

careers
GUIDE
2013



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Foreword

We are incredibly proud to present the Sydney University Law Society's Careers Guide for 2013. In the decades since the first edition, the guide has been a sterling resource for students in the Sydney Law community; many have come to faithfully rely on it to educate themselves on graduate opportunities and the clerkship recruitment process. Indeed, understanding the subtle distinctions between firms, organisations and sectors can be time consuming. The legal profession, vulnerable like any other sector to economic and political turbulence, has proven unpredictable. In the past year, myriad international firms have set up local offices, many domestic firms have undergone mergers or alliances, and there are increasing concerns over service duplication in the public sector and amongst social justice organisations. Finding and securing a graduate position has always been a daunting endeavour – in 2013, we imagine it won't be any different!

Fortunately, Sydney Law students have proven time and again that they are amongst the brightest and hardest working in the legal community. We were determined this year to put together the best resource possible; students should spend less time deciphering the complex legal environment and more time planning and preparing. As such, the Guide has been overhauled this year to accommodate the many shifts in the legal industry. We started out by completely revisiting the Human Resources section, to bring it right up to par with current movements and trends. We have also merged Social Justice Organisations, the Public Sector and Alternative Dispute Resolution into this guide for the first time. Previously, these sections were found in the Publicly Interested Manual, published in Semester 2. We felt that it was crucial that this information was made available earlier in the year, and with the convenience of an all-in-one publication.

Previous editions of the Careers Guide have been honoured with awards from the Australian Law Students' Association (ALSA); we faced the challenge of bettering a publication with such an impressive track record. With the help of an incredibly capable editorial team, we feel that we have achieved this. Thank you to Alice Au, Catherine Gu, Connie Ye, Emily Dale, Jane Chandler, Isabella Partridge and Olivia Ronan for bringing such initiative and creativity to the project. Nicholas Simone and Judy Zhu tied these efforts together, as evidenced by the beautiful and well-structured guide before you – we are incredibly indebted to them for their efforts. Finally, thank you to the many legal professionals, firms and organisations that have provided us such exceptionally useful content.

As you will soon see, there is a wealth of options out there – hopefully you are now one step closer to finding the right one for you.

Michael de Waal
Editor-in-Chief

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Vice President (Careers)

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Overview of Organisations

LAW FIRMS

Summer Clerkships

Summer clerkships provide the perfect opportunity to understand how the commercial law world operates, and may be the opening for a graduate position. Clerkship programs are primarily offered over the university summer vacation period from the beginning of December until February. Depending on the performance of summer clerks, many firms offer summer clerks graduate positions at the end of the period.

The clerkship interview process begins with many of the domestic law firms attending the Law School to present information regarding their summer clerkship programs. The application process for summer clerkship programs commences via 'cvMail' or on the firm's website.

The process may include first and second round interviews, events such as information nights, cocktail evenings and group discussions. Subsequently, offers will be made to successful applicants with a short period of time to accept. Most firms make offers to students on the same date. The process itself is competitive with firms often receiving up to a thousand applications.

Graduate Programs

Many law firms may not participate in a graduate program, as they prefer to recruit graduates through their summer vacation intake. See individual firm profiles to find out which ones have separate graduate recruitment programs.

International Law Firms

Applications for vacation programs overseas generally close earlier in the year than summer clerkships and the process is more compact. Be prepared for commercially-orientated questions. Likewise 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.

PUBLIC SECTOR

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.

COURTS AND ADR

Law students are, by their nature, interested in the process, judgment and resolution of legal disputes. Careers in the Courts and in dispute resolution are therefore an attractive option for many. Application processes to be Judge's Associates and Tipstaves vary greatly – see the Courts section of the Guide for this.

We are very excited that this year's Careers Guide is the first to contain a specific section on opportunities in Alternative Dispute Resolution (ADR).

CORPORATE ADVISORY

Most other corporate firms request online applications through their respective websites. Application procedures include interviews, psychometric testing, problem questions and group activities. Accounting firms and investment banks usually take summer clerks in addition to graduate recruits. Management consultancy firms tend to offer graduate positions only.

SOCIAL JUSTICE ORGANISATIONS

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. Most social justice organisations also offer graduate opportunities. Their application procedures vary significantly.

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 the extra-curricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills.

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 extra curricular 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, key areas it is particularly proud of, and elements about the firm or organisation that are different from its competitors.

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

The purpose of these questions is to test how much knowledge the candidate has about the particular area, and how recent news affects their activities. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms. 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 the issue, provide a brief description of what it 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.

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?

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.

cvMail

cvMail is a law student portal run by Thomson Reuters, which 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. 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 candidates have applied to.
- The MycvMail Interview Scheduler allows candidates to arrange the most suitable dates and times for interviews and provides interview detail sheets.
- 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 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.

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.

Step 2: Academic Profile

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

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 which 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, which is located next to the relevant firm applied to.

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 and 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?

Public Service Jobs

COURTESY OF THE CAREERS CENTRE

Whilst most law firms prefer applications online or via cvMail, 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.

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.

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

Australian Public Service Jobs website: apsjobs.gov.au

Australian Government Job Search website: jobsearch.gov.au/government

Australian Public Service Commission website has excellent information on applying for jobs in the public sector: apsc.gov.au

New South Wales Government links

Information and links to NSW Government recruitment: jobs.nsw.gov.au

NSW Department of Premier and Cabinet website: dpc.nsw.gov.au/home

Local Government links

For graduate recruitment programs: chandlermacleod.com/lggradnsw

For local government council jobs in Australia and new Zealand (many graduate roles are advertised on this job board): counciljobs.com

Local Government Jobs board

Visit 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.

APPLYING FOR PUBLIC SERVICE 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 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

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
- problem-solving and data analysis skills

WHY ADDRESS SELECTION CRITERIA?

For you as the candidate, addressing selection criteria clearly and effectively increases your chance of getting an interview. Your 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.

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 our handout on cover letters.

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.

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.

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.

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've 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.

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

To see an example using the STAR formula, visit the Bureau of Meteorology website at: www.bom.gov.au/careers/guide2SC.shtml.

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/publications07/crackingthecode.htm.

Writing a Cover Letter

The cover letter is the means by which an employer will gain an initial impression of a candidate. Hence it will be the key ingredient to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview, and many organisations have stated that 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. It is crucial to remember that emphasis must be given to how the candidate can contribute to the organisation, and not what the candidate is expecting 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."

Heading

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

Paragraph 1: Introduction

This paragraph serves as your introduction, and states the position you are applying for, and where the advertisement was placed.

Paragraph 2: 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.

Paragraph 3: 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.

Paragraph 4: 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.

TIPS TO CONSIDER

- Plan your cover letter well in advance before you start writing.
- The key message underpinning the cover letter is why you are the most suitable applicant for the role. For example, identify strong points in your personal qualities, skills, work/life experience and academic achievements.
- It is absolutely necessary to tailor your letter to each organisation.
- Make sure you are familiar with the organisation and the selection criteria which must be addressed in the cover letter.
- Make reference to the aspects of the firm which you find interesting, such as areas of practice that appeal to you, or the values and culture of the organisation.
- The writing style of a cover letter should be clear and simple, as the use of colourful adjectives and phrases can detract from conveying a strong message.
- Be sure not to copy information from the website or brochures of the firm.
- Keep the cover letter to one page, with approximately four brief paragraphs to demonstrate that you are focused and concise.
- Meticulously check spelling, grammar and punctuation.

Example Cover Letter

[Date]
[Your name]
[Your address]
[Your contact phone number]
[Your email address]

[Name of contact person]
[Their position]
[Name of Organisation]
[Address of Organisation]

Dear [Mr/Ms Last name of contact person]

Re: Application for [Organisation] Graduate Program 2014

My name is [your name] and I am currently in my penultimate year of a combined Arts/Law degree at the University of Sydney. I am writing to apply for a Graduate position at your firm, as advertised in the [where the advertisement was seen and the date].

I can offer [name of organisation] a mature, professional, highly motivated and well-rounded candidate, who can demonstrate all of the key qualities sought after. I have an excellent academic record, and have developed a broad range of analytical skills through both of my degrees. Throughout my course, I have undertaken various extracurricular pursuits and work experience to develop professional skills relevant to legal practice. My oral presentation skills are demonstrated by my employment as a debating coach for my previous secondary school. Furthermore, appointments on the sporting arena and University committees illustrate both my leadership qualities and teamwork skills.

I am attracted to your firm for a number of reasons. Firstly, I am drawn by the variety of commercial work that is carried out. Secondly, I perceive your firm as one that exemplifies professionalism and excellence in legal advice. Thirdly, I have a particular interest in construction and infrastructure law and am aware that your firm is a leader in this practice area. [Name of organisation] recent involvement in contractual work for such infrastructure projects as the Cross City Tunnel and Western City Orbital is a testament to its expertise in this area. These reasons have led me to apply for a clerkship position with [name of organisation], and I believe the position would offer me an invaluable opportunity to apply my current knowledge and skill-set to real-life legal problems, to access first-class training programs, to interact with a team of talented and highly-driven peers, and to contribute to the continued success of the firm.

Based on my skills and attributes outlined, I believe I am a suitable candidate for the position and would be pleased to discuss this application further in an interview. Thank you for your time, and I look forward to your reply.

Yours sincerely,

[Your name]

Writing a C.V.

CURRICULUM VITAE

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, and as such a successfully drafted CV will take considerable time and effort to construct.

THE BASICS

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

- Use relevant and professional language.
- Key words highlight your skills and qualifications, such as achieved, delivered, negotiated, organised, and supervised. Key words are important during the 'screening' of CVs as some organisations filter through applications via an electronic process seeking these words.
- There is no single correct format or style to use, however the chosen format/style must be consistent throughout the CV.
- Using 12 point font in Times New Roman ensures 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.
- Leave a comfortable margin on all sides.
- Keep the CV between two and three pages in length.
- Get a family member or friend to proofread your CV.
- Don't forget to include your name, address, phone, and email details in the main heading.

ELEMENTS OF A SUCCESSFUL C.V.

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

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

Career objective

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

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

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

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, mootings or other competitions, sporting teams and community work.

Interests

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, researching, or playing tennis.

Referees

At the end of your CV/resume, it should state that 'referees are available upon request,' and referees should only be submitted if specifically requested by the employer. Referees 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).

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.

OTHER HEADINGS

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 C.V.

Personal Details

[Your name]

[Address]

[Contact Phone number]

[E-mail Address]

CAREER OBJECTIVE

To establish a career in an area concerned with the provision of legal services to disadvantaged individuals within the community. In particular, I would like to be part of an organisation that is recognised as a 'social justice organisation', whose primary goals are oriented towards the contribution to the improvement of accessibility of legal services to the broader community.

EDUCATION

March 2010 – November 2012

Juris Doctor

The University of Sydney

March 2007 – November 2009

Bachelor of Arts

The University of Sydney

September 2008 – January 2009

Exchange Student

The University of Florence, Italy

KEY WORK EXPERIENCE

October 2010 – Present

Jones, James and Associates (Chatswood)

Paralegal

- Working for a small firm of solicitors, specialising in contracts for small to mid-sized building works for residential properties.
- Responsibilities: research into current building code requirements and recent legal cases, delivery of documents to clients, general office duties.
- Achievements: co-authored a precedent document for development applications, discovered a case that was instrumental in successfully defending an action against a client.

EXTRA-CURRICULAR

2011

Sports Director – Sydney University Law Society (SULS)

- Facilitated the interfaculty sport program and managed the social competition on behalf of the Law Society throughout Semesters 1 and 2.

2010

Associate Editor – *The Sydney Globalist*

- Edited and contributed to two editions of *The Sydney Globalist*, the University's foremost student international affairs magazine.

REFEREES

Referees are available upon request.

Attending the Interview

Getting an interview means reaching the culmination of your job search efforts. 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. So don't sweat, but it's not over yet.

First and foremost, 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/resume 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, in order to separate the wheat from the chaff, 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. In short, be prepared for multiple rounds of interviewing which are 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. All the general research undertaken will help you understand the culture of the organisation as well, and what they are looking for in employees.

EXAMINING THE ORGANISATION

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. Further, it is immensely helpful to do some research on the partners or directors if you know who will be interviewing you. Most organisations list bios and CVs, and LinkedIn is always a good option. If desperate, Facebook stalking does not count, although that can come in handy if you can somehow discretely align your interests with theirs.

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 which 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.

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.

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 or aggrandise any mistakes or weaknesses that come up. Acknowledge them and focus on what you have learnt

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
 - Men: make sure you are clean shaven – a straggly beard doesn't scream professional
 - Women: don't go overboard with make-up, jewellery and perfume - less is always more
- 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.

BODY LANGUAGE

To be relaxed, 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 & 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 demonstrates that you can fully articulate your ideas. If required, don't shy away from beginning your response with a simple 'yes' or 'no'.

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.

Communications 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.

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.

Individual & Group Interviews

INDIVIDUAL INTERVIEWS

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:

1. To determine if you have sufficient communication skills by effectively engaging throughout the interview process
2. To analyse whether or not you are a 'good fit' within the organisation
3. To consider your levels of confidence and ability to respond to questions
4. 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:

1. 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.'
2. 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 step 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.

GROUP INTERVIEWS

This type of interview usually involves working with a small group (about 5 or 6 people) and discussing a particular problem scenario, which 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 which time, 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.

COMPLETION OF 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.

Interview Questions

TYPICAL QUESTIONS AN INTERVIEWER MAY ASK

Try to think of a few answers to these typical questions before going into your interview. You may even wish to practise answering them out loud. This way you will appear calm, prepared and capable when you receive a similar question in the interview.

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, including this one, is quite simply to be honest.

What do you think sets you apart from other applicants?

Answering this type of question requires the self-confidence to openly assess your own capabilities. It 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. Remember to outline the situation, the task required, the action you took, and the outcome.

What has attracted you to this organisation?

To best answer this question, be certain to research the website of the organisation and consider its future direction. Reference to specific recent activities of the firm, such as high-profile cases, will be considered favourably.

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

These questions are great in highlighting your ability to face a difficulty, address the situation, and apply your problem solving skills. You should come to the interview with a specific scenario in mind, as this is a very common question.

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

These questions are designed to relax you and to place you into a zone of comfort, 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.

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 can demonstrate that you can work cohesively with other people to produce a collective product.

What are the core values of this organisation?

This form of question is your opportunity to demonstrate you have conducted research into the organisation, and provide examples of how you have applied such values in your life.

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.

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.

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.

PITFALLS

- Late for the interview (aim to arrive 5-10 minutes before your scheduled time)
- Poor manners
- Addressing the interviewer by the wrong name
- Lack of cleanliness and hygiene
- Improper dress code
- Poor organisation/presentation of CV and supporting documents
- Lying when answering questions
- Inability to listen and consequently not answering the questions appropriately
- Slouching, mumbling, and avoiding eye contact
- Making general statements that lack substance
- Talking too much, or not enough
- Abbreviating or using conjunctions
- Having little or no knowledge about the organisation
- Making derogatory remarks about your previous employer

QUESTIONS FOR THE INTERVIEWER

Quite often, at the conclusion of an interview you will be provided with an opportunity to ask any questions you may have.

As a general rule, ask questions to which you genuinely want to know the answer, and keep it within the boundary 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.

Example questions you could ask include:

- Is there a typical day for this role, and if so, what does it involve?
- 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?
- How relevant are higher grades to that of prior work experience and extra curricular activities of candidates?
- Does the organisation have policies in place for ongoing/further studies?

Clerkships

Understanding the clerkship process can be quite complicated. Final year students Melanie Brown (LLB), Ian Mack (LLB) and Niamh Mooney (JD) unpack their experiences.

