide legal support to the caseworkers through legal information and referrals, working on casework files and general administrative duties.

Volunteer Solicitors' duties include staffing telephone and face-to-face shifts on a weekly or fortnightly basis, interviewing and providing advice, accurately recording information given on advice forms, advising clients of limitation dates, accurately obtaining and recording statistical information from clients and following PII requirements. PLT placement responsibilities include client intake, file review, general administration, research, legal drafting, interviewing clients and follow-up on client matters under the supervision of a solicitor.

## About internships

### — Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Paid positions are advertised on our website. We offer volunteer opportunities for legal assistants, PLT students and solicitors.

### — Is there a formal application process and if so, what are the stages of the application process?

There is a formal application process. Please visit our website for further details.

## Personal profile

MELISSA CHEN

### — Volunteer Legal Assistant; Front Desk Supervisor

I commenced at RLC as a Volunteer Legal Assistant in February 2012. Volunteer Legal Assistants essentially man the front desk, meaning that they are at the front line of client contact. Being able to speak with clients from many different backgrounds was an invaluable experience

in that it gave me a deeper understanding of the challenges faced by those less fortunate members of the community. Volunteer Legal Assistants are also involved in general administrative duties, and help solicitors with small research tasks where necessary.

I would encourage anyone who is interested in getting some practical experience in a community legal centre to consider applying for a position at RLC. It is a large, well-established community legal centre and has excellent training and support programs that enable volunteers to get the most out of their experience.

# REFUGEE ADVICE AND CASEWORK SERVICE

Areas - Migration law, Administrative Law



## ADDRESS

1-3 Eurimbla Ave, Randwick  
NSW 2031



## LOCATIONS

Sydney



## CONTACT

E: admin@racs.org.au & W: www.racs.org.au

## About the organisation

### — What is the focus of your organisation?

To ensure that those at risk of persecution receive legal assistance so they may be granted protection in accordance with Australia's international obligations. To help refugees reunite with their family members.

### — What is unique about this organisation?

RACS is the pre-eminent and longest running Refugee Community Legal Centre in NSW. Over 26 years, RACS has established a solid reputation as the leading provider of free, expert legal services to asylum seekers & refugees.

### — What would work at your organisation typically involve?

Typically our work involves advising and representing asylum seekers in their applications for protection with the Department of Immigration and before the Refugee Review Tribunal. We also represent refugees in applications to bring their family members to Australia.

### — What significant work has the organisation completed recently?

We recently lodged a complaint to the United Nations on behalf of a large group of unaccompanied minor asylum seekers that was successful in preventing their imminent transfer to Nauru. This group of children are currently in the Australian community.

### — What particular attributes do you think define your employees?

We have some very sharp legal minds, pioneering and creative spirits and our team operates with warmth and humanity.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students? Yes.

### — What kind of employment/volunteer opportunities are available?

We accept legal interns through university social justice programs however we also take on volunteers on a needs basis. RACS also takes on a number of paralegals who are in their final year of law or completing College of Law. We generally take 4-6 students from Sydney University per semester and up to 8 PLTs from various universities.

### — Is there a formal application process? If so, what is the method of application?

Yes. Interns must apply through their university's social justice program and other volunteers must submit an application in response to an advertised position.

### — What do you look for in an applicant?

Good communication skills, good skills in managing their work and research skills. Common sense and an ability to remain calm under pressure. Positive attitude and flexibility in terms of work tasks coming your way. Someone who's going to be a good fit with the core values of RACS and who can be client focused and empathetic to our clients' situations.

### — How many people do you accept to each position annually?

RACS takes at least 50 volunteers annually. This number is comprised of interns, volunteers and PLTs.

### — What are the benefits of taking a position at your organisation?

Volunteering is a great way to get involved and help asylum seekers and refugees directly. RACS could not deliver the amount of services without our volunteers: the assistance is invaluable to us, very much appreciated by us, and is a highly rewarding experience in itself.

## Personal profile

KATIE WRIGLEY

### — Principal Solicitor

I joined RACS initially as a volunteer solicitor during the time when temporary protection visas were around between 1999 and 2007. I found the work to be incredibly rewarding. The client base is diverse, humbling and some of the stories I heard were extraordinary.

My experience in meeting refugees and hearing their stories gave me a strong interest in law reform. The clients I met were all living on Temporary Protection Visas (TPV).

TPV holders are not allowed to bring their family members to Australia, and must have their status reassessed every few years. TPVs keep genuine refugees in limbo. By definition, refugees cannot go home and yet their short-term status precludes them from building a new life here. They live in a constant state of anxiety, fearful of being removed once their visa expires. It is unsettling and disempowering.

Despite the many challenges of the coming years in terms of providing what legal help we can for these people, in the face of our assistance to boat arrivals being de-funded and becoming reliant on our own fundraising efforts, I am extraordinarily and truly proud of the RACS team. I think the team are doing an outstanding job under the circumstances in responding to the legal needs of asylum seekers, and in being effective advocates for our clients and our clients' interests.

# REPRIEVE AUSTRALIA

*Areas - Death penalty, Human Rights*



## ADDRESS

GPO Box 4296, Melbourne, VIC  
3001



## CONTACT

E: [contact@reprieve.com.au](mailto:contact@reprieve.com.au) & W: [www.reprieve.org.au](http://www.reprieve.org.au)

## About the organisation

### — What is the focus of your organisation?

Reprieve Australia stands for a world without the death penalty. We work with our volunteers, interns and board to develop legal and policy solutions that will help save lives.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships with not-for-profit legal offices in the United States.

### — What kind of employment/volunteer opportunities are available?

We work with our sister organisation, Reprieve US, to place volunteers in the Southern United States for periods of three months or more. Since our first placements in November 2001, we have sent more than 100 volunteers to the United States. The program continues to grow each year, attracting a mix of students and professionals from different backgrounds.

In regards to the internship itself, the work varies greatly and can be exciting, uplifting and intellectually challenging. An intern's responsibilities may include working on the appeal or trial process in capital cases and visiting clients on death row. Interns are expected

to work long hours in the office, copying, redacting, proof-reading, researching and performing general administrative tasks. These duties require an intern to have a real sense of purpose and dedication.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Interested students must apply using the form on our website. We accept applications throughout the year; however, we recommend that you apply at least three months in advance of your proposed commencement date.

### — What do you look for in an applicant?

If you are passionate about fighting the death penalty and you want to help those who are most acutely affected, our volunteer program is a great way to take action. We look for mature, independent and compassionate interns who are ready to work hard alongside tireless human rights advocates in the fight to save people from execution.