COMMON TERMS & DISTINCTIONS

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

THE BASICS

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

The 2013 NSW Graduate Employment and Summer Clerkship Programs are co-ordinated by the Law Society of NSW for the benefit of law firms in NSW and law schools. The Summer Clerkship Program is generally open to penultimate year law students - so LLB IV and JD II students. It is rare but not unheard of for firms to take LLB III/JD I or final year students into their program.

WHY APPLY

A clerkship is the best way to ‘try out’ a law firm. You get to do your best Harvey Spector impersonation for ten weeks in an environment that really supports and looks after you. Law firms don’t expect you to know everything - but they do expect you 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 that they’re 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. Certain practice groups can draw upon the knowledge you’ve picked up only recently in law school, which is an incredibly interesting opportunity to see your skills applied in real life.

Of course, clerkships often lead to a graduate job. Most firms recruit their graduates 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 and an income.

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.

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 or mentor, which is commonly organised by the firm.

Within industry areas, you’ll have the opportunity to choose your rotations in different groups like corporate, property, taxation, private equity, insolvency and M&A. The size of different practice groups can vary dramatically. Small groups can be closer to 15 lawyers whereas massive groups can require around 60 lawyers. 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.

Groups can be either transactional, litigious, or a mix of both. 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.

What you “need” to get a clerkship

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.

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 what you can highlight to the HR department.

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. 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 are well-rounded individuals.

Firms want to know what kind of person you are beyond your WAM average. Show them what you have been involved in and what it means to you (e.g. Clubs? SRC? Sports? Youth groups? Jobs?)

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.

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?"; It's as much about firms finding the right people for them, as it is you finding the firm that's right for you.

Distinctions worth keeping in mind: top tier vs mid tier vs boutique; big firm vs small firm; global vs national; big clerk group vs 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 APPLICATION PROCESS

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 19 June – Applications open
- Friday 28 June – Semester 1 ends
- Friday 19 July – Applications close
- Monday 29 July – Semester 2 begins
- Monday 19 August – Interviews commence
- Friday 27 September – Offers for clerkships are made
- Tuesday 1 October – Offers for clerkship accepted or declined

The application process is incredibly time-intensive, so ensure you that you are organised throughout.

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 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 next section of the Careers Guide.

COCKTAIL NIGHTS

Cocktail nights 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.

Wear a suit/corporate dress (cocktail dresses are not suitable), and 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. 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.

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, 27 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.

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.

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 busyness 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 stuff

There are lots of sporting opportunities to take advantage of for summer clerks: (i) Monday nights 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 is an annual tradition and a lot of fun. The Trivia Night and Christmas Party are also firm staples.

International Students

International students face different and often more complex challenges in applying for clerkships and other legal positions in Australia. J.D. student Devika Gupta below explains her unique experience of the application and clerkship process.

Devika Gupta

JD III, INTERNATIONAL STUDENT FROM CANADA

Which firm did you work for?

I worked at a summer clerk at Griffith Hack – in their Perth Office. It is the largest national IP firm in Australia and does work in trademarks, patents and designs. I currently am a Compliance & Disputes Officer at EM Finance and work there part time. Further experience in the past two years include: Research Assistant (Marsden Legal Search and Recruitment – both in Sydney and Toronto) and Paralegal at Maurice Blackburn Lawyers working on the NAB class action suit.

What did the application process involve?

I went about the application process in a very different way. As an international student, it's important to network as you are competing with nationals and many firms don't take on international students. I looked outside the corporate world, and focused my energy on specialised firms to which I had an interest in. I actually just cold-called the firm and asked to speak directly to HR. I also connected with them over LinkedIn, and they had positions available in both Melbourne and Perth that I interviewed for, and I chose Perth!

What is the role of the seasonal clerk?

As the only summer clerk in the legal team at GH Perth, I definitely did not have a dull moment. I wasn't consumed just with legal research. My boss got me straight into the nitty gritty and I began drafting cease and desist letters, meeting clients and taking client notes, understanding legislation and using it for case summaries involved with the case, going to court and filing documents, and doing much more. I also had the chance to work on reports that will be made available in IP magazines in Perth.

What difficulties did you experience as an international student?

As an international student, many firms don't want to take you on as they are worried about visa and sponsorship issues. Some firms are a bit more flexible, thus, it's important to make sure you network with firms outside the general top tier ones, as well as let them know you're very much interested in staying in Australia and will opt to go through sponsorship yourself if not available by firm. This shows your sheer interest and dedication in staying within the country and working with the firm.

Did you experience any visa difficulties?

Not at all – they just wanted to make sure that I was available to work during the summer and they required proof of visa and expiry. Since my visa does not expire for another year, they were not worried at all.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

Network, network, network! Cold call as many firms you can find, depending on interest, etc – it really makes a difference. Many firms don't go through the cvmail process (like GH), and so it's really about right place and right time. Also looking in house is very much in demand – my mentor is from Yahoo!7 and mentioned to me many times how many in house lawyers need help. Cold calling is your best bet and it's what landed me my job – I have been doing this for many years, so I knew it was the way to go with regards to landing a job. LinkedIn is also a great platform and works wonders – it has helped me land interviews in Los Angeles for which I'll be practicing in upon graduation in November.

What has interested you most about the position?

I've always been interested in IP and so working in a firm that specialised in this area was important. I was lucky to get the position, but as a law student, sometimes you have no idea (most of the time), so it's important to take a risk – after all, it's a clerkship and not the rest of your life. It's supposed to challenge you and expose you to different areas of law. I was fascinated with patents and copyright law, and so I knew this was an area I wanted to get into.

Do you have any memorable experiences?

Many! Being able to explore Perth was absolutely incredible. I was given the option to also to go to Melbourne but I chose Perth because I don't think I would have had a chance otherwise – the people I met, the experiences I sought were definitely memorable and I had an incredible time. Perth is a very relaxed city, so my hours were not insane – latest I ever left was at 7:00pm and that must have been only three times in the five weeks I was there! Memorable experiences included my time interviewing clients and sitting in at court and seeing how IP issues are litigated, but I have to say – the afterwork drinks every Friday were always a blast!

Volunteering

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. 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 the Public Interest Law Clearing House (PILCH) and the Public Interest Advocacy Centre (PIAC) (see later in the Guide for a substantive profile). 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. For example, the aims of PILCH are achieved by providing the community with access to pro bono legal representation and developing projects that address systemic issues.

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. As PILCH is also located on the same premises of PIAC, volunteers are able to experience the special projects and referral functions of PILCH, but also be involved in the larger workings of PIAC.

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.

Practicing Locally

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. Such programs provide practical instruction in legal tasks often undertaken by solicitors, and offer training in the legal skills needed to carry them out.

The College of Law program consists of three components:

- Coursework component (15 weeks full-time, or 30 weeks part-time);
- Work Experience component (75 days legal work experience); and
- Continuing Professional Education Component (this introduces you to the concept of continuing professional education necessary as part of your continued admission to practice)

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.

FURTHER INFORMATION

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 practice either as a barrister (by obtaining a practicing certificate through the New South Wales Bar Association), or as a solicitor (by obtaining a practicing certificate through the Law Society of New South Wales).

Practicing Solicitors in New South Wales

To practice as a solicitor in NSW, a person must hold a practicing certificate issued by the NSW Law Society. After receiving the certificate, you must complete two years of supervised practice. In addition, you must undertake an approved Practice Management Course if you wish to practice 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.

Practicing 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.

Practicing in Other Jurisdictions

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

PLT – College of Law

The College of Law is the school of professional practice for lawyers in Australia and New Zealand. We provide career-long education and training services to the legal profession, differentiated by a focus on practical law. The College of Law offers the Graduate Diploma of Legal Practice as an approved program of practical legal training (PLT) in preparation for admission as an Australian lawyer. The Program enables direct admission in a number of Australian jurisdictions and offers students a choice of streams, study modes and locations.

The Program facilitates:

- A real life practical approach
- Lecturers with extensive professional experience in a range of practice areas
- Contact with graduates from a range of backgrounds
- Professional affiliations, legal contacts and networking opportunities
- Online learning using custom-built technology combined with lecturer interaction and feedback
- Flexible access for regional students and those with other work/life commitments
- In-house programs in association with participation law firms.

How to begin?

If you are nearing the end of your law degree, it's time to think about how you will do your PLT. The College offers start dates through the year, full and part-time options and online, face to face and evening study modes, so you can do your PLT how and when it suits you. If you have done legal work experience recently, it might be possible to count it towards your program and to get to admission faster, although note that some restrictions do apply.

What next?

Our online legal jobs board can help you find both work experience and graduate positions around Australia.

Postgraduate programs

The College now offers the opportunity to further develop your skills in particular program areas with the Master of Applied Law Program. This new program has an emphasis on practical learning and mentoring and is conducted primarily online.

For more information, contact students services:

Phone: 1300 856 111 or 9965 7000

Email: enrolments@collaw.edu.au

Website: www.collaw.edu.au/plt

PLT – ANU

The ANU Legal Workshop is Australia's leading and largest university provider of accredited professional legal education. We provide practical legal training in the Graduate Diploma in Legal Practice (GDLP), which is designed according to the Australasian Professional Legal Education Council (APLEC) and Law Admissions Consultative Committee (LACC) Competency Standards for Entry Level Lawyers.

We also offer:

- Flexible online delivery
- Concurrent enrolment with your LLB and JD studies
- Your choice of 20, 40, 60 or 80 day Legal Practice Experience
- Direct or reciprocal admission to legal practice nationally

Becoming a Practitioner (BAP) is the first part of the program and is a five day prerequisite face-to-face intensive offered in cities Australia wide. It introduces all the skills needed to become a competent practitioner. At this intensive, students have to be on campus to meet the members of their virtual firm. The rest of the program is delivered online. Practical sessions cover: Advocacy, communication, problem solving, writing and drafting, interviewing and advising, negotiation, dispute resolution, legal analysis and research and management and planning.

The Professional Practice Core takes place over an 18 week period, and covers the core practice areas required for a GDLP.

It is delivered online, and students operate in virtual firms with all the players normally found in the legal world. The practice areas are:

- Practice management (including ethics and accounts)
- Property Law Practice
- Civil Litigation Practice
- Commercial Law Practice

Students may do 80, 60, 40 or 20 days of legal practice experience. If students do more, they may do fewer electives. Legal practice experience placements may take place in firms, government legal sections, corporations, community legal centres and potentially in the regional, rural and remote (RRR) legal practice experience. Elective opportunities include administrative law, criminal law, family law, consumer law, employment and industrial relations law, planning and environmental law and wills probate and administration law practice.

For further information, contact our friendly and efficient administrative team. Many of our academic staff are practising lawyers, and members of the profession are involved in teaching activities and as members of ANU Legal Workshop committees.

Student administration and enrolments: lwsa@law.anu.edu.au
 Program administrators: Sharon Montanez 6125 7745; Genna Brain 6125 0458; Megan Mayne 6125 1262.

Going to the Bar

Courtesy of CHRIS D'AETH: Director (Organisation & Development), NSW BAR Association

WHAT IS A BARRISTER?

In NSW, there are two types of legal practitioners: solicitors and barristers. Barristers are lawyers whose principal work involves presenting cases in courts and other formal hearings such as tribunals. They also undertake a variety of other work, providing specialist legal advice and acting as mediators, arbitrators, referees or conciliators.

HOW DO YOU QUALIFY FOR A CAREER AT THE BAR?

The *Legal Profession Act 2004* requires that the Bar Council ensure that only persons competent and fit to practise as barristers should be able to do so. Prospective barristers must be knowledgeable to a high degree in the practice of advocacy.

The essential qualifications for a career at the Bar are obtained through achieving:

1. Admission as a lawyer in an Australian jurisdiction;

Before you can apply for a NSW Barrister's practising certificate, you must be admitted as a lawyer of the Supreme Court of NSW or another Australian state or territory under a corresponding law. The Legal Profession Admission Board (LPAB) is the admitting authority in NSW.

2. Passing all three Bar exams to the required standard;

Subjects examined are: 'Practice and Procedure for Barristers,' 'Aspects of Evidence' and 'Legal Ethics for Barristers'.

Each exam runs for 3 hours and are held in February and June each year. A pass mark is 75%. Passing all three examinations is a condition precedent to undertaking the Bar Practice Course. All three exams must be passed over a ten-month period. Exam fees are \$250 per exam.

3. Completing the Reading Programme

The period of reading commences on the issuance of the practising Certificate with conditions attached (usually at the commencement of the Bar Practice Course) and continues for at least 12 months. During this period a barrister is called a reader. The reader must satisfactorily complete:

THE BAR PRACTICE COURSE.

This is a four-week long full-time course held in Sydney in May and Aug/Sept of each year. The Bar Practice Course fee is \$3,800.

12 MONTHS' READING PERIOD.

During this period, the reader is under the supervision of at least one or more barristers, called tutors.

During the 11 months after completion of the course, certain other requirements are imposed:

- Criminal reading and civil reading;
- The Continuing Professional Development Programme (CPD)

TUTORS

A tutor must be a barrister of not less than seven years standing who is not a senior counsel. A reader must have at least one tutor, but not more than two. Tutors provide a supervisory and mentoring role for new barristers. Prospective readers arrange their own tutors by way of approaching either a set of chambers that has a practice orientation appropriate to the experience or intentions of the reader, or a practitioner whom they know through briefing or by reputation. All tutors must be on the Bar Associations' Statutory List of Tutors.

Statutory List of Tutors

The list is a requirement of the Legal Profession Act 2004. It is now part of the "Find a barrister" database. The list is updated when members qualifying by way of attaining seven years seniority are asked if they would be prepared to undertake the duties of tutor to any new barrister. The listing includes chambers, details of areas of practice interest, and names of any previous readers. Prospective readers should select a few names from the list, bearing in mind that new tutors, although they do not have a list of past readers, may have enthusiasm and time to give to their new role.

Having selected some names, contact the chosen barrister's clerk, provide a current curriculum vitae and arrange for an interview with the barrister. You may also like to contact previous readers. Their contact details are usually available in the barrister's directory on the Bar Association web site or on application from the Bar Association's Reception.

The tutor/reader relationship is very important in establishing the reader in the first year of practice.

ONGOING REQUIREMENTS

Barristers must have sufficient Professional Indemnity Insurance.

Continuing Profession Development (CPD) points must be collected each financial year for certificate renewal.

For further information on the Bar, visit the NSW Bar Association's website www.nswbar.asn.au.

Howard Insall SC

CHAMBERS 10TH FLOOR ST JAMES HALL
AREA OF PRACTICE COMMERCIAL/EQUITY

What drew you to a career as a barrister?

A desire for a stimulating and intellectually challenging career, where I could be my own boss.

What is a typical day like for you?

My daily routine can vary enormously depending upon the type of briefs on hand.

Practice as a silk is less frenetic than practice as a junior. A junior's practice typically involves lots of activity (with lower fees) but can be feast or famine.

If it is "feast", you will have five opinions to write, a case to prepare for next Monday and the phone rings: a brief to appear before the Duty Judge the following morning at 10.00 am. You take the case, drop everything, and work late into the night.

If it is "famine", you shuffle into chambers, read the newspaper, settle a request for particulars and go out for a coffee.

In recent times, as a silk, I have had a number of very long cases, which involve weeks or months of preparation in chambers. When a hearing in a big matter commences, it takes over your life. No time for any other activity: no weekends, watching TV or seeing the family. It is a case of work, sleep, food.

But when the case is over, you can start late, bank your cheque, have a long lunch, go home and have a glass of wine.

What are some of the challenges that barristers face?

Virtually every time you stand up to start a hearing, it is like sitting a final exam. You have to know the facts backwards, be ready to cross-examine and be ready to deliver a lecture on the relevant area of the law.

You have to be able to handle absorb pain from every direction. Judges can be difficult (or worse); opponents can be difficult (or worse). Clients can be stressed and unreasonable.

Financial uncertainty is ever-present. At times, the fees can be very good, but you never know when the next brief will arrive, if it arrives at all.

What are some of the rewarding elements of being a barrister?

You never watch the clock. The work is always challenging. Performing well in a hearing is a thrill: big adrenalin rush.

For a short time, at least, to your client, you are the star.

You are your own boss. Noone can order you around (except a judge). If you want to take a six week holiday, you can! (although a slight drawback here is that you don't get holiday pay).

When is the right time to go to the Bar?

It is easier after a couple of years as a solicitor, as this gives you some basic training under supervision and allows you to develop contacts with solicitors.

What are some of the skills that are required of a barrister?

Intellect, stamina, confidence, a capacity for relentless hard work, the ability to keep preparing for Monday's hearing at 6.30 pm on Saturday night.

What are some obstacles that barristers face at the beginning of their career?

Getting work and getting experience.

It can be hard to get work without experience and it is hard to get experience without work.

It is desirable to try to start your career by doing as much as possible in the lower courts, where you run the case yourself and build up experience more quickly. Many great barristers with modest CVs started off this way.

If you have a brilliant degree, you may find that high quality work flows in, but it will often be work as a junior to a silk, where you will be relegated to paper work and sitting in on conferences. You may find it hard to get experience doing real barristers' work.

What advice would you give students in their final year of law studies, if they are thinking of coming to the bar?

Work as hard as you can.

What advice would you give students who are starting at the Bar?

Take whatever work you can, unless it is clearly beyond your capacity.

What advice would you give students starting out in their legal careers?

Work as hard as you can. You will eventually get your reward.

Practicing in the UK

For students with a foreign law degree, the degree must have covered all seven foundations of legal knowledge: contract and tort, criminal law, equity and law of trusts, law of the European Union, property law and public law. Qualified foreign law degrees can be found at www.sra.org.uk/students/academic-stage.page. In the event that the degree is insufficient, students must apply as non-law students and undertake either the Common Professional Examination or a Graduate Diploma in Law. Students must also apply to the Solicitors Regulation Authority for a Certificate of Standing, in order to assess their English language competency and eligibility to attend law courses in the UK.

From this, students must then complete the Legal Practice Course that is necessary to become a solicitor. Its focus is a practical one based on vocational training of one to two years' duration. Its mixture of core and elective units allows for flexibility and specialization across areas of law. The application for student enrolment is £80 and is valid for the rest of the year that the student applies and 4 years subsequently. Applications for full-time courses occur online at www.lawcabs.ac.uk and are open between September and December in the year prior to

commencement of study. When applying for the Legal Practice Course, students should be aware that they may be subject to suitability and character tests, which may take up to six months to process.

The final requirement to practicing is the training contract, incorporating the Professional Skills Course. This is a two-year period of practice-based training, with different firms engaging students in different ways. However, they tend to operate similarly to Australian clerkships, working on a rotational basis between areas and departments.

For further information, students should refer to sra.org.uk/students/students.page.

Practicing in Hong Kong

What attracts clients/lawyers to Hong Kong?

Many clients choose Hong Kong (HK) because it is the global financial market of Asia – where East meets West – and because it serves as a portal for many businesses to reach mainland China. Being one of the few true financial centres in the world, it is characterised by an established stock exchange, which lists some of the world's largest companies, and a CBD littered with high-rises. As the Chinese economy continues to grow, economic activity has also been on the rise. With Chinese companies increasingly looking to be listed on the more mature HK stock exchange, HK has become a hub for investment into China. Naturally, law firms also seek to enter the HK market, as there is always plenty of work for lawyers.

For legal practitioners, HK offers a vibrant lifestyle, a selection of prestigious firms, high quality of work and a great salary package. There are also many multi-national transactions, travel opportunities, as well as superb dining and shopping experiences. If you love a fast-paced lifestyle, HK is the place for you.

How reliable is Hong Kong's legal system?

HK has a well-established common law system, which so far has seen little influence from the mainland Chinese system. Accordingly, most legal principles are similar to those in Australia, with some statutes completely replicating Australian counterparts. The legal system is robust and invariably adheres to the rule of law. Further, all legal documents are drafted in English. Where there is inconsistency between the English and Chinese version of a legal document, the former will prevail.

How is working in Hong Kong different from working in Australia?

The working environment involves longer hours and a faster pace, and juniors are expected to pull their weight. But at the same time, this will mean that juniors are exposed to more difficult work earlier on. There is also a much stronger international vibe, as lawyers come from all over the world to work in HK on a daily basis. Most cases have an international aspect, because either a party or the governing law of a contract is international. As a result, a typical working day may involve briefing counsel in London, followed by calls to clients in Japan, etc. One intern stated that there was never "one type" of person, and it was refreshing to work with people who came from such a diverse range of backgrounds.

Advice for interested lawyers from Australia

Most students said HK is definitely for the young and ambitious. As good as it sounds, the process of getting admitted into HK can be quite lengthy. Before starting the two-year trainee program, Australian students interested in working in HK will need to sit conversion exams as well as study full-time for one year to pass their Postgraduate Certificate in Laws (PCLL). Although not compulsory, a working knowledge of Chinese law is very helpful.

Practicing in the US

Although the US comprise a large number of legal markets, traditionally New York has been the most receptive to Australian qualified lawyers, mainly due to a good alumni network between US and Australian firms, as well as the transferability of skills in transactional practice areas such as capital markets, M&A and banking and finance. It is important to note that for the most part there is no mutual recognition between the Bar the different Bar associations – admittance to the New York Bar only permits you to practice in the state of New York.

The West Coast, including Los Angeles and places like San Francisco and Palo Alto, have also traditionally been receptive to Australians in more narrow practice areas such as commercial projects, project financing and intellectual property and technology practices. Given the very specialised nature of the work, far fewer Australians make it to these West Coast destinations.

Washington DC is another location that often elicits interest, but the market is far more difficult to crack for an Australian qualified commercial lawyer or litigator. The Washington legal market is very much driven by public sector clients and the work generally has a significant government focus. Those with their hearts set on a DC practice are usually advised to cut their teeth in New York and then come knocking, armed with quality US experience and a US Bar qualification or Masters.

These are currently the only three US jurisdictions in which Australian lawyers can work. The Bar requirements in the other states require certain units of study which can only be taken in the US.

US FIRMS IN THE LATERAL AUSTRALIAN MARKET

The second step to finding your way is to understand why the level of interest in US firms here is not reflected in the number of ex-pat lawyers that ultimately find themselves practicing in the US. Overall, the number of Australian lawyers that successfully make the transition to New York is small compared to the overall outflow of lawyers from Australia to other locations.

Maciek Motylinski, a senior consultant at EA International, specialises in the cross-jurisdictional recruitment of Australian lawyers. He observes that in recent years firms like Skadden Arps, Milbank and White & Case have been amongst the most active in recruiting laterally in the Australian market. Yet even in the bull market of the 2005 to 2008 period, where recruitment levels were at their peak and Australian firms were haemorrhaging staff to foreign counterparts, each firm at the most took between 5 and 8 lawyers in total from this part of the world. Motylinski considers, this a very small percentage given the overall number of lawyers who take their careers offshore, totalling about 5% of international recruitment practices.

Motylinski explains that the bar has always been set at lofty heights, with US firms seeking lawyers with a minimum of two to three years of experience coming from a top tier Australian practice, with a stellar academic background.

HOW THE US FIRMS HIRE

Unlike their UK counterparts, US firms have traditionally never recruited out of Australia at the graduate level, and (as you may have noticed) have not as yet been seen at any of the graduate fairs here. US firms traditionally take their first year lawyers from the elite US university JD programs and see no reason to supplement this with graduate level recruits from places such as Australia. Motylinski advises that students looking to eventually live and work in the US as lawyers are best served by first gaining top class experience with one of Australia's premier firms in the right practice area in order to position themselves for a lateral move at the two- to four-year level.

US firms have customarily hired experienced lawyers directly from Australia without the requirement of those lawyers actually being in the US. Most US firms don't require Australian lawyers to have already have a New York or other US Bar qualification, particularly in their transactional practice groups. However, they will require Australian lawyers to sit the Bar Exams within 12 months to become fully qualified US Attorneys.

NEW YORK BAR EXAMS AND REQUALIFICATION REQUIREMENTS

Firms will generally provide great assistance in terms of preparation for Bar Exams, including giving lawyers time off to prepare and making the process as smooth as possible.

Motylinski advises that most firms expect lawyers to pass the New York Bar Exam first go, so there is a little pressure. However the majority of lawyers he has assisted suggest that whilst there is a lot of information to get through, and the hours of preparation are long, the exam itself is not too arduous despite the pass mark being 75%.

Practicing in Korea

The Korean legal profession is regulated in two ways: through legislation and regulatory bodies. The 1987 Court Organisation Act and the 1982 Attorney Act oversee the functioning of the three major branches of their civil law system – the judges, public prosecutors and attorneys.

The Korean Bar Association functions as the overarching body for the Korean legal profession, and is comprised of fourteen local bar associations. Its primary objectives since the instigation of the new examination system in 2009 has been the advocacy of the rule of law, which has historically been haphazard in its application. The KBA is responsible for the admission of lawyers to practice in Korea, the continuation of legal education and the registration of foreign legal offices and consultants countrywide.

How does a foreign lawyer practice in Korea?

There are several avenues through which someone can practice in Korea, despite there being no formal process for the recognition of foreign qualifications.

Under Korean law, foreign lawyers are prohibited from providing advice on Korean law, whilst there is a history of lawyers practicing on an unofficial fly-in/fly-out basis. Foreign lawyers may also register as Foreign Legal Consultants (FLCs)

who are permitted to operate representative offices, as well as be hired by law firms whose head offices' countries have signed and ratified a relevant Free Trade Agreement with the Republic of Korea. Australia is currently still negotiating an agreement with Korea. Relevant registration criteria include a license to practice 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.

Alternatively, there are two requirements by which a foreign lawyer may come to practice as a local lawyer. Firstly, under the new qualification system introduced in 2009, candidates must 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.

USEFUL RESOURCES

Clear details of the licensing and practicing process can be found through the Korean Bar Association, at www.koreanbar.or.kr. Further information can be found at the Ministry of Justice for the Republic of Korea, at www.moj.go.kr.

Practicing in Singapore

Singapore is widely regarded as a commercial focal point of Southeast Asia and the larger region. Today, Singapore is home to around 4,900 practicing lawyers and 900 law firms, and is proud to be host to top-tier firms such as Clifford Chance, Linklaters and Latham & Watkins. As Asia assumes an increasingly dominant role in driving the world economy, Singapore is looking to strengthen its position as a global legal hub.

The country's legal services sector has registered significant growth in the wake of liberalisation measures that have been rolled out since 2008. Six Qualifying Foreign Law Practice (QFLP) licenses were awarded to some of the top law firms in the world to allow them to practise in commercial areas of Singaporean law. Singapore is currently reviewing the QFLP scheme with a view to further liberalisation. Singapore's exponential growth as a business and financial centre has also seen a corresponding rise in demand for top-tier legal representation. Its international reputation as a neutral centre for dispute resolution is growing fast as well, and the city state is now firmly placed on the world map as the arbitration seat of choice. Legal and business communities across Asia are promoting Singapore as an ideal, one-stop venue for international commercial arbitration.

PURSuing A LEGAL CAREER IN SINGAPORE

Singapore Citizens or Singapore Permanent Residents who studied law overseas can be admitted to the Singapore Bar by fulfilling the following steps:

1. Obtain at least a recognised Second Class (Lower) Honours degree from an approved overseas university
2. Pass Part A of the Bar Exam
3. Attain at least six months of recognised legal experience
4. Pass Part B of the Bar Exam
5. Fulfil the Practice Training Period requirement (e.g. a six-month Training Contract with a Singapore law practice)

Gregory Xu, a Singaporean who studied law in Australia, went through a similar process when he returned to practice law in Singapore. "It is a good thing that Singapore is opening up its legal market and encouraging the return of Singaporean lawyers who are abroad," he said, referring to government initiatives that allow overseas-qualified lawyers to practice there. Back in Singapore since 2008, Gregory is now an Associate at international law firm Ince & Co. Foreign law graduates may also 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. They are required to have gained admission to a Bar overseas with at least three years PQE, and have obtained an offer to work in Singapore.

Singapore's legal services sector is constantly on the lookout for qualified law graduates and professionals, especially in the areas of intellectual property, international arbitration and Islamic finance. As Singapore continues to develop into a key legal hub for Southeast Asia and the Indian subcontinent, this is the opportune time to practise law in Singapore. For more information on legal services in Singapore, visit www.contactsingapore.sg/industries/legal_services.

Jade

Australia's new professional
Legal Research Platform



In Harmony, Philippe Moreau. Photograph by Michael Green

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Law Firms

No matter what your ultimate career objectives, experience at a commercial law firm is a valuable addition to the development of your legal skills. Depending on the size of the firm, the exposure to a suite of practice groups can give you a taste of the different areas of law in practice and deepen and expand your knowledge of the law. Many commercial firms will assist with your admission to practice to varying degrees and provide other career development programs such as mentorships, interstate and international rotations and assistance with further study. The networks, relationships and practical experience developed while working at a commercial firm will assist you in going to the Bar, going in-house or transitioning to non-profit organisations.

Many commercial firms have a structured intake program that comprehensively lays out the application process. The firm websites are a useful tool in getting a sense of the firm's culture and objectives and an idea of the career progression you can expect if you decide to join the firm. Every firm is different so take the time to think about which firm is right for you.

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

ABOUT THE FIRM

SPONSOR

As one of only a small number of global elite firms, Allen & Overy Australia offers you something truly different. Joining Allen & Overy means playing a part in a diverse domestic and international team spanning a fully integrated network of 42 offices in over 29 countries.

We focus on complex and strategic domestic and cross-border transactions for a high profile client base of market leading private and public organisations. Our Australian practice has three core groups: Banking & International Capital Markets, Corporate and Litigation. Within these, the practice areas are diverse, including Mergers & Acquisitions, Private Equity, Projects, Structured Products, Investment Funds, Asset Finance, Tax, Energy & Resources, Litigation and International Arbitration. Clients increasingly need global service providers and we are currently one of the only firms in Australia able to provide a fully integrated domestic, regional and global offering.

Our culture and the values we share inspire the way we work and behave: excellence in everyone and everything, dedication to our clients, helping our people to achieve their potential, respecting and including every individual, working together as one firm, entrepreneurial spirit and energy.

What to expect

As a Summer Clerk you'll complete two rotations within our core practice groups. You'll be allocated a supervising partner and will work closely with that partner and the senior associates and lawyers who make up the team. You will be exposed to premium quality domestic and international work and will also participate in various exercises that simulate real transactions from beginning to end, providing a valuable insight into the role of an Allen & Overy lawyer. Informal feedback and guidance will be given to each summer clerk throughout the process.

We aim to give Summer Clerks every opportunity to work closely with other offices within our network, whether that be by connecting with Summer Clerks in our Perth office during training sessions or working with other offices on cross-boarder transactions. This will give you a greater understanding of our global network and a taste of future opportunities available to you at Allen & Overy. Whilst it's by no means compulsory, a large proportion of our lawyers will choose to take up the opportunity to spend time working in another office at some time during their career, whether that's a rotation as a junior lawyer, a longer term secondment or a permanent transfer.

Learning and development opportunities

Allen & Overy is renowned for high quality training and development. During your career you will have the opportunity

to attend comprehensive training both domestically and globally to meet and learn with colleagues here and overseas, starting with our "Global Universities" run in London for lawyers with approximately 2 years of experience.

Who we look for

There is no typical Allen & Overy lawyer. We realise each person has their unique skills and qualities. While you should have excellent academic results, beyond this we want to see evidence of teamwork, communication skills, planning and organisation skills, problem solving, commercial awareness, and commitment to a career in law and a career with Allen & Overy.