## Personal profile

KATE LYLE

### — Intern with Reprieve Australia

For my internship, I was placed in Louisiana, where I was exposed to a criminal justice system that did not always align with my personal values. I was often challenged by a system that required patience and a steadfast conviction against the death penalty.

Inspired by the passion of a paralegal at our office, the most important thing I have learnt from my internship with Reprieve Australia is that I love documents! After three months of assisting in a variety of tasks, I learnt that efficiently requesting, processing and filing relevant

documents is often the key to achieving justice for our clients. For example, on both the cases to which I was assigned, I was responsible for locating the client's mental health records in order to detail their history of intellectual disability. This may later be used to argue that the client is intellectually impaired and therefore unable to be sentenced to death. I have also had the opportunity to collect documents and process data concerning racial prejudice in jury selection. As an intern, I was able to go out into the field and assist in interviewing potential witnesses, prepare research for our attorneys to file in court, and observe our senior attorneys arguing a motion for new trial in court.

I am no longer afraid of spending my career as a solicitor drowning in paper for I have learnt that even the most basic processing of documents is fundamental to achieving justice. In places like the United States it can even save a life. human rights advocates in the fight to save people from execution.

# SALVOS LEGAL

Areas – Salvos Legal – Corporate and Commercial, IP/IT, Property; Salvos Legal Humanitarian – Criminal, Family and Children, Debt, Housing, Centerlink and Immigration/ Refugee Law.



## ADDRESS

Level 2, 151 Castlereagh Street,  
Sydney NSW 2000



## LOCATIONS

Sydney, Goodna



## CONTACT

Sophia McCrindle Volunteer and Education Coordinator / E:  
volunteercoordinator@salvoslegal.com.au, P: 02 8202 1500 & W:  
www.salvoslegal.com.au

## About the organisation

### — What is the focus of your organisation?

Our mission is to provide holistic justice funded by a competitively priced commercial legal service to the general public. We strive to create systemic change in the availability of access to justice for all people so that no one is without a trusted adviser to provide comfort and counsel in their time of need.

### — What is unique about this organisation?

Salvos Legal is a revolutionary not-for-profit legal practice. The profits generated by Salvos Legal are used to fund the work of Salvos Legal

Humanitarian, which offers free advice, assistance and representation to those in our community who are otherwise unable to access legal services. To date, we have been able to assist in almost 16,000 matters pro-bono. Both firms are solely owned by The Salvation Army. In 2015, Salvos Legal and Salvos Legal Humanitarian were named Australian Law Awards, Pro-Bono Program of the Year and Social Traders Awards, Social Enterprise of the Year.

### — What particular attributes do you think define your employees?

Passion, integrity and professionalism. Our staff and volunteers are fully committed to advancing our mission.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. We offer undergraduate law students volunteer clerkships at our Sydney office (1 day a week during semester or intensively during winter and summer holidays). Law students are also welcome to volunteer at the Salvos Legal Humanitarian Advice Bureaus in western and south-western Sydney during the evenings.

### — What kind of employment/volunteer opportunities are available?

We also offer full-time, 4 month voluntary internships to PLT students and newly admitted solicitors looking to gain experience in one of our practice areas.

### — Is there a formal application process? If so, what is the method of application?

Yes. Applicants should forward their CV together with a one-page cover letter to volunteercoordinator@salvoslegal.com.au.

### — What do you look for in an applicant?

We look for volunteers who support our mission and share our values. Successful applicants demonstrate strong interpersonal and communication skills, attention to detail, effective time management, initiative and willingness to learn.

### — What are the benefits of taking a position at your organisation?

We offer law students and graduates the opportunity to gain hands-on legal experience and mentoring from our award-winning team while making a valuable contribution to a leading non-profit organisation.

## Personal profile

CARLIE-MAY ALCOCK

### — Intern-Solicitor, Salvos Legal Humanitarian

I applied for an internship with Salvos Legal Humanitarian because I saw it as an opportunity to broaden my experience in many different practice areas. Also, I had always wanted to direct my study towards helping those most disadvantaged under the law - the unrecognised and the unrepresented.

During my time here I have received expert guidance from mentors and supervisors at every step and been given the freedom to manage my own caseload and develop creative solutions for my clients. My experience in various practice areas has certainly been broadened. In addition, I have also had the opportunity to be a part of an organisation that is extending a hand of friendship to those most vulnerable and in need.

Having recently moved to a role in the commercial side of the firm – a not-for-profit practice with an impressive portfolio, which in turn funds the firm's humanitarian work – I have continued to be impacted by the culture and commitment of the people here and the knowledge that the work I do each day really can make all the difference.

# TEACH FOR AUSTRALIA

Areas – Associates in our graduate program commit to teaching high school students in disadvantaged schools for a minimum of 2 years



## ADDRESS

103 Flinders Lane, Melbourne,  
VIC 3000



## LOCATIONS

Northern Territory, Victoria,  
Western Australia, ACT



## CONTACT

Lauren Smith, Recruitment and Advocacy Manager NSW / P:03  
8640 4512 & W: [www.teachforaustralia.org/passiton](http://www.teachforaustralia.org/passiton)

## About the organisation

### — What is the focus of your organisation?

Teach For Australia is part of a global movement dedicated to breaking the cycle of disadvantage through teaching and leadership in education. We attract outstanding graduates and professionals from all academic disciplines, who commit to teaching in an educationally disadvantaged school for at least two years. We support them through our award-winning Leadership Development Program to become exceptional teachers who have the potential to lead their students to enduring academic outcomes and personal growth.

### — What is unique about this organisation?

Teach For Australia rethinks the concept of a graduate program by allowing candidates to develop themselves and directly impact society over two years, but at the same time expecting a lifetime of commitment. The experiences that Associates have in our program helps them become their best selves and equips them to be able to tackle disadvantage and inequity from a number of avenues.

### — What would work at your organisation typically involve?

Day-to-day, our program participants are teachers in secondary schools across Australia. They empower and push their students to achieve what society says kids, from that socio-economic background, should not be able to. You get up early, work late, are usually involved in one after school club/activity, and spend a day on the weekend trying to make next week even better.

### — What significant work has the organisation completed recently?

Last year we expanded to our 4<sup>th</sup> state/territory, placed in our 67<sup>th</sup> high school and taught in our 3,000<sup>th</sup> classroom. Over our six years of Associates, 100% of the principals we've worked with say they will recommend hiring our Associates to other principals.