We accept applications from overseas students, however applicants must demonstrate a commitment to starting their legal career in Australia and have the right to live and work in Australia.

We invest in hand-selecting our Summer Clerks each year and were pleased to offer graduate positions to all our Sydney Summer Clerks in 2011, 2012 and 2013.

For further information, please visit our website - www.allenoverly.com/careers (select Australia) or contact us at australianrecruitment@allenoverly.com

SUMMER CLERK PROGRAM

- Applications open: 19 June 2013
- Application close: 19 July 2013

How to apply: www.allenoverly.com/careers (select Australia)

Global career - Global expertise - Global opportunity

ALLEN & OVERY

Global **career**
Global **expertise**
Global **opportunity**



Broadening your horizons comes as standard
Join one of the global elite, visit www.allenoverly.com/careers

2,639 Lawyers

512 Partners

42 Offices

29 Countries

Michael Coutts

SUMMER CLERK 2012/2013, ALLEN & OVERY

ROTATION: ANTITRUST/COMPETITION AND ENERGY & RESOURCES SECONDMENT TO THE BANGKOK OFFICE

The clerkship process can be very daunting. At first, it can be difficult to distinguish between the many firms in the market who are all vying for your attention. As an internationally minded individual, I wanted to clerk at a firm that would provide me with the best training and the chance to be part of something genuinely innovative and new. A few minutes into Allen & Overy's clerkship presentation, I knew it was the right firm for me. I chose Allen & Overy due to the quality of its work and reputation on an international, not just domestic, scale. If these are the qualities that you are looking for in a firm, then Allen & Overy is the right choice for you.

An International Working Experience

As a Magic Circle firm, Allen & Overy is in the global top tier of law practices. This means that Allen & Overy advises truly global clients on truly global transactions. During my clerkship I worked on many diverse cross-border transactions, including a fascinating telecommunications project between Australia and Singapore, and a complex deal involving the establishment of a mining venture in Indonesia. In fact, over the summer I worked on more cross-border transactions than domestic ones; few other firms can offer this experience.

As part of my clerkship, I was also given the opportunity to spend a week in Allen & Overy's Bangkok office where I was involved in a range of Corporate, Banking and Finance transactions. Most notably, I assisted the Banking team in connection with the acquisition of a power plant located in the Pakistani province of Balochistan (that has not been in use in almost a decade due to the terrorist camps located near it!). Due to Allen & Overy's international network, I was able to continue working on this matter after I had returned to Sydney, liaising directly with the Bangkok team.

First Class Training

Allen & Overy leverages the experience of its 42 offices worldwide to provide you with the best possible training. My fellow clerks and I (along with our Perth clerkship colleagues who joined us via videoconference) attended

regular "What We Do" sessions that explained the different aspects and work practices involved with each of the firm's practice areas. We also received training in developing our non-legal skills that are nonetheless important for being a good commercial lawyer, such as networking. Furthermore, the firm organised mock pitch and transaction exercises so that we could see what a transaction looks like from start to finish.

What really sets Allen & Overy apart is its informal training opportunities. Due to its small team sizes, I received a high degree of exposure to Partners and Senior Associates, and often received work directly from them. Moreover, the inclusive and collegial atmosphere of Allen & Overy meant that if I did run into trouble or need help, assistance was only a phone call or a door knock away. These factors combined to create a working environment that was highly supportive and full of feedback, ensuring that I developed my legal skills and commercial knowledge.

Strong Bonds of Friendship

Although Allen & Overy is enormous internationally, it is growing domestically. This meant that I was part of a small clerkship group within a close-knit firm. I developed close connections with my entire clerkship group, and genuinely made many friends around the firm. In my experience, the people at Allen & Overy are relaxed and engaging, but are not afraid to put in a hard day's work. I could not imagine a better place to begin my legal career than at Allen & Overy.

What really sets Allen & Overy apart is its informal training opportunities. ”

Kristin Romano

SUMMER CLERK 2012/2013, ALLEN & OVERY

ROTATION: ASSET FINANCE AND CORPORATE

I can vividly remember embarking on the Summer Clerkship recruitment process and, having had minimal commercial experience and little substantive knowledge of the major players in the Australian legal market, feeling overwhelmed by the prospect of choosing where to begin my legal career. For me, the hardest part of the process was navigating the plethora of reputable law firms. For this reason, my decision to clerk at Allen & Overy came down to the subtle, but by no means insignificant, differentiating factors that I felt made Allen & Overy the best fit for me – its people, culture and truly global offering.

During the 10-week clerkship I rotated through Asset Finance and Corporate. The opportunity to review company constitutions, conduct research, assist with the drafting of legal documents, and attend conference calls and professional development seminars, provided me with first-hand insight into the work that Allen & Overy typically does. In doing so, it confirmed what I had come to expect of the Allen & Overy brand – top-tier cross-jurisdictional work and training amongst those who are leaders in their field.

Remarkably, all of my supervising lawyers took ample time to sit with me and explain the deal context, our role in it and how I would be contributing to the team. Their willingness to provide me with tasks that had a meaningful impact on each deal is a testament to the level of involvement that juniors have from a very early stage, in what are generally large, high-profile and complex transactions. While it was very much a steep learning curve, the vested interest of lawyers in the training and development of juniors struck me as a cornerstone of the Allen & Overy culture.

The highlight of my Summer Clerkship was getting the opportunity to travel to China to spend one week in Allen & Overy's Beijing office. The significance of travelling to a city of such cultural, political and economic import was by no means lost on me. During this week, I conveniently sat in Asset Finance with a trainee from the London office and was provided with

a thorough understanding of the work that Beijing undertook. I assisted with the drafting of transaction documents for multiple aircraft financing deals and received instructions from lawyers across all of the Chinese offices.

The ease with which we communicated with other offices in the network, and the opportunity to attend teleseminars conducted from Hong Kong, were factors that brought home the benefits of being a part of a global elite firm backed by extensive resources that make Allen & Overy such a well-oiled machine. More significantly, the experience vindicated my decision to join a firm that would provide me with a wealth of opportunities to pursue a career with a distinctly global trajectory.

What struck me most about my experience at Allen & Overy, and that left me lamenting the end of my Summer Clerkship, was the overwhelmingly welcoming, inclusive and friendly nature of all of Allen & Overy's employees, from the top-down. The Sydney office is only three years old, and in that time there has been a focus on recruiting not just the best talent, but the type of people that value a collaborative working culture. Because we are a relatively new office, our Partners tend to be on-average younger than their counterparts at other large firms, and I firmly believe that this has contributed to a more down-to-earth and friendly working environment. In addition, the size of the Sydney office means that Summer Clerks are able to work more closely with senior lawyers and are afforded a vast learning experience tailored to their needs.

In summary, I was seeking an experience that would offer me first-class legal training and exposure to cutting-edge and cross-jurisdictional work, in a firm that fosters the development of globally-oriented careers. It pleases me to say that I received all of this and so much more. In my opinion, Allen & Overy is a great place for young budding lawyers to find their feet, in a culture that is supportive and fully geared towards assisting you to reach and maximise your full potential.

What struck me most about my experience at Allen & Overy... was the overwhelmingly welcoming, inclusive and friendly nature of all of Allen & Overy's employees, from the top-down.





➤ Possibility in everything

Where will your career take you? It's up to you. Whether you join us as a clerk or a law graduate, we'll support you to achieve your goals. To find out more about our programs and our people, **visit www.allens.com.au/careers**



Possibility in everything

ABOUT ALLENS

Allens is a leading international law firm, with partners, lawyers and corporate services employees across Asia and Australia. We work with many of the world's leading organisations, including 55 of the world's top 100 companies and more than 75 of Australia's top 100 companies.

WHAT MAKES US DIFFERENT

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 at Allens 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 across the firm.

We make the complex simple

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

Our strategic alliance

Our integrated alliance with Linklaters means we are able to share resources and offer our clients a seamless service through a global network of 39 offices across 28 countries. When you join our firm, you are joining a global network, with opportunities across Australia, Asia, Europe and the US.

Life-long learning

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.

CLERKSHIP PROGRAM

We recruit most of our graduates through our clerkship program, which gives first-hand exposure to life as a lawyer at Allens. Get involved in work as soon as you set foot in the firm. Work alongside lawyers and partners. Learn from their experience and enjoy their support.

WHAT WE LOOK FOR

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, 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 better person to work with.

Well-rounded

Our clients often tell us we have 'great people'. And it's true. We look for diversity – people who bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients.

HOW TO APPLY

www.allens.com.au/careers

CONTACT

Amy Spira, Graduate Resourcing Consultant

EMAIL

Student.Careers@allens.com.au



ABOUT THE FIRM

SPONSOR

ADDRESS Level 36, Grosvenor Place, 225 George Street, Sydney NSW 2000

CONTACT Amy Foulcher, People Development Consultant – Graduate Programs, +61 2 9258 6924, amy.foulcher@ashurst.com

NUMBER OF LAWYERS/PARTNERS Lawyers: Over 700 in Australia (over 1700 globally) Partners: Over 170 in Australia (over 400 globally)

OFFICE LOCATIONS Abu Dhabi, Adelaide, Beijing, Brisbane, Brussels, Canberra, Dubai, Frankfurt, Hong Kong, London, Madrid, Melbourne, Milan, Munich, New York, Paris, Perth, Port Moresby, Rome, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Washington DC, Jakarta (Associated office), Jeddah (Associated office)

AREAS Banking & Finance, Commercial Property, Competition, Construction & Infrastructure, Corporate, Dispute Resolution, Employment, Energy & Resources, Environment, Government, Hotels, Leisure & Gaming, Intellectual Property, IT, Communications & Media, Mergers & Acquisitions, Native Title, Project Finance, Resources, Restructuring & Insolvency, Tax

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Ashurst was formed in London in 1822, with our Australian operations tracing back to James Hunter Ross who commenced practice in Melbourne in 1841. Throughout our history, we have endeavoured to stay ahead of the pack, and to listen to the business needs of our clients to shape the services we provide them.

We are one of the first major Australian law firms to become part of a full-service, global law firm, providing our clients with UK and New York law capabilities and a seamless service for all their local, regional and cross-jurisdictional projects.

Our people have always been our greatest asset. We are known for being approachable, astute and commercially minded, while providing advice that is as innovative as it is deeply considered and informed.

A major client recently commented that “The biggest thing that differentiates Ashurst is responsiveness and ease of working together.”

What significant work has the firm done recently?

Recent award winning deals Ashurst has been involved in include:

- Australian Deal of the Year (National Broadband Network – Definitive Agreements) – ALB Australasian Law Awards 2012
- Project Finance Deal of the Year (Wiggins Island Coal Export Terminal) – ALB Australasian Law Awards 2012
- Debt Market Deal of the Year (ANZ Banking Group – Global Covered Bond Program) – ALB Australasian Law Awards 2012
- Asia-Pacific Infrastructure Deal of the Year (Wiggins Island Coal Export Terminal) – Project Finance Yearbook, 2012
- Syndicated Bank Loan of the Year (QR National \$3 billion unsecured facility) – CFO DealBook Awards, 2011

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

The best advice we can give you is to understand your ambitions and those of the firm to which you are applying. Give yourself plenty of time to research the various firms in the market. Think about the features which will be important to you in your career such as; the firm’s market position, speciality areas of law, size, locations, people, culture, vision etc. This research will help align you to the firms which may be a better fit for you, and will also provide a basis for preparing a covering letter which is individually tailored to each firm.

How does the firm encourage employees to learn and develop?

We want our lawyers to grow and challenge themselves every day. To help you settle in and make a valued contribution quickly, we provide a comprehensive induction program which will give you a real insight into how the firm operates, how decisions are made, and help foster a deeper understanding of local market knowledge. Following this, we then deliver an ongoing legal and practical skills training program, and each individual team also facilitate their own Continuing Legal Education (CLE) program which is centred around peer-to-peer professional learning.

How does the firm encourage a work/life balance?

We are realistic about the balance between work and personal commitments and encourage our staff to maintain a healthy balanced lifestyle. To support this we offer subsidised gym membership and offer a wide range of sporting activities including: touch football, netball, basketball, indoor soccer, rowing, ocean swimming, City 2 Surf, Blackmore’s Running Challenge, BRW Triathlon, choir and much more.

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

From clerkship through to partnership you will have numerous opportunities to get involved in our Corporate Social Responsibility (CSR) programs. You may like to be a LEAPS mentor for a Year 10 student, suggest ways to reduce our carbon footprint as part of our environment committee, attend

one of our Social Issues Forums or charity functions, or assist with pro bono matters.

The Ashurst pro bono program has a particular focus on assisting Indigenous people, people living in rural, regional and remote areas and people with a mental illness and/or intellectual disability and their carers. We undertake major legal projects and test case litigation as well as routine matters. The firm also supports lawyers who would like the opportunity to get in-depth experience by undertaking a secondment to a range of our community legal and welfare organisations, based anywhere from the inner-city to remote Northern Territory.

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

Outside of work, Ashurst offers a range of benefits including: gym membership and team sporting activities, discounted rates for insurance and financial products, preferred hotel rates, Friday night drinks, an Employee Assistance Provider (EAP) counselling service, salary continuance insurance, support for continuing education, a reward and recognition program, a recruitment incentive bonus and much more.

QUESTIONS ABOUT CLERKSHIPS

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

We will accept applications from Wednesday 19 June to Friday 19 July 2013.

Applications should be submitted via our website www.ashurst.com/graduates.

What is the anticipated clerkship intake this year?

Approximately 20-25 summer clerks in 2013.

How many clerks did the firm take last year?

We had 29 summer clerks in 2012.

What does the firm look for in a clerk?

We look for the abilities and strengths which experience tells us are critical to your success as a graduate and beyond. In particular we seek graduates and clerks who can demonstrate the following attributes:

- An ability to build rapport with a range of people
- An ability to work in a team-based environment

- The academic capacity to excel
- A demonstrated interest or expertise in a commercial Legal environment
- The willingness to learn
- Resilience
- Motivation
- Commitment to excellence in both work and client service.

What work does the firm offer a clerk?

The summer clerkship program is designed to give you a snapshot experience of life as a graduate. Some tasks which our 2012 summer clerks assisted with include:

- Preparing documents for court and observing hearings
- Attending settlements, conciliations, contract negotiations, briefings with counsel, meetings with expert witnesses and teleconferences with clients
- Preparing file notes, case summaries and the first draft of an advice or agreement
- Assisting with Pro Bono matters and research projects
- Drafting contract tip sheets
- Reviewing agreements and amending clauses in contracts
- Preparing draft articles for clients and industry publications
- Attending a one week client secondment placement

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

We have a preference for candidates in the penultimate year of their law degree. However we will also consider non-penultimate candidates if you have sufficient reasons for why you are unable to undertake a clerkship in your penultimate year, and you meet all other recruitment criteria.



Matching ambition with opportunity

You've worked hard. Done well. You have ambitions.

We want you to experience the billion dollar deals, global clients and an environment where your ambition is supported by learning programs and partners with open doors.

We believe it will make you a better lawyer.

Ask us how

Amy Foulcher
People Development Consultant
Graduate Programs
T 61 2 9258 6924
amy.foulcher@ashurst.com

Level 36, Grosvenor Place
225 George Street,
Sydney NSW 2000 Australia
T 61 2 9258 6000 F 61 2 9258 6999

www.ashurst.com/graduates

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SPAIN SWEDEN UNITED ARAB EMIRATES UNITED KINGDOM UNITED STATES OF AMERICA

AUSTRALIA'S GLOBAL
LAW FIRM

Firm profile

About us

Ashurst is a leading global law firm. We advise Australian and international corporations, financial institutions and government clients.

We have 25 offices in 14 countries as well as associated offices in Jakarta and Jeddah, and a best-friends referral relationship with an Indian law firm. With over 400 partners and 1,650 lawyers, we offer the international insight of a global network combined with local market knowledge and expertise.

Our clients can access deep local knowledge and on-the-ground support wherever they do business from people they know and trust. We build teams that are specific to our clients' needs, combining specialist legal skills, industry experience and regional know-how.

We have a track record of successfully managing large and complex multijurisdictional transactions and projects. Our focus is on getting to the heart of our clients' legal needs and delivering practical, commercial solutions.

Our clients

We are a full service commercial law firm advising major corporations and government clients across key sectors including financial services, energy and resources, projects and infrastructure.

Our clients include 73% of the top 100 ASX companies and 93% of Australian companies in the Forbes Global 2000. We have the privilege to advise on some of Australia's and the world's largest and most complex deals.

Recognition

- Best Large Law Firm – *BRW Client Choice Awards, 2011*
- Australia's Best Firm in 14 areas of law – *Best Lawyers Australia, 2012*
- Band 1 in 12 areas of law (including Brunei, Japan and PNG) – *Chambers Asia-Pacific, 2013*
- 142 leading lawyers – *Chambers Asia-Pacific, 2013*
- Australian Deal of the Year – *ALB Australasian Law Awards 2012*

Areas of legal practice

Our Australian office practises in over 30 different service areas including:

- Banking & Finance
- Commercial Property
- Competition
- Construction & Infrastructure
- Corporate
- Dispute Resolution
- Employment
- Energy & Resources
- Environment
- Government
- Hotels, Leisure & Gaming
- Intellectual Property
- Mergers & Acquisitions
- Native Title
- Project Finance
- Restructuring & Insolvency
- Tax
- Technology, Media & Telecommunications

What we look for

We look for abilities and strengths which experience tells us are critical to success as graduates and clerks and in the longer term. We seek graduates and clerks who can demonstrate an ability to build rapport with a range of people; an ability to work in a team-based environment; the academic capacity to excel; a demonstrated interest or expertise in a commercial legal environment; the willingness to learn; resilience, motivation and a commitment to excellence in both work and client service.

www.ashurst.com/graduates

AUSTRALIA BELGIUM CHINA FRANCE GERMANY HONG KONG SAR
INDONESIA (ASSOCIATED OFFICE) ITALY JAPAN PAPUA NEW GUINEA SAUDI ARABIA SINGAPORE
SPAIN SWEDEN UNITED ARAB EMIRATES UNITED KINGDOM UNITED STATES OF AMERICA

ashurst

AUSTRALIA'S GLOBAL
LAW FIRM

Baker & McKenzie

ABOUT THE FIRM

SPONSOR

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

CONTACT Vanessa Harris, Organisational Development Manager, e: vanessa.harris@bakermckenzie.com, p: 02 8922 5708

NUMBER OF LAWYERS/PARTNERS Partners: 64 in Sydney, Lawyers: 140 in Sydney

OFFICE LOCATIONS Sydney, Melbourne, and global locations including Beijing, Shanghai, New York, San Francisco, Washington DC, Paris, London, Hong Kong, Tokyo, Prague, Toronto, Munich, Chicago

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

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

At Baker & McKenzie we are different in the way we think, work and behave. Like no other law firm we were born global.

Baker & McKenzie was formed in 1949 when an entrepreneurial Chicago attorney, Russell Baker, met the litigator, John McKenzie. McKenzie shared Baker's vision of creating the world's first multicultural, global law firm and our first office outside the USA was opened in Caracas in 1955. We now have a network of 73 offices in 46 countries around the world. Our most recent offices to be opened were Istanbul in 2011, Johannesburg and Lima in 2012 and Dubai in 2013.

We opened our first office in Asia Pacific in Manila in 1963, and have grown to 14 full-service offices across 11 jurisdictions – and will soon be announcing our opening in Seoul. With more than 1,000 locally qualified lawyers across the region, and 73 offices globally, Baker & McKenzie is the firm with the greatest depth and breadth of coverage across the dynamic Asia Pacific markets.

We have been a global law firm in Australia since 1964 and our Australian practice is now the fourth largest in our network with more than 80 Partners and over 180 lawyers across Sydney and Melbourne.

What significant work has the firm done recently?

Our wide variety of work reflects our truly diverse practices. Our Energy and Resources team is acting on the second stage of the NSW Electricity privatisation. The M&A team has recently completed the sale of Witchery and Mimco to Country Road, as well as the privatisation of Sydney Ferries. Our Environmental Markets team has designed an Emissions Trading Scheme for the African country of Gabon, including drafting the relevant legislation. Our Dispute Resolution team has also been defending some major litigation in relation to traffic forecasting for a road tunnel development.

How does the firm encourage employees to learn and develop?

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. 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.

Our associates also attend regional training and practice group specific events and conferences held throughout the region to help develop networks and legal skills. You will also attend regional transition programs at each stage of your career – when you 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 Hong Kong, Kuala Lumpur and Singapore.

How does the firm encourage a work/life balance?

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, and Baker Balance. We offer a range of policies and programs designed to enhance the experience including the 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.

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

Baker & McKenzie lawyers are actively encouraged to undertake pro bono work. Some of the matters we have worked on recently include assisting seriously ill clients gain early access to their superannuation and attached insurance benefits, advising a range of not for profit and charity organisations on leasing, licensing and taxation law issues, as well as providing pro bono legal assistance on a joint venture project working to conserve an orang-utan forest habitat in Indonesia. Our lawyers also regularly undertake pro bono legal work for clients from the Homeless Persons' Legal Service.

Legal and non-legal staff also participate in community service such as mentoring Year 9 students in the LEAPS program, assisting with primary school reading groups, and fundraising or volunteering for charities such as Assistance Dogs Australia, the Sydney Children's Hospital and AIME (the Australian Indigenous Mentoring Experience).

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

Baker & McKenzie recognises the need to support our people and offers a range of benefits that include salary continuance insurance, personal travel insurance, corporate discounts (such as for Apple products, gym memberships, movie tickets, Art Gallery of NSW entry tickets and numerous car brands), and a range of rewards for those who go "above and beyond" normal role requirements.

We have an active Social and Sports Committee which organises themed monthly Friday night drinks; gelato stands and various celebrations throughout the year. The committee also provides an annual "Bakers Family Fun Day" (an all day social event for employees and their families); and end of financial year and end of year events.

The committee also organises numerous team sporting events, such as soccer, boxing and other sporting events such as City to Surf and the Nissan Corporate Triathlon.

QUESTIONS ABOUT CLERKSHIPS

What does the clerkship involve?

This year, our summer clerkship program has an exciting new format. To celebrate our 50th year in the Asia Pacific region, and to acknowledge the importance of international experience for Australian lawyers, all our clerks will be travelling to one of our Asia Pacific offices.

Our clerks will experience our global culture first-hand, spending half their clerkship over summer 2013/2014 in the Sydney office and half in Asia either over the summer or during their final year.

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

Applications for International Clerkships should be submitted via www.cvmail.com.au and should include a cover letter, as well as details of your work experience, your extra-curricular activities and interests, and your academic results.

Candidates will meet with a range of partners and senior lawyers at interview and the firm will host a formal lunch for our interviewed candidates.

What does the firm look for in a clerk?

We look for people who enjoy a challenge and seek new

opportunities; who share our global perspective; who want to understand and provide excellent service to our clients; 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; 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 in the Sydney office and in the Asia Pacific office to which you will be travelling.

Our summer clerks work closely with other lawyers and are guided by a supervising partner/senior associate and associate 'buddy'. You will develop practical and legal skills through our national learning program for junior lawyers and by attending workshops specifically designed for summer clerks, as well as firm-wide sessions on a range of non-legal topics including how to work effectively across cultures .

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

We prefer applicants to be in their penultimate year of study.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Whilst we do hire graduates from time to time, most of our graduates are recruited directly from our Summer Clerk program.

What does the firm offer its graduates?

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.

In addition, the firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices in the Asia Pacific region.

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

We cover the full costs of your PLT, admission and practising certificate. Our Graduates complete their PLT in many different ways, for example combined programs at their University, full time College of Law or even part-time College of Law after they have commenced working with us.

BORN GLOBAL

At Baker & McKenzie we are different in the way we think, work and behave. Like no other law firm, we were born global.

Right from the beginning we've been offering a genuinely global perspective and operating without boundaries around the world.

Our established global reach offers you an extraordinary career in the global economy, exchanging rich local insights and knowledge with the best legal minds from all over the world every day.

And our unrivalled regional and local development programs will make you a truly global lawyer. Fast.

We're an entrepreneurial firm where new ideas and innovation are encouraged at all levels. A place where small teams and a personal approach to your career means you can go as far and fast as your talents and drive will take you.

Ready to explore our world?

www.bakermckenzie.com/careers/australia/sydney/

Vanessa Harris +61 2 8922 5708

vanessa.harris@bakermckenzie.com



BAKER & MCKENZIE

ABOUT THE FIRM

SPONSOR

ADDRESS 1 Bligh Street, Sydney

CONTACT Catherine Craven, Graduate Recruiter, + 61 2 9353 5426, cacraven@claytonutz.com

NUMBER OF LAWYERS/PARTNERS Nationally, Clayton Utz has over 200 partners and more than 1,700 employees.

OFFICE LOCATIONS Sydney, Brisbane, Canberra, Melbourne, Perth, Darwin and Hong Kong.

AREAS Banking and Finance, Capital Markets and Securities, Competition, Construction and Major Projects, Corporate / M&A Energy and Resources, Environment and Planning, Governance and Compliance, Insurance and Risk, Intellectual Property, International Arbitration, International Trade, Legal Technology Services, Litigation and Dispute Resolution, Native Title, Private Equity, Product Liability, Real Estate, Restructuring and Insolvency, Taxation, Telecommunications, Media and Technology, Workplace Relations, Employment and Safety

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Clayton Utz is proud to be a leading Australian law firm.

Our reputation for legal excellence is why our clients choose us to support them on challenging, complex and high-profile transactions and litigation.

We are leaders in Pro Bono and Social Responsibility and place a particular priority on training and developing our people.

Our focus is on building our capability in key and evolving practice areas and attracting the best lawyers in the market to work with us.

At Clayton Utz, you will have the opportunity to be part of an outstanding team of people, who are committed to excellence in client service and in all that they do.

What significant work has the firm done recently?

OUR RECENT EXPERIENCE INCLUDES:

Representing the **Commonwealth Bank of Australia** defending a number of class actions including in the defence of representative proceedings commenced by the Australian corporate regulator, ASIC, and a class action commenced by individual customers for and on behalf of a large group of margin loan customers.

Representing a major **Australian airline** in a matter concerning its computer reservation system. The dispute was ultimately resolved out of court, with our client announcing the parties had reached a mutually satisfactory agreement.

Representing the pharmaceutical giant **Merck Sharp & Dohme (Australia)** in defence litigation involving its product VIOXX. This litigation has been described as one of the largest-ever product liability disputes and possibly the largest product liability class action of the decade.

Representing the corporate regulator, **ASIC**, in a high-profile and landmark litigation against former directors and officers of companies in the James Hardie Group and James Hardie Industries NV. Nine appeals were heard by the Full Bench of the High Court of Australia and judgment was delivered on

3 May 2012. ASIC was successful in its appeals against the former non-executive directors and the former secretary and general counsel.

Representing the administrators and now liquidators of **Lehman Brothers Australia** in the collapse of the Lehman Brothers Group.

Represented two local councils and other government entities in response to the **Queensland State Government's Flood Commission of Inquiry**.

What does the firm look for in a potential employee?

Our people come from a wide range of backgrounds, and have diverse skills, interests and competencies. The diversity of our people is something we pride ourselves in, and we see as a strength. We are looking for people who can contribute new ideas and who take a creative approach to solving problems.

See what we look for in a clerk for further information.

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.

Practice 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?

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.

How does the firm encourage a work/life balance?

Clayton Utz offers a vibrant and supportive work environment. We recognise the need for our people to maintain balance in their lives and make available a range of flexible work options and health and wellbeing initiatives, as well as social and sporting activities and community volunteering opportunities.

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

Clayton Utz is a leader in pro bono practice and social responsibility. These are important parts of who we are as a firm.

OUR PRO BONO PRACTICE

Pro bono is an integral part of legal practice at Clayton Utz. Every member of our legal team, at all levels of seniority, in every office and in every department of the firm is involved in our pro bono practice.

Since 1997, we have provided more than 350,000 hours of pro bono legal assistance to disadvantaged people and to the non-profit organisations which support them.

OUR SOCIAL RESPONSIBILITY PROGRAMS

Our Community Involvement program connects our people, resources, skills and enthusiasm through volunteer work and in-kind support to over 20 Community Partners across our offices.

We also provide strategic financial support to charities through the Clayton Utz Foundation. Since its establishment in 2003, the Clayton Utz Foundation has made around 400 grants totalling almost \$5 million.

In March 2010 we took the step of strengthening our commitment to Aboriginal and Torres Strait Islander people by developing a Reconciliation Action Plan which formalises our commitment to reducing inequality between Indigenous and non-Indigenous Australians, and which contains targets that we hold ourselves to meeting.

Our Footprints program commits Clayton Utz to environmentally friendly initiatives and practices, including quantifying and auditing our emissions on an annual basis, and embedding sustainability into our procurement policies. In 2011 we became a foundation member of the Australian Legal Sector Alliance to promote sustainable environmental practices across the profession.

QUESTIONS ABOUT CLERKSHIPS

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

Via the Clayton Utz website.

What is the anticipated clerkship intake this year?

20 - 25.

How many clerks did the firm take last year?

34.

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're also interested in learning more about what interests you have outside of your studies. It's important that our clerks now how to balance their professional and personal lives and can have some fun too!

Most importantly, we are looking for clerks with whom we would 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?

Clayton Utz summer clerks will participate in a 12-week Summer Clerkship Program during which they will undertake two rotations.

Our Summer Clerkship Program is carefully planned and designed to ensure that you gain experience in a wide range of areas of law and on real client matters. Your work at Clayton Utz will allow you to put into practice the knowledge and skills you have acquired at university.

Under the supervision of a partner and with the help of a 'buddy' who will be there to provide ongoing support and guidance, you will experience the office environment and culture at Clayton Utz first-hand.

Part of the Clayton Utz experience is gaining an understanding of the legal services we provide and how we work with our clients. You will have the opportunity to support our partners and lawyers on transactions and litigation for a diverse range of clients, including some of Australia's biggest companies.

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

Yes, we run a winter clerkship program that is aimed at third year students.

We will consider applications outside of their penultimate year, but our preference is for penultimate year students.

Eliza Grant

SUMMER CLERK, CLAYTON UTZ

As I am sure you have heard before, and will undoubtedly hear again (...and again), the clerkship process is a stressful and intimidating time for many law students. From the moment applications open through to the day offers are made, there is a certain element of anxiety surrounding those involved in the process. Questions about who got what, where and when seem to dominate conversation, and it is often not until offers are accepted that excitement really sets in about the opportunities ahead.

Having cleared the final hurdle in the recruitment process, I was thrilled to have accepted an offer to spend my summer in the Sydney offices at Clayton Utz. Unknown to me at the time, however, my summer was to be interrupted by the chill of wintery London and the incredible opportunity to spend two weeks at Freshfields Bruckhaus Deringer.

My first morning in London started with some basic training and orientation. The maze of offices, the intimidating number of professionals and the tremendously impressive facilities, all housed under one roof, became a overwhelming reality as I was given a tour of the Fleet Street location. However, my nervousness quickly eased as I was introduced to my buddy, and the rest of the Corporate Disputes Group - an extremely intelligent, hard-working, yet approachable team. It was this highly supportive group of people who really contributed to the success of my international placement.