### — What particular attributes do you think define your employees?

Teach For Australia Associates come from all academic disciplines and a variety of backgrounds. As such, there is no "ideal" candidate profile. Teaching may or may not be something that you have previously considered. We look for well-rounded and passionate individuals who have the qualities to create change, inside the classroom and beyond. Throughout the selection process, each applicant is assessed against the following competencies:

- Leadership and achievement
- Commitment to mission
- Communication and problem-solving
- Organisational and planning ability
- Humility, respect and empathy
- Learning and Self-evaluation
- Must be an Australian citizen or Permanent Resident
- Must have achieved a high-credit average or above, except in exceptional circumstances

For more information about our selection criteria, see <http://teachforaustralia.org/passiton/what-we-look-for/>.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes

### — What kind of employment/volunteer opportunities are available?

We recruit two University of Sydney students every year to be Teach For Australia Campus Consultants from February - October.

### — Is there a formal application process?

Yes, applications open in October each year.

### — If so, what is the method of application?

Applications are submitted through an online form, followed by a phone interview and then a Selection Day.

### — What do you look for in an applicant?

Demonstrated understanding of the graduate program and a commitment to our mission of tackling educational inequity in Australia. We also look for applicants who are well-connected within the University of Sydney student community who are able to promote Teach For Australia through their extensive personal networks.

### — How many people do you accept to each position annually?

We accept two Sydney University Campus Consultants annually, but there is no limit to the number of Associates we can accept for the graduate program itself.

### — What are the benefits of taking a position at your organisation?

You will be pushed relentlessly to expand the movement to end educational inequity in Australia. You'll be forced to think outside the box and to inspire people around you. Joining the TFA team will allow you to take an inside look into one of Australia's top graduate development programs and Australia's only education non-profit graduate development program.

# VOICELESS

Areas – Animal Law

## ADDRESS

2 Paddington St, Paddington  
NSW 2021

## LOCATIONS

Sydney

## CONTACT

Sarah Margo / E: sarah@voiceless.org.au, P: 9357 0719 & W:  
www.voiceless.org.au

## About the organisation

### — What is the focus of your organisation?

Voiceless is an independent, non-profit think tank focused on raising awareness and alleviating the suffering of animals in factory farms and the commercial kangaroo industry in Australia. It is these two areas where the highest number of land-based animals suffer each year.

The law is central to our mission. We work to grow the discipline of animal law, while advocating for policy and law reform to make way for a world in which animals are treated with respect and compassion.

### — What would work at your organisation typically involve?

Animal law is different to other types of law. Animal advocates must be familiar with a range of legal disciplines and must use creative lawyering to advance animal protection in a system that currently legalises exploitation. This means that rather than represent a client within the

framework of the law, Voiceless works to improve the lives of animals by changing the framework itself.

The legal team's role at Voiceless is a hybrid between law and policy: we critically analyse existing laws and propose legislative alternatives, prepare submissions to government, collate research for educational publications and cruelty exposés, lobby politicians, develop legal campaigns and provide updates on developments in animal law. We also frequently present on the topic of animal law and ethics to students, lawyers, politicians, academics and the general public.

### — What particular attributes do you think define your employees?

Voiceless is a highly specialised and unique workplace. All employees share a passion for animal protection, and perform their respective duties with professionalism and dedication. The legal team is supported by a selection of committed legal volunteers and the Voiceless Legal Advisory Council, which is comprised of animal law experts from around Australia.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Voiceless offers unpaid internships and volunteering opportunities for law students with a keen interest in animal protection. If you care about animals and want to use your legal skills to further the cause, please e-mail your CV and cover letter to the listed e-mail address.

### — What are the benefits of taking a position at your organisation?

Undertaking an internship or volunteer work with Voiceless will provide first-hand insight into the intersection between law, policy and advocacy. Voiceless is one of the few animal protection organisations that operates primarily in the legal world, and as such, is the perfect opportunity for law students to develop their legal skills in pursuit of a social justice cause. Working with the team will also help students to learn and understand the complexities of the animal protection movement and the problems posed by our current treatment of animals.

## Personal profile

DANIEL CUNG

### — Legal Intern

Animal law is perceived as a niche area, but has a surprising intersection with many fields of practice. For example, the issue of animal protection crops up in labelling standards on free-range eggs (consumer law), development applications for intensive animal industries (environmental and planning law), and in relation to farm surveillance footage obtained by activists and published by the media (criminal and civil law). The difficulty of defending animal interests in such matters is compounded

by the fact that animals have the status of chattels, prompting the Nonhuman Rights Project to argue for animal personhood in a series of novel cases in the United States.

A legal internship at Voiceless will give you a unique opportunity to engage in animal advocacy and develop your legal writing, innovation and research skills, while learning about many fields of law and gaining practical experience similar to that of a junior in-house lawyer. My past projects have included preparing submissions to government and providing draft recommendations for a Model Animal Welfare Act. Your work with the dedicated Voiceless team will make clear why the Hon Michael Kirby and David Weisbrot (former ALRC president) have espoused animal protection as the next great social justice movement.

# WORLD FOOD PROGRAMME

Areas – Programme & Policy, Supply Chain, Communications, HR, Legal, Finance, Field Operations and IT among other areas

 **ADDRESS**  
Rome, Italy

 **LOCATIONS**  
80 countries globally

 **CONTACT**  
E: [WFPrecruitment@wfp.org](mailto:WFPrecruitment@wfp.org) & W: [www.wfp.org/careers](http://www.wfp.org/careers)

## About the organisation

### — What is the focus of your organisation?

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In emergencies, the World Food Programme provides food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency has passed, the World Food Programme uses food to help communities rebuild their shattered lives.

### — What international opportunities does the firm offer?

Being a global organisation, the World Food Programme offers a wide range of international opportunities in the fields in which it operates.

### — Do you take Australian students at any of your offices?

Yes, we do accept Australian students at our offices.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes

### — Is there a formal application process?

Yes

### — If so, what is the method of application?

Applicants may apply online at [www.wfp.org/careers](http://www.wfp.org/careers)

# WIRRINGA BAIYA

*Areas - Domestic Violence, AVOs, Sexual Assault, Child Sexual Assault, Victims Support, Discrimination and Sexual Harassment, Care & Protection Early Intervention, Family Law, Complaints against the Police, Correctional Centres, Juvenile Detention Centres and FACS, Access to information under Government Information Public Access Act.*



## ADDRESS

Building 13, 142 Addison Road,  
Marrickville NSW, 2204.



## LOCATIONS

Sydney



## CONTACT

Christine Robinson / E: wirringa\_baiya@clc.net.au & P: 02 9569  
3847

## About the organisation

### — What is the focus of your organisation?

Wirringa Baiya is a state-wide community legal centre for Aboriginal and Torres Strait Islander women and children.