I spent two weeks in the Corporate Disputes Group, a branch of the litigation team, assisting with various tasks surrounding a multi-billion pound, cross-jurisdictional

embezzlement action. Work varied from document discovery and case memorandums to timetabling and monitoring the various litigious activities stemming from the case. Interjecting in this work, Freshfields provided many opportunities for me to gain a greater insight into the workings of their firm. From tours of the Inns and the High Court with a barrister-come-solicitor, to lunching with partners in different practice groups, I met many highly intelligent and extremely fascinating people, and had the chance to chat to them about their paths through the legal profession.

However, like the clerkships in Australia, it was certainly not all work and no play. With accommodation in a buzzing part of London, I took advantage of the opportunity to explore the city after work and on the weekends. In fact, the hardest part was trying to fit in all the recommendations that came my way!

Returning to Australia, I feel incredibly fortunate for the experience provided by Clayton Utz and Freshfields Bruckhaus Deringer. My clerkship experience proved to be an invaluable opportunity to foster my professional training and development, and is one that I will always be appreciative of. Professionally, my clerkship taught me that working for one of the top law firms in Australia, or abroad, is going to provide me with the stimulating and challenging career path that I desire. Personally, the experience has taught me to be confident, competitive and enthusiastic. There will, undoubtedly, be times where you feel a little out of your depth. However, if you have confidence in your abilities, you, too, might be introduced into the legal profession with a similar secondment of a lifetime!

Professionally, my clerkship taught me that working for one of the top law firms in Australia, or abroad, is going to provide me with the stimulating and challenging career path that I desire. ”

CU ON VACATION!

Our Sydney office is offering
Summer 2013 Clerkships.

Applications open 19 June 2013

Applications close 9 July 2013

Offers made 27 September 2013

Offers accepted/declined 1 October 2013

CLAYTON UTZ

To apply visit:

www.claytonutz.com/graduates

Corrs Chambers Westgarth

ABOUT THE FIRM

SPONSOR

ADDRESS Level 32 Governor Phillip Tower, 1 Farrer Place, Sydney NSW, 2000

CONTACT Katherine Smith, Human Resources, katherine.smith@corrs.com.au

NUMBER OF LAWYERS/PARTNERS Legal practitioners (nationally): 488, Partners (nationally): 121

OFFICE LOCATIONS Sydney, Perth, Melbourne, Brisbane

AREAS Three main operating divisions: Corporate and Finance (Taxation, Corporate Advisory, Banking & Finance), Property and Development (Construction, Environment & Planning, Property & Infrastructure), Litigation and Workplace Relations (Litigation, Workplace Relations, Intellectual Property, Technology & Competition).

ABOUT THE FIRM

Corrs Chambers Westgarth is one of Australia's largest law firms. We have around 1,000 people throughout Australia, but our vision is not just about size. Our vision is about being the leading law firm in target industries that are driving Australian and international business. Industries like energy and resources, financial services, communications and media, property, infrastructure and construction, and Government. It's about delivering a new level of legal service that bridges the gap between legal advice and business challenges to create success for our clients. And it's about building an inspiring workplace where our people are engaged and empowered to make this happen.

What is unique about this firm?

Our goal is to always create an inspiring workplace and ensure people who work at Corrs have the opportunity to build successful careers through undertaking challenging and interesting work in a friendly and supportive environment. This objective underpins everything we do at Corrs. We engage staff and give them the recognition, rewards and support to make this happen. An inspiring workplace where people can build rewarding careers, means investing in our people as well as recognising and rewarding excellence. We do this through a range of innovative people initiatives over and above our standard processes.

Corrs was the only large national law firm to be recognised as a "Gold Employer of Choice 2012" by leading Australasian legal business publication ALB Magazine. For the second year in a row, Corrs was the most highly praised firm in the Employer of Choice survey in the 500+ lawyers category, as voted by colleagues and industry. We've made BRW's list of 50 Great Places to Work in Australia and have also earned an EOWA Employer of Choice for Women citation for six successive years.

What significant work has the firm done recently?

We've been busy! Corrs is recognised as being at the forefront of many of Australia's most exciting deals – deals that change the Australian business landscape. We emerged as the most awarded firm at the ALB Australasian Law Awards 2012, winning six awards including Australian Deal of the Year and Managing Partner of the Year. As finalists for 16 awards across nine categories, Corrs received six awards for:

- Australian Deal of the Year – National Broadband Network's Definitive Agreement

- Energy & Resources Deal of the Year – Peabody's US\$5.2 billion hostile takeover of Macarthur Coal
- Insolvency & Restructuring Deal of the Year – Centro restructure
- M&A Deal of the Year – SABMiller plc's acquisition of Foster's Group Limited
- Project Finance Deal of the Year – Wiggins Island Coal Export Terminal
- Managing Partner of the Year award – John W.H. Denton

We also advise 60 of the ASX top 100 listed companies, four of the top ten Fortune 500 companies and some of the world's largest organisations.

What does the firm look for in a potential employee?

Obviously, Corrs is looking for highly intelligent people. But being intelligent and being able to provide intelligent legal solutions are not always the same thing. We need people who back themselves, who have the confidence to ask questions and to make a judgment call, people who are open minded and flexible, who see the bigger business picture beyond the case reports and statutes (and like what they see), who accept responsibility, and who genuinely enjoy the satisfaction that comes from having an impact on their client's business.

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

- Prepare – think about what you want from your career; ask us the questions you need to satisfy yourself that Corrs can help you achieve what you want.
- Be yourself – we want to get to know you, and give you an opportunity to get to know us so you can make sure Corrs is the right place for you.

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 such as Harvard, Columbia and INSEAD.

What international opportunities does the firm offer?

The Corrs 2015 strategy requires the firm to see the world through our clients' eyes and to adapt our services to assist them in their business strategies, including their international engagement. Our international strategy is to provide our clients with the best and most relevant international expertise on the ground through our relationships with leading firms in a large number of key locations. The firm is therefore committed to investing in a strong international network and competitive footprint.

We have an existing track record of delivering major transactions and quality work originating off shore, especially from the Asian region. To continue to grow, the firm needs to increase international business flow.

Corrs' International Secondment program offers its lawyers more than 10 international secondment opportunities each year with many of the world's leading firms in a number of locations. The program is designed to provide an exciting professional experience for Corrs' best lawyers so that they can immerse themselves in a different culture while gaining international experience and developing valuable relationships.

The firm offers six to 12 month international secondment opportunities. These opportunities help the firm to expand its international capabilities while continuing to build strong relationships with other premium international law firms on a global level.

How does the firm encourage a work/life balance?

We believe in fostering a work environment that promotes flexibility and diversity. It's an essential part of our strategy – because our differences help us to think differently.

At Corrs we want the best people, full stop. As a law firm seeking competitive advantage in the global economy, diversity is the reality of our environment and we are making it our strength. Corrs aims to provide a workplace that champions differences to ensure a richer and more engaging environment that encourages and retains talented people. We provide flexible working arrangements to support our people as their needs change throughout their lives and careers.

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

Corrs is committed to contributing to the broader community with a pro bono and community engagement agenda that is diverse and far-reaching. It includes providing pro bono legal services for disadvantaged individuals who might otherwise not 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 that have access to justice objectives or support one of our priority social causes. We also provide non-legal staff a range of opportunities to be involved.

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 and 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.

QUESTIONS ABOUT CLERKSHIPS

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

All applications should be made via: www.corrs.com.au/graduates. Applications for 2013 summer clerk positions open on Wednesday, 19 June 2013 and close at 5.00 pm AEST on Friday, 19 July 2013.

What is the anticipated clerkship intake this year?

We are looking for 15 - 20 clerks for this year's intake.

How many clerks did the firm take last year?

14 clerks.

What does the firm look for in a clerk?

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.

What work does the firm offer a clerk?

The Corrs Clerkship Program is a great opportunity for you to experience the people, clients, work and culture that differentiates Corrs from other law firms.

As part of the Program, you'll have the opportunity to work with some of Australia's leading lawyers on high-profile work for major Australian and international clients across all industries. You'll soon discover the standards of quality and commitment to clients required to succeed at this level. You'll be exposed to a broad range of interesting matters, plus you'll perform tasks such as conducting research, reviewing documents, presenting documents, attending client meetings, mediations and settlements. It's the perfect way to discover the area of law that excites you most.

The Program involves a unique rotation system, whereby you will participate in four two-week rotations, which gives you the opportunity to work across the whole firm. There are also structured learning opportunities that include a comprehensive orientation program, and presentations on relevant legal, business and workplace issues.

As a clerk, you will be closely supervised by allocated Clerk Coordinators, who are senior associates at the firm. You will also have a mentor, a junior lawyer who is there to answer any questions you may have about the firm, and who can settle you in and provide you with an informal level of support and guidance during your time at Corrs.

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

It is desirable that students applying for a summer clerkship

are in their penultimate year of study.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

The principal source of recruiting graduates is through the summer clerkship program.

What does the firm offer its graduates?

We are committed to developing world class lawyers. Our Graduate Development Program lays this foundation by providing rich, on the job training with a greater opportunity to work directly with partners and senior lawyers; structured learning; mentoring; and regular feedback.

You will kick off with the Corrs Graduate Academy. This is an off-site training program that gives you an opportunity to get to know Corrs and your fellow graduates better. It's also a great foundation for your local office induction that follows immediately after.

Supervised by partners, you will complete three six month rotations through a variety of practice areas including corporate advisory, banking and finance; litigation and workplace relations; intellectual property and tax; property, infrastructure, construction, environment and planning.

You are mentored by senior lawyers and your development is overseen by a dedicated Graduate Development Manager who works with Division Leaders, partners, graduate mentors and human resources, to provide you with guidance, ensuring your success.

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

We have a customised PLT program that is run in conjunction with the College of Law. We pay the costs associated with our graduates attending that program.

In addition, Corrs offers study leave to support your learning through the PLT program, and to help you balance client work with the completion of your PLT studies.

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

We have an 18 month graduate program, during which time graduates will get the opportunity to work across a number of different practice areas. As a graduate you will get to work on real matters for real clients, and learn first-hand from the lawyers you work with.

We also have introduced an Associate role. The Associate position is a performance-based promotion point that recognises and rewards our lawyers based on performance, experience and demonstrated capability. Outstanding Corrs lawyers are eligible for promotion to Associate within a year of completing the graduate program.

PERSONAL PROFILE: TODD WU

Graduate Lawyer

In a few months, you will be faced with the unnerving decision of choosing which offer to take. For me, there was only real one motivation - where will I get best work and best opportunities.

To give you a sense of what you can expect from Corrs, let me tell you about few of my highlights.

As a graduate, we became part of the new "Launch Program" – a series of three, six month rotations through a transactional group, a litigious group and a specialist group, aimed at building quality, well-rounded commercial lawyers.

Since finishing my clerkship at Corrs in 2009/10, I have been on secondment to the in-house legal team at NBN Co, was one half of core two-man team on Australia's biggest pub deals (we sold \$500 million worth of pubs) and assisted a number of overseas clients in setting up business in Australia. Last year, I acted for the vendors on the sale of a portfolio of five star hotels in a major cross-border transaction, which is the largest hotel transaction by value to occur in Australia. As our offices wound down towards Christmas, I assisted one of our partners (who is a Deputy Chair of the Corporations Law Committee arm of the Law Council of Australia) in preparing submission papers in response to a government consultation on corporate law reform. Having just started my Litigation rotation, I am now preparing for trial on a large contractual dispute that is scheduled to be heard before Easter.

I have gained a greater appreciation for the amount of effort that Corrs puts in to give junior lawyers high quality work at an early stage in their careers. They achieve this by setting up lean and efficient teams for every matter. For example, in the hotel transaction, the core team consisted of the senior partner, a third year lawyer and me. Similar setups have been adopted across the entire firm in the different departments and often, I find myself working directly with, and learning from, partners.

Having small teams on each matter gives graduate lawyers the level of experience and work that they wouldn't usually encounter until they are at least three or four years in. Senior lawyers tend to leave the day-to-day running of the matter to you, which helps build your confidence early on. In transactional matters, I was involved in running client meetings, attending negotiations, working through issues with the other side's lawyers and running the "closing of the deal". In litigious matters, I have drafted court documents, worked with partners to analyse the opponent's case and attended court to seek the simpler orders.

The high quality of work for junior lawyers at Corrs has been a trend across the board, and not just unique to my experience. Some of my fellow 2012 graduates, in their first month of their Litigation & Workplace Relations rotation, were briefing barristers, interviewing witnesses and preparing draft submissions. One of the graduate lawyers, who has been in Property & Infrastructure for about three months, is currently drafting the full suite of key transaction documents for a multi-million deal.

The quality work at Corrs is equally matched by the quality of support from senior lawyers. There is definitely an open-door policy at Corrs. I catch up regularly over coffee with my supervising partner and senior associates to discuss my development and identify the type of experience I'm hoping to achieve.

On the social side, there is always plenty going on at Corrs: pro-bono clinics, inter-firm sports, trivia nights – just to name a few. I have thoroughly enjoyed working with people who are great at what they do, and at the same time, have interesting lives outside of work.

I've made some great friends at Corrs and am very excited to have the unique opportunity of fast-tracking my career.



**WHERE DO
YOU WANT
TO GO?**

AT CORRS, WE BELIEVE POTENTIAL IS THERE TO BE REALISED.
TO SEE HOW VISIT **[CORRS.COM.AU/GRADUATES](https://corrs.com.au/graduates)**

**CORRS
CHAMBERS
WESTGARTH**
lawyers

ABOUT THE FIRM

SPONSOR

ADDRESS Level 16, 77 Castlereagh Street, Sydney, NSW, 2000

CONTACT Alida Milliken, HR (02) 9931 4831, amilliken@nsw.gadens.com.au

NUMBER OF LAWYERS/PARTNERS The Sydney office has 37 Partners, 136 Lawyers

OFFICE LOCATIONS Sydney, Melbourne, Brisbane, Perth, Adelaide, Port Moresby and Singapore

AREAS Aged care and retirement, Agribusiness, Banking and finance, Charities and not-for-profit, Competition and consumer, Construction, Corporate advisory, Dispute resolution, Employee relations and safety, Energy and resources, Infrastructure, Insolvency, Insurance, Intellectual property, Licensing and hospitality, Life sciences, National mortgage services, Native title, Planning and environment, Property, Superannuation, Sustainability, Taxation, regulation and compliance, Workouts and restructures

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

When you join Gadens, you will be working in a firm where success is determined by the character and spirit of our people.

At Gadens, your experiences, knowledge and insights are valued and respected. We are a place where fresh thinking and new ideas are championed daily.

The firm provides opportunities to work across Australia and the Asia-Pacific, and offers secondments with some of our major corporate clients. We are also happy to explore opportunities for personal growth in disciplines outside the law that enrich your capacity to grow.

If you like to be challenged and want to make a real difference then come and join us.

What significant work has the firm done recently?

Gadens continues to be involved in some of the most high-profile litigation matters including: the Nathan Tinkler dispute with Mirvac; the Obeid ICAC inquiry; the Royal Commission and the claims against the PNG government.

The Rinehart litigation has raised many novel legal and factual issues and the matter has seen the inside of the High Court twice (before the evidence has even been filed). It is now one of the leading cases on suppression and non-publication orders.

What does the firm look for in a potential employee?

We are looking for mature individuals who can demonstrate the highest level of professional commitment, but who might also make our firm an even more interesting and enjoyable place in which to practice law.

The successful applicants will have a strong academic record, an innovative mindset, and a track record of collaboration and teamwork. Our summer clerks are also likely to have a range of diverse interests and a history of seeking and accepting responsibility.

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

Be yourself. The process is as much about the firm selecting candidates as you selecting the firm that fits your personality. If you let your personality shine through, you are much more likely to receive an offer at somewhere you will fit in and be happy. Know the firm. Know what the firm is good at.

How does the firm encourage employees to learn and develop?

A wide ranging of training programs and mentoring sessions are made available to facilitate the professional development of all Gadens employees. Our focus is on our staff becoming the best they can be.