### — What is unique about this organisation?

We are a state wide service based in Marrickville that also has an outreach program.

### — What would work at your organisation typically involve?

Work at Wirringa Baiya typically involves law reform, community legal education, free legal advice and limited casework.

### — What particular attributes do you think define your employees?

Our employees are sensitive to the specific cultural needs of Aboriginal and Torres Strait Islander women and children.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes.

### — What kind of employment/volunteer opportunities are available?

Unpaid work experience opportunities are available to law students, including Practical Legal Training. Non legal positions are also available part of Wirringa Baiya's community legal education.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

Responding to vacancies which are listed via Community Legal Centres NSW website, or via the Koori Mail depending upon the position.

### — What do you look for in an applicant?

An applicant who shares the same values as Wirringa Baiya, and meets the selection criteria.

## Personal profile

SHAQUILLE ROBINSON

### — Community Legal Education Officer

“Growing up in a disadvantaged community, I saw that change was needed and wanted to be a part of it.”

# WOMEN'S LEGAL SERVICE NSW

*Areas - Domestic violence, sexual assault, family law, discrimination and employment, victims support, care and protection.*



## ADDRESS

PO Box 206 Lidcombe NSW  
1825



## LOCATIONS

Sydney



## CONTACT

Helen Campbell / E: [Helen.campbell@wlsnsw.org.au](mailto:Helen.campbell@wlsnsw.org.au), P: 02 8745  
6900, & W: [www.wlsnsw.org.au](http://www.wlsnsw.org.au)

## About the organisation

### — What is the focus of your organisation?

We provide legal advice and casework services to women in NSW who are disadvantaged by their cultural, social and economic circumstances and are seeking equitable access to legal services. Our Indigenous Women's Legal Program provides culturally appropriate services to Indigenous women. We also engage in law and policy reform, and provide community legal education to various organisations and members of the community in our areas of practice.

### — What is unique about this organisation?

We are a state-wide community legal centre run by women, for women. Our focus is on providing and improving access to justice for disadvantaged women.

### — What would work at your organisation typically involve?

Giving legal advice over the phone and face-to-face at various outreach locations e.g. at women's health centres, family relationship centres and in prisons. Also, performing limited casework in our areas of practice and undertaking various law reform and policy tasks in addition to presenting training workshops for various workers including community, social and health workers. There are also opportunities for court work.

### — What significant work has the organisation completed recently?

Assisting survivors from the Bethcar home for girls to appear before the Royal Commission.

### — What particular attributes do you think define your employees?

Dedication to working towards social justice for disadvantaged women.

## About internships

### — Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes, but these are limited.

### — What kind of employment/volunteer opportunities are available?

There are limited student volunteer and PLT opportunities. Paid employment is offered to solicitors. When we have employment or volunteer opportunities available we advertise them on our website.

### — Is there a formal application process?

Yes.

### — If so, what is the method of application?

This would be stated in our advertisement relating to the position available.

### — What do you look for in an applicant?

This would also be stated in our advertisement relating to the position available.

### — How many people do you accept to each position annually?

We usually have no more than 6 volunteers at one time. We employ for paid positions on an 'as needs' basis. We do not have a graduate program.

### — What are the benefits of taking a position at your organisation?

The opportunity to work towards social justice for disadvantaged women in the community.

# Alternative dispute resolution



PHOTO BY PETE O'SHEA

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org/w/index.php?curid=47711885*

ADR (Alternative Dispute Resolution) encompasses the variety of services available in which an independent person assists parties to resolve their disputes. ADR processes are an alternative to judicial determinations and are often a more efficient and less expensive way to resolve conflict than litigation. ADR methods also offer greater confidentiality and flexibility.

Specialised training and accreditation is available in the various ADR options, such as mediation, arbitration, conciliation and facilitation. Different disputes will be suited to different ADR processes. For example, transnational commercial disputes are generally resolved through international arbitration. In arbitration, an independent third party (the arbitrator) considers evidence submitted by the parties to the dispute and will provide a determinative ruling, in the form of an award. The arbitrator may have particular expertise in the field.

is another commonly used ADR process. A mediator is a neutral third party who assists the parties in dispute to identify issues of concern and negotiate an agreement. Unlike arbitrators, mediators do not provide their own advice or determine the outcome of the mediation.

ADR is a very rewarding career path. If you are a law student or graduate wanting to pursue a career in ADR, completing an internship at ACICA or Resolution Institute would provide an excellent understanding of ADR processes and training. Another way to gain experience in ADR is by working in a dispute resolution team at a firm. ADR skills are highly valuable and can be applied throughout a lawyer's career.

# AUSTRALIAN CENTRE FOR INTERNATIONAL COMMERCIAL ARBITRATION

Areas – International and domestic arbitration and mediation

## ADDRESS

Level 16, 1 Castlereagh Street,  
Sydney NSW 2000

## LOCATIONS

Sydney

## CONTACT

Deborah Tomkinson, Secretary General / E: [dtomkinson@acica.org.au](mailto:dtomkinson@acica.org.au), P: 02 9223 1099 & W: [www.acica.org.au](http://www.acica.org.au)

## About the organisation

### — What services does the organisation provide?

ACICA provides a full range of services to assist international arbitrations and mediations conducted in Australia and in the region. ACICA acts as the administering institution for arbitrations and mediations under the ACICA Arbitration Rules and ACICA Mediation Rules or, if agreed by the parties, under an ad hoc process.

### — What is unique about this organisation?

Established in 1985 as a not-for-profit public company, ACICA is Australia's premier international arbitral institution. A signatory of co-operation agreements with over 40 global bodies, it seeks to promote Australia as a seat for international commercial arbitration. ACICA played a leadership role in the Australian Government's review of the International Arbitration Act 1974 (Cth), and in 2011 the Australian Government confirmed ACICA as the sole default appointing authority competent to perform the arbitrator appointment functions under the new Act.

ACICA's membership includes world leading practitioners and academics who are experts in the field of dispute resolution. In 2007 ACICA also founded AMTAC (Australian Maritime and Transport Arbitration Commission), the leading Australian arbitration institution for maritime dispute resolution.

### — What significant work has the organisation completed recently?

ACICA has recently launched the ACICA Rules 2016, incorporating innovative changes catered to the evolving nature of international arbitral practice.