We achieve this by not only offered a breadth of development training sessions but also by ensuring access to senior peers.

At Gadens we have an open door policy which makes partners, senior associates and managers available for follow-up after workshops to ensure the integration of learning and providing feedback.

Performance reviews are held every six months in which your professional development plan is revised to ensure your continued growth, new goals are set and areas for growth or improvement are identified.

How does the firm encourage a work/life balance?

Fun is strongly on the agenda. We encourage everyone not to park their personalities at the lift door. We believe that a lively workplace reduces stress and improves learning, productivity and creativity.

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

Working with indigenous communities is a major focus of Gadens' pro bono program. In 2012 Gadens continued its pro bono commitment to indigenous communities through the drafting of construction contracts for the Ananguku Art Centre's building works, to construct new buildings in a number of remote communities in the Anangu Pitjantjatjara Yukuñtjatjara lands. Gadens has also recently and currently provided pro bono legal assistance to the Arts Law Centre's

'Artists in Black' Wills Project. Furthermore, a number of lawyers travelled to a remote indigenous community in the Northern Territory to draft wills for indigenous artists with the Arts Law Centre team. Over 20 wills were drafted by the team in four days.

Gadens recognises that our enduring success requires economic growth that both protects and promotes social equity and ecological sustainability. Our sustainability program encompasses this philosophy in the four spheres in which we operate including our workplace, the marketplace, the community and the environment.

Within each of these spheres we aim to achieve the following sustainable outcomes:

1. Workplace – engaging with all of our people to create an environment that promotes individuality and diversity while instilling pride in the firm and its collective values.
2. Marketplace – consistent excellence in our delivery of legal advice and services, focused on commercial solutions for our clients.
3. Community – interacting with the wider community and promoting emerging arts, youth initiatives, community projects and providing pro bono legal services.
4. Environment – minimising our impact on the environment and taking responsibility for our environmental footprint.

Many of the programs and initiatives that make up our sustainability program have developed organically over several decades, such as our support for the arts which has grown and evolved since the 1960s. More recently, we have joined the Australian Legal Sector Alliance and have committed to publicly reporting on our sustainability initiatives.

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

Gadens offer employees the opportunity to represent the firm at inter-firm sporting competitions, as well as hosting a number of health and wellness seminars. Gadens is also involved with various corporate social responsibility programs and encourages employees to help out those who are less fortunate.

QUESTIONS ABOUT CLERKSHIPS

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

To apply or find out more information on the Summer Clerkship experience at Gadens, visit our website at www.gadens.com.au or simply Google: Gadens Summer Clerkship.

When applying, please include a cover letter together with your CV and a copy of your academic transcript.

What is the anticipated clerkship intake this year?

6 - 8 clerks.

How many clerks did the firm take last year?

6 clerks.

What does the firm look for in a clerk?

We are looking for mature individuals who can demonstrate the highest level of professional commitment, but who might also

make our firm an even more interesting and enjoyable place in which to practice law.

The successful applicants will have a strong academic record, an innovative mindset, and a track record of collaboration and teamwork. Our summer clerks are also likely to have a range of diverse interests and a history of seeking and accepting responsibility.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

There is no official graduate program. Graduates are recruited on an ad hoc basis.

What does the firm offer its graduates?

Gadens offers a rotation program for our graduates which enables them to gain experience across a cross selection of practice groups. Gadens also offers an L&D program to ensure continuous learning in both hard and soft skills.

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

Gadens recognises the importance of PLT and does all it can to support our clerks through this process. Many of our summer clerks work as casual law clerks while completing their final year of university. If they require extra hours to complete their PLT this can normally be accommodated.

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

We employ a reasonably flat structure at Gadens and don't focus on 'layers' and 'hierarchies'. At Gadens graduates take on the title of "solicitor" from admission when dealing with clients. Whilst they take part in the graduate rotation program over their first two years, they are treated like any other solicitor within the firm. They will have the opportunity to participate in presentations and support business development opportunities.

Most Gadens solicitors are on senior associate path after four years of post-admission experience; however some solicitors have progressed to senior associate level after just three years. We pride ourselves on a promotion process that is transparent and solicitors are made aware of the standards required from an early stage.

What is the anticipated graduate intake this year?

Approximately 6, depending on business requirements.

WANTED

Future legal stars!

Is this you?

See us in action
here:



Be stimulated, be challenged, **be yourself**

With 138 partners, over 1200 employees and offices in Sydney, Melbourne, Brisbane, Adelaide, Perth, Port Moresby and Singapore, Gadens is the perfect firm to kick-start your legal career.

It's our people that make us stand out.

Find out more today at www.gadens.com.au





2012/13 Summer Clerks – Ryan Turner,
Linda Quek, Chris Frommer, Laura Pontin.

Think independently

Why a clerkship with Gilbert + Tobin is the smart choice

A G+T clerkship is a fantastic opportunity to develop core skills and experience in your areas of interest, and work directly with partners and lawyers who are experts in their fields.

At our Park Street office, clerks complete a 10-week placement that consists of two five-week rotations across any of the firm's practice areas. As well as immersing themselves in their practice areas of interest, clerks have the opportunity to contribute to the Pro Bono group and Knowledge Management practice.

We also offer two clerks the opportunity to gain work experience with a Native Title representative body during their winter semester break. This unique initiative is run through the Aurora Project and is fully funded by the firm.

ARE YOU READY TO MAKE THE SMART CAREER CHOICE?

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, respect, innovation and legal excellence – and who demonstrate team spirit and a determination to succeed.

Applications for 2013–14 clerkships in our Sydney office are open from Wednesday 19 June to Friday 19 July. For more information on how to apply, please visit me.gtlaw.com.au, or contact Emma Garmston on 02 9263 4067 or at clerkships@gtlaw.com.au.

"Everyone at G+T was very friendly and helpful and made me feel right at home. The lawyers and partners took time to explain matters to me. I was even invited to attend conference calls and meetings with clients. I couldn't have asked for a better clerkship experience."

**Linda Quek, Summer Clerk,
University of New South Wales**

"A clerkship at Gilbert + Tobin is a highly rewarding experience, and one which I'd recommend wholeheartedly. My rotations in Competition + Regulation and Pro Bono gave me a great opportunity to see two very different sides of the firm's professional culture – its powerful commercial ambition matched with its genuine social conscience."

**Chris Frommer, Summer Clerk,
University of Sydney**

Gilbert + Tobin

ABOUT THE FIRM

SPONSOR

ADDRESS 2 Park Street, Sydney, NSW 2000

CONTACT Emma Garmston, People Team (Sydney), clerkships@gtlaw.com.au, 02 9263 4067

NUMBER OF LAWYERS/PARTNERS Partners: 68, Lawyers: 276

OFFICE LOCATIONS Sydney, Perth, Melbourne

AREAS Banking + Finance, Competition and Regulation, Corporate Advisory, Energy + Resources, Intellectual Property, Litigation, Pro Bono, Real Estate + Projects, Technology, Media & Telecommunications + Project Services

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Since the establishment of Gilbert + Tobin back in 1988 the firm has rapidly grown and we now employ more than 500 staff across our Sydney, Melbourne and Perth offices. As a young firm we are not constrained by tradition, so we are always open to change, fresh ideas and different perspectives on how to deliver the best outcomes to our clients.

Pro bono is at the cultural heart of Gilbert + Tobin and is a dedicated practice group led by a partner. As pro bono pioneers we are committed to helping disadvantaged clients who don't have access to the justice system or qualify for legal aid.

Gilbert + Tobin has also been awarded an EOWA Employer of Choice for Women citation for the past 3 consecutive years, and currently has 37% female partners – more than any other major Australian law firm.

What significant work has the firm done recently?

Gilbert + Tobin has recently acted for/or advised the following clients: Google Inc. in its successful defence against the ACCC in regards to online advertising practices; Samsung in current proceedings against rival LG in regards to 3D TV advertising; Nine Entertainment Co. in pulling the company back from prospective receivership, resulting in approximately A\$4 billion recapitalisation; and Virgin Australia and Tiger Airways in relation to Virgin Australia's proposed acquisition of 60% of Tiger Airways Australia.

We have also recently been appointed to act for the Catholic Church's Truth, Justice and Healing Council in the Royal Commission.

What does the firm look for in a potential employee?

Gilbert + Tobin is looking for ambitious, bright, friendly and enthusiastic individuals who will thrive in an environment of integrity, respect, innovation and excellence.

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

Your summer clerk application is the first opportunity you will have to introduce yourself to a firm, so take your time preparing your application and consider how you can differentiate yourself. While your results in your law studies are always important,

include other activities and initiatives you are involved in which may be outside of the law as well.

We have tailored our summer clerkship application and included some additional questions so we can get to know you a little better. Highlight why you are interested in Gilbert + Tobin, your achievements, extra-curricular activities and anything else that may set you apart from your peers.

How does the firm encourage employees to learn and develop?

Learning is a critical component of career development at Gilbert + Tobin. Our commitment to staff development stems from the knowledge that ongoing professional training not only sets you up to succeed in your legal career, but enables us to deliver premium legal services.

Our learning courses are designed to develop the technical, legal and professional skills that you will use at all stages of your career. Harnessing the wealth of resources available at the firm, we use a variety of techniques including on-the-job instruction and mentoring, classroom based training, and web and experiential learning. Our staff are also encouraged to attend relevant external seminars.

Also, through secondment opportunities lawyers are able to work in-house both locally and internationally to help expand their understanding of our clients and gain a greater understanding of relevant industry sectors. Our lawyers tell us that their secondment experience allowed them to rapidly develop confidence, skills and valuable exposure to the commercial environment. Gilbert + Tobin also encourage and supports further external and post graduate study.

How does the firm encourage a work/life balance?

Because life outside of the office is just as important as work, we encourage all staff to enjoy a balanced professional life.

We offer flexible work arrangements ranging from part-time work, to job sharing and working from home opportunities. We also look after the health and wellbeing of our staff by providing fresh fruit daily on each floor, weekly in-house yoga sessions, corporate gym rates, and an in-house cafe, which is a great place to take a break with fellow colleagues.

Our staff are also given the opportunity to participate in many sporting activities either run or funded by the firm to allow staff to get out during the day for some relaxation, fresh air and exercise.

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

Absolutely. At Gilbert + Tobin pro bono is a vital part of what we do and who we are. We have a dedicated Pro Bono practice with a partner, three lawyers and a graduate working full time on pro bono matters. All our lawyers also have the opportunity and are encouraged to conduct pro bono legal work, with the average lawyer performing more than 54 hours of pro bono work a year. There is also an opportunity for our Summer Clerks and Graduates to undertake a rotation in our Pro Bono practice group.

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

Every year the firm hosts and sponsors a range of social, charity and corporate team events. These include themed monthly Friday night drinks, the Firm's 'Big Day Out', the fiercely contested G+T pool competition, the annual charity trivia night, and various staff Christmas parties. There are also many sporting events to partake in including the City2Surf, BRW Corporate Triathlon, Lawyer's Bayside Aquatic Centre challenge, JP Morgan Corporate Challenge, Sydney to Gong ride, and weekly lunchtime touch football and netball competitions.

QUESTIONS ABOUT CLERKSHIPS

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

Our summer clerk applications are received online through CVmail - www.cvmail.com.au. Applications open: 19 June 2013 and applications close: 19 July 2013.

What is the anticipated clerkship intake this year?

15-20 clerks.

What does the firm look for in a clerk?

We look for individuals who: are interested in the firm's areas of specialisation; are professional and highly motivated; have strong academic results; are confident and strong communicators; have experience outside of academic life - such as volunteer work, legal aid experience, or general work experience; have strong team skills and leadership potential; and, have an entrepreneurial spirit.

What work does the firm offer a clerk?

As a clerk you will be exposed to many opportunities. During your time within your 2 practice groups you will start to understand the mechanics of legal practice through researching legislation and case law, preparing and drafting memos, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. Our clerks are assigned a supervising partner, mentor and buddy in each group to help them get settled and to provide guidance and on-the-job learning.

Upon commencement all our clerks participate in a formal induction program which includes an overview of our IT systems, meeting our partners and lawyers and getting to know our practice groups. During the clerkship our clerks also participate in a tailored Summer Clerk training program and are invited to various firm events, lunches, and activities to help build relationships with people across the firm.

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. To be considered, students need to demonstrate strong academic results, display a strong community spirit and have strong values.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Our main graduate recruitment path is through 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 apply directly through our careers website - me.gtlaw.com.au/. Applicants will be asked to profile themselves by uploading their cover letter, CV and academic transcripts through our website. If there is a particular practice area you would like exposure to we ask that you please indicate this. Applications for graduate positions will be accepted throughout the year.

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 graduate 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. Our previous clerkship intakes were all offered graduate positions with the firm.

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

Gilbert + Tobin funds and provides Practical Legal Training (PLT) for all graduates through our customised in-house program and the College of Law. Graduates are given ample PLT exam and study leave and are supported the whole way through by a dedicated PLT mentor. Our graduates also benefit from a tailored Younger Lawyers training program that starts with a concise introduction to Gilbert + Tobin's areas of specialisation and also includes core skills training you will require as a lawyer.

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

Our Graduates complete an 18 month program in which they will work across 2 practice areas gaining important practical legal experience - approximately 9 months in each rotation. Following completion of this program graduates will participate in a performance review process and then progress to junior lawyer.

What is the anticipated graduate intake this year?

Each year we recruit approximately 20 graduates, the majority stemming from our clerkship program.



Christopher Boyd, Summer Clerk

In 2012–13, Christopher Boyd spent his summer as a clerk in Gilbert + Tobin's Sydney office. Here's why he thinks G+T is the smart choice for a summer clerkship.

Think independently

Why a clerkship with Gilbert + Tobin is the smart choice

After spending the summer at G+T, I am excited to pursue my legal career in corporate law and embrace all the opportunities the firm has to offer. Throughout my first rotation in Competition + Regulation I was given instructions from partners who would make the time to explain the context of the work I was asked to complete. I attended client meetings in anti-money laundering matters and teleconferences with clients seeking clearance of their complex international joint venture.

Working in Australia's leading Competition + Regulation group gave me exposure to the highest quality matters and the sharpest legal minds in the field. More importantly, my opinions were respected and incorporated into actual pieces of advice.

My second rotation in G+T's Banking + Finance group was an equally valuable and eye-opening experience. The energetic, collegiate atmosphere in the group ushered me into a world of big transactions and unfamiliar areas of law – where attention to detail is all important but so is an ability to keep sight of the bigger picture.

Far from being thrown in the deep end, I received excellent induction and development training throughout the summer. Of particular benefit was G+T's legal research training sessions, which have completely changed the way I go about my studies.

Our skills were honed and put to good use through a knowledge management task – a project each clerk was assigned at the outset of our clerkship. By completing this task

we quickly came up to speed with the firm's research, format and mentoring structures and gained valuable experience by presenting our work to partners and lawyers at the end of the summer.

The clerkship experience at G+T wasn't all work. We bonded over trivia, weekly drinks and the firm's Christmas party. We played valiantly in the inter-firm sport competition and joined the clerks from other firms on a Sydney Harbour cruise. Lawyers at G+T appreciated the assistance of summer clerks and expressed their gratitude, often in the form of long lunches!

I chose G+T because of its strength in the areas of law in which I am interested, its ethical culture and the respect it commands from lawyers at other firms.

Gilbert + Tobin is winning clients, acquiring leading partners, building upon its excellent reputation and creating opportunities for young legal talent. It's a firm that is wholeheartedly embracing its position as an independent Australian corporate law firm in a market that is increasingly comprised of international firms. Even as a summer clerk we were encouraged to feel connected with the aspirations and successes of the firm as a national business, and to be proud of the connections we have built overseas.