### — What pathways do people take to become involved in alternative dispute resolution?

For students or early career practitioners, alternative dispute resolution training will start in the classroom, whether at university or through college of law. Many universities offer alternative dispute resolution courses either general or specific in nature, for example stand-alone courses on international commercial arbitration. Students may also consider training and accreditation courses through ACICA's partner organisations, the Chartered Institute of Arbitrators (arbitration), or the Australian Disputes Centre ('ADC') (mediation). Students can also attend seminars run by various organisations, including ACICA and ADC, universities and NSW Young Lawyers, some of which are free to attend. Many students wishing to pursue a career in dispute resolution seek experience in dispute resolution or litigation teams at a firm or other organisations.

### — Why should students consider a career in alternative dispute resolution?

Alternative dispute resolution is an important element of the dispute resolution landscape in Australia. It is especially relevant in relation to transnational commercial disputes which are resolved globally, primarily through international arbitration. Developing skills in alternative dispute resolution has a variety of important applications throughout a lawyer's career. A focus on international dispute resolution offers diverse opportunities for lawyers to engage with laws and legal systems different to their own and has the potential to enable lawyers to move around and work in different countries.

### — How can your organisation help with career development?

In conjunction with ADC, ACICA offers senior students and postgraduates voluntary internships on a rolling basis. These provide interns with an opportunity to be involved in case management and other ACICA initiatives. Further information in relation to the internship program will shortly be available on the ACICA website ([www.acica.org.au](http://www.acica.org.au)). Alternatively, please contact [secretariat@acica.org.au](mailto:secretariat@acica.org.au) for more information.

## Getting involved

### — What does your organisation offer to law students and graduates?

ACICA and its partner organisations have extensive experience in providing educational programs and training to the legal community, including skills development workshops and customised seminars. ACICA also releases a biannual publication, the ACICA Review, available to young practitioners on the ACICA website, which contains articles on the latest developments in arbitration and alternative dispute

resolution. Students may wish to submit papers for possible inclusion in this publication. Further, ACICA and AIDC support and host rounds of International Arbitration Moots organised for young lawyers.

### — How do you become a member of the organisation?

ACICA has various categories of membership, details of which may be found on the ACICA website under Membership (<http://acica.org.au/membership>). At entry level, Associate Members receive a reduced rate for ACICA seminars and other events.

# RESOLUTION INSTITUTE

*Areas – mediation, arbitration, adjudication, restorative justice, expert determination, conciliation and facilitation*

## ADDRESS

Level 2, 13-15 Bridge Street,  
Sydney, NSW 2000

## LOCATIONS

Sydney & Wellington

## CONTACT

Fiona Hollier, Chief Executive Officer / E: infoaus@resolution.  
institute & P: 02 9251 3366

## About the organisation

### — What services does the organisation provide?

Resolution Institute is the largest DR membership organisation in the southern hemisphere. As an Australasian not-for-profit organisation with more than 4000 members, we provide the following services to our members:

- Extensive information and resources;
- DR practitioner skills development, including diverse and frequent CPD offerings;
- Support of state and regional Chapters and special interest groups, where DR practitioners connect, network and learn;
- Provision of high quality mediation training and accreditation;
- Promotion of the use of mediation and DR, including an online listing of mediators, arbitrators and other DR practitioners;
- A voice for DR practitioners in public discussion, gathering and representing members' views;
- Administration of building and construction industry payment disputes and domain name disputes in New South Wales, ACT, Victoria Tasmania, South Australia, Western Australia and Northern Territory; and
- Assistance to develop effective dispute resolution processes in business organisations.

### — What significant work has the organisation completed recently?

After a recent merger of previous DR organisations, Resolution Institute has developed a modern membership schedule and a cluster of appropriate DR post-nominals. In 2015, Resolution Institute conducted a "moving" conference, 'kon gres held in 7 locations and attracting more than 500 participants and 130 presenters.

### — What pathways do people take to becoming involved in alternative dispute resolution?

Resolution Institute is committed to maintaining and extending the standards of DR service delivery. To this end, people wishing to become DR professionals through Resolution Institute are required to undertake training, both practical and theoretical, in the DR process(es) in which they wish to practice. After completing training, participants undertake assessment and then can apply for accreditation. To retain accreditation, DR professionals need to complete hours of practice and participate in continuing professional development over periods of 2-3 years.

### — Why should students consider a career in alternative dispute resolution?

DR is a valuable and highly rewarding career path because it offers those in dispute, options for resolving their conflicts. These options variously include features such as self-determination, interest based solutions,

rights based determinations, efficiency, informality, control and finality. In one such option, mediation, participants in conflict explore each other's interests to develop mutually suitable options. In another, arbitration, an independent trained third party assesses the dispute and determines an outcome, in a more resource efficient manner than is generally associated with going to court. These processes are part of a much larger suite of DR methods which can be matched with different types of disputes and to the varying needs of participants. There is also a wide and varied scope of DR options in which to specialise.

### — What training opportunities does the organisation provide?

- Threshold training in mediation, arbitration, adjudication, expert determination, probity, restorative practice and FDR(NZ) and conflict coaching.
- Continuing professional development in each of these areas through one day seminars and master classes.
- Online training in neuroawareness.

### — What kind of accreditation schemes does the organisation offer?

Resolution Institute provides accreditation in each of the DR processes. In mediation, Resolution Institute in Australia provides accreditation under the National Mediator Accreditation System; in NZ Resolution Institute has its own mediation accreditation. Resolution Institute has the only qualifying assessment program for international accreditation with the International Mediation Institute (IMI) in Australasia. In all other DR areas, Resolution Institute provides nationally recognised quality accreditation and grading systems.

### — What does your organisation offer to law students and graduates?

Resolution Institute offers regular and varied internships which provide exposure to DR and training. Resolution Institute also offers specific student memberships. If you are a full-time student currently without any form of professional employment, this membership is designed for you.

### — What are some benefits of membership?

Resolution Institute provides members on a monthly basis with an e-newsletter, Pulse, which includes a round-up of national and international DR news as well as a collection of professional practice articles. Members also connect with colleagues in local Chapters and networking groups and engage in Continuing Professional Development (CPD) through local Chapter events, training programs and our biannual conference, called 'kon gres.

Resolution Institute members who are accredited and practice DR also also have access to a very competitive Professional Indemnity and Public Liability Insurance package as well as a respectful and sensitive complaints handling service.

# Courts



PHOTO BY JOHN CONWAY

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org/w/index.php?curid=7082382*

Working as a judge's assistant is an excellent way for law graduates to gain insight into the practices and procedures of the Courts. Assisting a judge in their duties can be particularly useful for those seeking to pursue a career at the Bench or at the Bar, since it provides a unique opportunity to closely observe legal advocacy.

An Associate is the personal assistant of a judge in the High Court, Federal Court or District Court. A Tipstaff is an assistant to a judge in the NSW Court of Appeal, or in the Equity and Common Law Divisions of the Supreme Court of NSW. The duties of an Associate or Tipstaff will vary, but typically involve advanced legal research, proofing draft judgments, liaising with Counsel, various courtroom tasks and other administrative work. Many courts also offer specific legal research positions.

If you are interested in working as an Associate, Tipstaff or Legal Research Officer, a Court's website is the ideal place to begin your research because application processes vary between the Courts. For example, since the High Court and Federal Court do not advertise available positions, applicants must directly contact a particular Justice or Judge. Another great resource for further information is the Judge's Associates Guide published by the Australian Law Students' Association (ALSA), which contains details about how to apply for an associateship and reflections from former associates.

The following profiles of current and former Associates and Tipstaves provide invaluable insight into the nature of these positions and the application process.

# CHANTAL NGUYEN



COURT

Federal Court of Australia



POSITION

Judge's Associate

## Interview

### — For whom do you work? Which division?

I have worked for three judges of the Federal Court.

### — What is your role?

Judge's Associate.

### — What does the applications process involve? How do interested individuals apply?

You should first phone/email the Chambers of any judge you intend to apply for, to check the judge is accepting applications for the year you wish to apply for. Application deadlines differ from judge to judge.

The application usually comprises a cover letter addressed to the judge, CV, and academic transcript. Email the application to the judge's executive assistant and current associate, and send a hard copy too.

For some judges, application information is also available on that judge's page on the Federal Court website.

### — Who can apply for an Associate position? Are there any restrictions?

This depends on the particular judge. Some judges choose associates who are recent law graduates. Others look for associates with full-time work experience, whether in law or another field. Some prefer associates who have previous associateship/tipstaff experience with another judge, and others do not. If in any doubt, apply regardless – you just never know!

### — What makes interviews for the position different from those at law firms or other organisations?

Associateship interviews are refreshing. They are free of the firm-branding gloss frequently present in law firm interviews, and lack the policy-informed stock recruitment questions that often arise in government interviews.

If you are offered an interview, this usually means the judge has already deemed from your application that you possess the suitable technical aptitude/experience. So the interview's usual primary purpose, therefore, is to allow the judge to discern if he/she will be able to work well and effectively with you as an individual. Since the judge-associate working relationship is necessarily a close one, it is important the judge gets on well with the associate and enjoys having him/her in Chambers. This working relationship dynamic is not something that can be faked or cultivated for an interview, which is why it is important to be yourself,

and just relax and enjoy the process. After all, judges are experienced at evaluating people (think of examination and cross-examination of witnesses in Court) and are usually very insightful when assessing an applicant's personality.

### — Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

You should be familiar with the judge's areas of work and their professional background. As a minimum, see the "National Practice Area Judges" page, the judge's biography and (where available) the judge's swearing in ceremony transcript on the Court website.

### — What inspired you to apply for the position?

I was interested in litigation, and the former associates/tipstaves I had met all spoke extremely highly of their year in the courts. They weren't wrong!

### — What has interested you most about the position?

It is a real privilege to learn from the Court's judges by working so closely with them. The role also allows you to learn about advocacy, litigation strategy, and court process, through observing counsel and the progression of matters; and to become familiar with legal principles and legal reasoning in a variety of areas of law.

### — What qualities are required of an Associate?

Each judge will have his/her view of which qualities are most important. However, generally speaking an associate should be well-organised and methodical, fast-acting, and have excellent attention to detail (important for proofing judgments and checking orders). Strong research skills are helpful. The best associates are highly capable in case management, able to juggle multiple matters and parties simultaneously, and are intuitive about the judge's needs, able to foresee these in advance and make arrangements accordingly.

### — What is involved in a typical day in an Associate?

If the judge is hearing a matter, the associate will set up for court, sit in court during the hearing, and pack up after the hearing is adjourned. An associate will also do any proofing or research required for reserved judgments. There are also administrative tasks that must be managed by the associate, including liaising with parties and (for certain Chambers) entering Court listings, orders and maintaining the judge's files and calendar. Some associates will assist with writing papers or speeches.

# HANNAH RYAN

Reprinted from the 2015 Careers Guide

## COURT

Federal Court of Australia

## JUDGE

The Honorable Justice Jacqueline Gleeson

## POSITION

Tipstaff

## Interview

### — For whom do you work?

I work for Justice Jacqueline Gleeson in the Federal Court of Australia. Last year I worked for Justice Anthony Meagher of the NSW Court of Appeal.

### — What is an average day like in the role of Associate?

As an Associate, I assist my Judge in court by receiving and keeping track of evidence and so on; proofread judgments; and assist in chambers by communicating with parties, listing hearings, and managing files.

As a Tipstaff, I helped my judge to prepare for court by collecting authorities and looking over the case materials; assisted in court as required (in a less involved way than as an associate); proofread judgments; and conducted legal research.

An average day in the Federal Court involves a few directions hearings in the morning and a hearing during the day, a lot of administrative work to do with preparing for court and recording what happened in court when we get out, a great number of emails, with some solid proofreading thrown in.

An average day in the Court of Appeal involved seeing a one-day appeal and proofreading a judgment, and perhaps helping to set up a lunch for judges.

### — Who can apply for an Associate position? Are there any restrictions?

Anyone who will have finished their law degree by the time they start the job can apply for the positions.

### — When do applications open? When should interested individuals apply?

This depends on the judge. Generally, people should start organising applications as early as possible, but contact individual chambers to work out the best time to apply for each judge. Note that in the High Court and increasingly other courts, some judges appoint two or three years in advance. However, some judges appoint as late as November for the following year.

### — What does the applications process involve? How do interested individuals apply?

Interested people should contact individual chambers to establish their requirements for applications. However, generally, candidates should send in a cover letter, CV, transcript and perhaps one or two references. Then the judge will interview candidates.

### — Do you have any specific advice for applications? Is there anything you wished you had known before you applied?

Applicants should make sure to avoid obvious errors that will discount them immediately – e.g. spelling mistakes, informalities, or addressing the judge incorrectly. I wish I knew how easy it was to call chambers and ask about the best time to apply and the form of the application.

### — What qualities are required of an associate?

Both an Associate and a Tipstaff need good attention to detail as this is key to proofreading judgments. It helps to be mildly anal retentive. Both positions also require tact and discretion. You should also have a tolerable personality as you work in close quarters with the judge and associate or EA. An Associate especially needs to be highly organised and able to balance and prioritise a number of tasks. You also need to be good at pushing trolleys.

### — What inspired you to apply for the position?

I wanted to be exposed to good advocacy and to see the reasoning and writing processes that went into producing judgments, after reading so many at university. I was considering a career at the Bar or in academia and I considered a year at the courts could be helpful for either. I also wanted a mentorship relationship with someone older and wiser in the profession.

### — What has interested you most about the position?

The variety of matters that I have seen in both courts has been very exciting and intellectually stimulating. In the Court of Appeal, my judge sat on tort, contract, equity, defamation, criminal and workers compensation matters, and in the Federal Court I have seen a range of commercial and migration matters. Getting to know the people has also been interesting and rewarding, both the judges and their staff.

### — Why should students consider applying for the position?

There could be any number of reasons why someone might want to apply. It's an intellectually stimulating job, it changes daily, you get to work for someone who is very intelligent and good at what they do and you can learn from that, you get to see a range of advocacy, you learn about procedure, and you learn about grammar and writing and reasoning. In short, you learn a lot and you get to know great people. That can be a great platform to go to the bar, to study further, to go to a firm – it can even be useful experience for a career outside the law.

### — Describe one challenge you have faced – is this typical of the role?

I was once asked to go and buy a nice French wine and was completely out of my depth. Another challenge (ongoing) is keeping the mysterious and odorous orange book dust from the Law Courts Library books off my clothes. These are both typical in that the roles can be unpredictable.

### — Do you have any memorable experiences?

In the Federal Court I was running into court with an armful of files in a fluster to make sure I could knock in my Judge on time, and I somehow stamped my white shirt so that it read 'FILED IN THE FEDERAL COURT'.

### — What are your plans after your time at the court?

TBA.

# ROBERT PIETRECHE

Reprinted from the 2015 Careers Guide

## COURT

Federal Court of Australia

## JUDGE

The Honorable Justice Jacqueline Gleeson

## POSITION

Tipstaff

## Interview

### — For whom do you work?

The Honourable Justice PLG Brereton AM RFD, in the Equity Division of the NSW Supreme Court.

### — What is an average day like in your role as a tipstaff?

As a Tipstaff, my role is primarily to provide administrative and, where necessary, legal support to my judge and the associate. Each chambers functions differently, and the role of the Tipstaff varies depending upon the needs of each judge. However, my role is primarily to assist in the running of the Corporations List each week, which requires reviewing the matters listed for the next week and providing the judge with a summary of the procedural history and the application before the court for each matter. I am also involved in editing and proof-reading judgments, legal research for judgments, publications and speeches and general administrative support.

### — Who can apply for a Tipstaff position? Are there any restrictions?

Anyone may apply for the role of Tipstaff. However, judges in the NSW Supreme Court typically appoint one year in advance, so generally you should be in your final year when applying. Some judges appoint further in advance though, so this is not a strict rule. It depends upon the particular judge.

### — When do applications open? When should interested individuals apply?

There is no strict timeline for the application process. Generally, judges take applications from the January in the year before you intend to commence in the role, and may appoint at any point throughout the year. Generally, appointments are made between March and May, but there are judges who appoint as late as November the year before. Interested applicants are encouraged to apply as early as January or February, as chambers will keep your application on file if the judge in question does not plan to consider applications until later in the year.

### — What does the applications process involve? How do interested individuals apply?

Applicants apply directly to chambers. Applications can be made by sending a cover letter, CV and academic transcript to the chambers of the Judge(s) for whom you would like to work. An email to the associate (whose email address is publicly accessible on the NSW Supreme Court's website) with the relevant documents attached is sufficient. There is generally no need to supply written references unless requested by the judge prior to, at or following an interview.

If successful, you will be asked to interview with the Judge. The associate may also sit in on the interview. Interviews vary in length and content, but are generally intended to give the Judge an idea of your personality and whether you would be a good fit in their particular chambers. If successful, you will then be offered an appointment as a tipstaff.

### — Do you have any specific advice for applications? Is there anything you wished you had known before you applied?

It is often suggested that you call or email the Judge's chambers before applying to determine whether the Judge is taking applications or to determine what the Judge would like as part of your application. However, this practice is generally frowned upon by chambers' staff, so applicants are encouraged just to send an application without an initial phone call or email.

Applicants should also apply to a variety of judges. Irrespective of how good your application is on paper, whether you are successful in securing a role as a Tipstaff really depends upon factors personal to the Judge, over which you have very little control, such as whether they feel that they can work with you. It is therefore better to apply to a range of judges in order to improve your chances of securing a role. But a generic application should not be sent to every judge, as judges do talk and it can undermine the credibility of your application if every judge has received an application from you.

Your cover letter should be relatively concise and should focus on highlighting your key skills and the main reasons why you want to work as a Tipstaff for that particular Judge. Applicants should focus more on the nature of that Judge's practice (for example, if that judge is a list judge or has a large caseload in a specialised area of law) as well as their place within the relevant division (equity or common law), rather than the specifics of that judge's practice prior to coming to the bench.

### — What qualities are required of a tipstaff?

This may vary between chambers, but generally tipstaves should be interested in advocacy and litigation as well as the division to which they are applying (i.e. Equity Tipstaves should have an interest in equity, land law, commercial and corporate law, etc, and Common Law Tipstaves should be interested in criminal law, tort, administrative law, etc). Further, Tipstaves should have good attention to detail (which is required for proof-reading judgments) and should be relatively self-directed and autonomous in their work, as often you are required to ensure that certain functions are being discharged without necessarily being consistently instructed on when and how those functions are to be performed.

Personality-wise, Tipstaves should be good-humoured, open-minded and willing to undertake relatively menial tasks, respectful of those in chambers and the institution of the judiciary, and capable of respecting confidentiality.

### — What inspired you to apply?

I am generally interested in a career in litigation and advocacy, so believed that working with a Judge would be a good opportunity to get experience within the courts and to develop an understanding of the procedural aspects of litigation. It also presented as a good opportunity to observe advocates and to learn from my Judge as to what makes a good advocate. I also hoped to develop a relationship with a Judge and to gain an insight from that Judge into the options available as I move forward in my career.

— **What has interested you most about the position?**

The inner-workings of the court have been most fascinating, as I have gained a perspective on litigation very different to that of advocates and lawyers sitting on the other side of the bar table. I have also enjoyed learning new areas of law, such as adoption law, and seeing how these types of areas actually play out in practice.

— **Why should students consider applying for the position?**

There are a variety of reasons – it is excellent for those interested in advocacy and litigation, but it is also a good transitional position for those unsure of the direction in which they wish to take their career and who therefore want to learn about a different part of legal practice while exploring other alternatives for the years ahead. Apart from the learning opportunities available while at the courts, it is also a flexible role which permits students to undertake other activities outside of work.

— **Describe one challenge you have faced – is this typical of the role?**

The main challenge I faced was learning the ropes of my role and being required to perform it in a very short period of time. As my Judge is responsible for running the Corporations List, my role has been largely to support the running of that List, a function which I was required to perform on my very first day in the job without having had much experience in the List at all. As such, there was a bit of a learning curve which I was required to overcome early in my role. This may be experienced in a lot of chambers, but judges are very understanding of the challenge that Tipstaves face in the first few weeks of the role.

— **Do you have any memorable experiences?**

My most memorable experiences have been those in court. I have witnessed the emotions of adoptive parents as the judge has made adoption orders in court. I have observed the judge's patience and skill in managing self-represented and, at times, vexatious litigants. Each of the different cases that come to our courtroom offer something different and interesting. But I have also had some great experiences with the other tipstaves in the court, and this social aspect of the role has really enhanced the experience.

— **What are your plans after your time at the court?**

I will commence as a graduate at Herbert Smith Freehills in March 2016. I hope also to undertake further study at some point in the future.



# *In-house counsel*

Nowadays, more and more large companies tend to have their own legal departments, and in-house roles can be found in a variety of sectors from financial institutions to internet companies. In-house lawyers' duties may consist of assisting in the management of corporate risk, managing organisational change or undertaking negotiations on behalf of the corporation with outsiders.

Not only for graduates but for professionals, in-house counsel is a new start for careers. Compared with lawyers, in-house counsels need to have a better understanding about roles of different departments within companies and also to build a security wall for the companies by addressing daily legal issues that companies face with.

However, the roles of in-house counsels still vary depending on the companies. Many companies require their in-house counsels to understand the pressure points, strategy and objectives of the business and effectively communicate the risks and legal issues to enable the management to make more informed strategic decisions.

Whilst few opportunities for in-house counsel are open to fresh graduates, prior experience in private practice plays an important role for being an in-house counsel. It is suggested that students interested moving in-house later in their careers should particularly try to gain more experience in areas such as Real Estate, Intellectual Property and Banking and Finance.

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# UNILEVER AUSTRALASIA

 NAME	 EMPLOYER	 POSITION
Jonathan Friedrich	Unilever Australasia	Corporate Counsel

## Interview

### — What is the focus of your company/organisation?

Unilever Australasia manufactures, promotes and sells fast-moving consumer goods under iconic national and international brands, including Paddle Pop, Gaytime, Blue Ribbon, Magnum, Ben & Jerry's, T2, Bushells, Lipton, Rexona, Lynx, Dove, OMO, Tresemmé, Tigi, Continental, Flora and so on.

### — What are your main responsibilities?

My main responsibility is to provide legal support to the Home and Personal Care business at Unilever Australasia. This includes commencing legal proceedings against competitors, defending challenges by competitors, regulators and self-regulatory bodies, advising on marketing claims and campaigns, advising on and negotiating commercial deals and disputes with customers and suppliers, and drafting a vast array of agreements.

Other responsibilities include running Unilever's anti-counterfeit program, advising on employment matters and general corporate/commercial advisory.

### — What was your career path?

Private Practice: Paralegal (2 years); Summer Clerk (3 months); Paralegal (1 year); Lawyer, Employment Practice Group (1 year); Lawyer & Associate, Intellectual Practice Group (4 years).

In-House: Corporate Counsel (1.5 years); Acting Global General Counsel of Refreshment (4 months); Corporate Counsel (1 year)

### — How did you end up working as an in-house legal counsel?

I genuinely enjoyed the thrill and excitement of Private Practice – major litigation and urgent interlocutory injunctions; large commercial transactions; tight deadlines. However, the day my wife told me she was pregnant, my priorities immediately shifted from wanting to “be a partner by 30” to wanting a real work-life balance. My In-House career allows me to balance an exciting, challenging and rewarding career with my desire to be the best Dad and Husband possible.

### — Do you have any particular tips or recommendations for law students who wish to work as in-house legal counsel?

Earn your stripes in Private Practice first. Experience and expertise in key areas such as Contracts, IP and Employment are key to a successful In-House career.

### — What do you find most interesting about your job?

Strategically planning competitor challenges.

# THE UNIVERSITY OF SYDNEY

 NAME

Richard Fisher

 EMPLOYER

University of Sydney

 POSITION

General Counsel

## Interview

### — What are your main responsibilities?

I am the principal legal advisor to the University and oversee the work of the University's Office of General Counsel. I am also responsible for the Internal Audit and Archives & Records Management, Trusts Office, Group Secretarial Office and Policy Management units of the University.

### — What was your career path?

I was in private corporate legal practice, including almost 30 years as a partner of a law firm. Prior to joining the University I was a partner of Blake Dawson Waldron (now Ashurst) for twenty-five years and am that firm's immediate past Chairman of Partners.

Whilst a partner of that firm, my specialist areas of practice were corporate reorganisation and insolvency. I was also, at various times, a Commissioner of the Australian Law Reform Commission and an International Consultant to the Asian Development Bank.

### — How did you end up working as an in-house legal counsel?

Following the retirement of my predecessor as General Counsel, I was asked by the University whether I would be interested in the position. At that time, I was at a stage of my career where the opportunity to do something different was irresistible.

### — Do you have any particular tips or recommendations for law students who wish to work as in-house legal counsel?

One of the interesting aspects of in-house practice is the range of issues with which it is necessary to deal in the course of any day or any week. So, whilst some degree of specialisation is required in the course of in-house practice, certainly that is the case in the context of the University's

Office of General Counsel, maintaining a general interest in the law and not specialising too soon is important.

Another aspect of in-house practice which makes it enjoyable is the possibility which it presents of becoming immersed in the work and operations of clients. So, maintaining a lively interest in the environment is a further consideration.

I refer to "client" rather than "employer" because even though, as I have said, in-house lawyers can become immersed in their clients' work in a way which tends not to happen in private practice, it is nonetheless critical that lawyers retain the ability to give objective and frank advice. A loss of objectivity and becoming too much an advocate for a client's work can often result in the client being given the advice it wants to hear rather than the advice it needs to hear.

### — How is it different working in-house from working in a law firm?

In my preceding answer I have noted the much closer relationship which tends to develop between in-house lawyers and their clients.

That has a number of outcomes.

First, in-house lawyers need and develop a much more complete understanding of their clients' operations and business.

Second, more intimate knowledge will often enable in-house lawyers not only to offer commercially informed advice but to participate in their clients' decision-making.

Third, colleagues come from a variety of backgrounds. Compared with private practice, that circumstance tends to provide a richer and more diverse working environment.



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