Henry Davis York Lawyers

ABOUT THE FIRM

SPONSOR

ADDRESS 44 Martin Place, Sydney NSW 2000

CONTACT Lena Ristevski, People & Development Officer, T: +61 2 9947 6532, E: summerclerks@hdy.com.au

NUMBER OF LAWYERS/PARTNERS 52 Partners, over 200 Professionals

OFFICE LOCATIONS Sydney, Brisbane

AREAS Banking & Finance, Corporate & Commercial, Dispute Resolution, Environment & Planning, Financial Services, Property & Construction, Government, Restructuring & Insolvency, Workplace Relations & Safety.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

With over 50 partners and more than 200 professionals, we have the advantage of being big enough to attract high-end clients and top-quality work, but small enough to remain personal and to provide hands-on advice and experience. We are often featured in the media for our involvement in major cases, recognised for our unique culture and awarded for our successes. In 2012, 2011 and 2010 we were awarded Sydney Law Firm of the Year by Australasian Legal Business magazine, and have been listed as preferred employer of choice for women by the Equal Opportunities for Women Agency.

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

Lawyers at Henry Davis York are encouraged to support their wider community through the provision of legal services and involvement in community programs. Our pro bono commitments have seen substantial investment into assisting the homeless, families of homicide victims, not-for-profit and charitable organisations and disadvantaged and vulnerable individuals. A significant amount of our pro bono work is referred to us through the Public Interest Law Clearing House, the Law Society of New South Wales, Legal Aid, Community Legal Centres, charities and not-for-profit organisations. In addition to these referrals, Henry Davis York is focused on developing pro bono projects that are designed to address specific areas of unmet legal need.

As part of our ongoing commitment to the community, Henry Davis York has helped to develop a student mentoring program, Law firms Encouraging and Assisting Promising Students (LEAPS), for secondary school students, in partnership with the Department of Education and Training. Henry Davis York in partnership with another firm has also developed the Reach Out And Read (ROAR!) program that develops and encourages primary school students' reading and writing skills. Feedback has indicated that both programs are making an enormous difference to the aspirations and achievements of the students who participated.

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

Henry Davis York is known as a great place to work. Throughout the year, there are plenty of functions and activities to get involved in.

In addition to these activities we also focus on our people through our flexible work policies and a wide range of staff benefits from activities relating to health and wellbeing to assistance with financial planning.

How does the firm encourage a work/life balance?

Maintaining a balance in your life is important and is something that Henry Davis York encourages all employees to do. During recruitment we look for people who demonstrate a balance in their life between work and other activities. Our flexible work practices assist employees in maintaining that balance and by attending to responsibilities and interests outside of work. Our partners certainly lead by example and see this as an integral part of the firm's culture.

There are also a number of sporting teams that people can become involved in and the firm also subsidises wellbeing activities such as Pilates and Yoga.

QUESTIONS ABOUT CLERKSHIPS

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

Our interview process is geared towards understanding how you will fit in with our values and work within existing teams and within the culture of the firm.

First round interviews are conducted one-on-one with a member of our People & Development team. If you progress to the second round, you will be given the opportunity to meet many people from our firm at a summer clerks' drinks evening. After all, it's a two-way process and we want you to feel comfortable with the firm you choose.

A representative from our People & Development team and a partner will conduct the second round of interviews. One of our graduate lawyers will also be involved to give you the chance to find out what it's really like to be a summer clerk at Henry Davis York.

Summer clerk applications open on 19 June 2013 and close on 19 July 2013 and all applications should be made via cvMail.

What is the anticipated clerkship intake this year?

We anticipate recruiting 12 summer clerks this year.

How many clerks did the firm take last year?

In 2012 we recruited 16 summer clerks.

What does the firm look for in a clerk?

People are our success. For that reason, we invest substantial time and energy in recruiting and retaining the right people at every level. As clerks are integral to our future growth we look for people who:

- Share our commitment to excellence in what we do and how we do it
- Communicate well at all levels
- Are team players
- Are lateral and innovative thinkers
- Demonstrate balance in their life outside of work or study
- are intelligent and commercially-minded lawyers in the making.

You will need a sound academic record, some work experience in a legal or non-legal environment, and have a positive disposition and demonstrated leadership skills.

What advice would you offer to a clerk applying to the firm?

Deciding which law firm to choose for your summer clerkship is an important decision and the first real step in your career.

There are many things to consider, such as the size of the firm, its areas of expertise, the quality of the legal experience you will get and whether or not the firm's environment and culture is right for you.

You should:

1. Understand what you are looking for:
You need to understand why you are applying for a summer clerkship and what you want to achieve from it.
2. Understand the opportunities:
You need to explore the various opportunities available to you through thorough research, speaking to former summer clerks and graduates and seeking out people in the industry who can provide you with guidance and advice.
3. Prepare well:
When you secure an interview, you need to prepare for it thoroughly. This includes researching the firm and the person who is interviewing you and preparing any questions you want to ask during the interview.

Learning and Development Opportunities

THE FOCUS IS ON YOU

Henry Davis York 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. Henry Davis York is committed to the learning and development of

graduates. Because of this we offer 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.

Henry Davis York also encourages further external and post graduate study and has a program in place to support this.

What work does the firm offer a clerk?

During the program you will have the opportunity to rotate through three practice groups with designated support in each rotation from a supervising partner, senior associate and mentor. You will receive regular feedback and advice from your supervising partner and others you work with plus a more formal review at the end of each rotation.

Working with our partners and senior lawyers who are recognised and respected as experts in their fields, you will experience real, meaningful work and gain valuable insights into what it's like to practise as a lawyer in a top quality firm that works hard, has a friendly inclusive culture and celebrates both individual and team endeavour.

As a summer clerk with Henry Davis York you will put your learning into practice through many different channels.

On any given day you might draft documents for a court hearing, help an international client to establish a business in Australia, be involved in mediations and prepare pleadings, affidavits and witness statements, research and attend court hearings or mentions, attend client meetings and settlements or research and prepare advice on complex legal issues.

You might also participate in a training session to solve a case study about an unfair dismissal, attend workshops on various aspects of legal practice, or work with our business development group to analyse recent media coverage or to write an article for our e-newsletter.

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

No. We will be accepting applications from students in their penultimate year.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

We do not participate in the formal graduate recruitment program. We focus on our summer clerk program each year and that is how we aim to recruit our graduate lawyers.

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

Yes, at Henry Davis York we offer PLT in-house in cooperation with the College of Law.

Aditya Gaur

SUMMER CLERK 2012/2013, HENRY DAVIS YORK

“A clerkship at Henry Davis York is a privileged opportunity to perform interesting work for a wide range of diverse public and private sector blue-chip clients whilst developing an invaluable network of colleagues, friends and mentors.”

The clerkship at Henry Davis York provided me with an invaluable experience to work alongside lawyers who are truly exceptional in their respective fields. Throughout my experience, I was always entrusted with a great level of responsibility which made my experience highly empowering. I was constantly given meaningful work and was provided with regular feedback on how it contributed towards a significant commercial outcome. The lawyers and partners were always enthusiastic to discuss the work they were involved with and involved me where possible. The structure of the clerkship was very favourable as it allowed me to experience three different practice areas and provided me with a diverse experience that enhanced my understanding of different aspects of commercial law.

One of the most attractive qualities about Henry Davis York is the resources it invests in its people. From seminars on managing my career, to training sessions that enhanced my technical legal knowledge, I received valuable information throughout my experience that will undoubtedly assist me in achieving my personal and professional goals. My clerkship experience was a very rewarding one on various levels. The firm’s positive culture stems from its approachable partners and lawyers who take the time to thoroughly explain the background of a task or answer questions.

Finally, through various sporting and cultural activities our group of summer clerks developed a strong sense of solidarity that we will share throughout our journey as young lawyers.

The clerkship at Henry Davis York provided me with an invaluable experience to work alongside lawyers who are truly exceptional in their respective fields.





HENRY DAVIS YORK

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Visit <http://summerclerks.hdy.com.au> for more information



Herbert Smith Freehills

ABOUT THE FIRM

SPONSOR

ADDRESS MLC Centre, Martin Place, Sydney NSW 2000 Australia

CONTACT Leigh Dunlop, Graduate Recruitment Consultant, leigh.dunlop@hsf.com, (02) 9322 4792

NUMBER OF LAWYERS/PARTNERS Number of Partners in Sydney: 85, Partners Globally: 460, Lawyers in Sydney: 400, Lawyers Globally: 2800

OFFICE LOCATIONS Abu Dhabi, Bangkok, Beijing, Belfast, Berlin, Brisbane, Brussels, Doha, Dubai, Frankfurt, Hong Kong, London, Madrid, Melbourne, Moscow, New York, Paris, Perth, Shanghai, Singapore, Seoul, Sydney, Tokyo

AREAS Our main areas of practice are: Competition, Corporate, Dispute Resolution, Employment, Pensions and Incentives, Finance, Projects, Real Estate

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

We're delighted our summer clerks and graduates often talk about Herbert Smith Freehills' friendly yet professional culture, challenging work, regular client contact and partner support as features that distinguish us from other firms.

Across the world our offices share a long history of embracing diversity. We see having a wide variety of personalities and viewpoints as a real strength and competitive advantage.

We believe that for clients what sets us apart is our constant focus on the relationships that are at the heart of our business. We believe developing strong relationships and a deep understanding of their businesses is essential if we are to provide commercially astute, innovative advice and create better business outcomes for our clients. We are very proud of the recognition we are receiving for these qualities.

"Every point of contact that I have with the firm—from secretarial and paralegal support to each of the partners we have worked with—demonstrates a knowledge and interest in the issues facing my company that no other firm displays." Chambers Asia-Pacific 2013.

Australian Law Firm of the Year 2013—"This powerhouse is renowned for the breadth and quality of its expertise and is often a first port of call for complex projects requiring multi-disciplinary skills. It is a leading player across the corporate, banking and capital markets practices, as well as in energy, environment, TMT and employment. The firm was involved in some of the most important M&A mandates of the past year, particularly in the energy and resources sectors." Chambers and Partners Asia Pacific Awards for Excellence 2013.

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

The application is your first chance to demonstrate the qualities we are looking for. If there's one thing that will make an application stand out, it's the fact that it has been written specifically for us. We know that you are applying for many positions, but we do expect you will have read something about us and thought about why you want to work with us and what you can bring to our firm.

How does the firm encourage employees to learn and develop?

Herbert Smith Freehills runs a comprehensive range of learning programmes designed for lawyers at each stage of their career. These programmes, together with hot topic sessions, ensure that our lawyers have cutting edge legal knowledge and skills.

- Graduate Acceleration Programme (1 – 2 year)
- Solicitor Development Programme (1 – 4 year)
- Emerging Leaders Programme (3 – 4 year)
- Hot Topics
- Compliance Programmes
- Commercial Series

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

Herbert Smith Freehills' work in the community demonstrates the values that bind our business together. Our focus is on using our expertise and leadership to increase access to justice and opportunity for the benefit of local and global communities.

At the core of our approach is a long-standing and proud tradition of providing pro bono legal services and advocacy. This commitment to pro bono legal services for members of the public has developed into a broader programme of volunteering and charitable giving that involves people from across the firm.

All our lawyers are encouraged to do pro bono work and all pro bono work is billable. In addition, all staff are encouraged to volunteer and are able to take one working day a year as volunteer leave. Many of our vacation clerks are able to participate in community and pro bono work and describe it as one of the highlights of their clerkship.

QUESTIONS ABOUT CLERKSHIPS

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

Applications should be submitted online via cvMail at www.cvmail.com.au

What is the anticipated clerkship intake this year?

30-35.

What does the firm look for in a clerk?

We are interested in who the clerk is and what strengths they can bring. We recruit clerks from a wide range of backgrounds who possess the qualities we look for in our lawyers, such as intellectual curiosity, confidence, empathy, clarity of thought, ability to see the bigger picture, and the ambition to grow personally and professionally. We look for students who want to pursue a career in commercial law and who demonstrate a commercial awareness. We are interested in academics as well as strong communication and interpersonal skills; evidence of a balanced university life and evidence of ability to work effectively in a team. We've prepared some more detailed guidance on our website: herbertsmithfreehills.com/careers/australia/graduates.

What work does the firm offer a clerk?

The objective of the vacation clerk programme is to provide students with a taste of life in a large commercial law firm.

Clerks can expect to work with real clients on real matters, so actual tasks will depend on what is happening in the group at any one time. Our vacation clerks typically work on research, drafting, reviewing documents. They may have the opportunity to attend client meetings and conferences and we try to ensure that clerks are able to attend court, even if they are placed in non-litigious groups.

Our clerks also generally have the opportunity to participate in community and pro bono work taking place over the clerkship period.

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

While we are happy to accept applications from non-penultimate year students, it is desirable that students applying for a clerkship are in their penultimate year of obtaining a law degree.

QUESTIONS ABOUT GRADUATE POSITIONS

The majority of our graduates are recruited through the vacation clerkship programme. However, from time to time we may need to recruit additional graduates. If the need does arise, further information will be provided on our website.

Our structured graduate programme 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 programme 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 (PLT) to gain admission to practice.

We believe developing strong relationships and a deep understanding of their businesses is essential if we are to provide commercially astute, innovative advice and create better business outcomes for our clients. ”

Louise Coleman

SUMMER CLERK, HERBERT SMITH FREEHILLS

Applying for a summer clerkship can be quite an overwhelming task. Website upon firm website proclaims its unrivalled expertise within the industry, the accolades of one invariably matching those of many of the others – both in number and in kind. Promotional material is peppered with liberal references to the values of each firm, and before long one notices a disconcerting number of blue chip clients whose names almost certainly appeared in the previous advertisement or firm profile. How is a mere student, well-versed in Carter on Contracts but with no first-hand experience at a commercial law firm, expected to decide which firm will be the best fit for them – not only for the coming summer but indeed (ideally) for their formative years as a graduate lawyer and beyond?

The answer is admittedly frustrating to hear, but it certainly proved to be true for me: 'go with your gut'. The great benefit of both the interview process and the networking events is the chance to meet with a broad cross-section of people from each firm, and it was the very first interview with Herbert Smith Freehills which immediately set the firm apart for me. Unlike its competitors, Herbert Smith Freehills conducted one-on-one interviews simply with the applicant and one partner, which enabled the interview to proceed on a much more personalised level. My partners seemed genuinely interested in learning about my academic and personal interests in equal measure, and I walked out of both interviews feeling more like a reciprocal and engaged conversation had taken place than a formal or mechanical interview. Ultimately, I decided that Herbert Smith Freehills was the right choice for me not simply because of its undoubted strengths across a wide range of practice groups, but because of the connections that I made with the various people that I met within the firm – none of whom treated me as 'just another applicant' among many.

As a summer clerk, I completed a rotation each in the Dispute Resolution and Corporate (Mergers & Acquisitions) groups. From the outset, I was tasked with preparing 'real' and substantial work for a variety of clients and matters, including drafting sections of advices, attending conference calls with clients and meetings with counsel, drafting law reform submissions to government and preparing detailed memoranda for silks. The people that I encountered from within each of my teams and beyond were universally welcoming, down-to-earth and generous with their time and knowledge – in fact, one particularly vivid memory involved various senior members of the team stopping work to play cricket in the corridor outside their offices (coming to an abrupt halt when an ill-timed lob collided with a glass of water).

Clearly, then, it is not a case of 'all work and no play' at Herbert Smith Freehills. To the contrary, my 11-week

stint as a summer clerk was filled with numerous firm-wide and inter-firm social events and more dress-up costumes than I care to mention, for such events as a harbour cruise, several Christmas parties, a trivia evening, lawn bowls, scavenger hunt, inter-firm sport and of course, Friday night drinks. These events proved to be a fantastic way for the clerks to meet people from all areas within the firm, and to get to know our colleagues a little better in a relaxed and informal setting.

“My partners seemed genuinely interested in learning about my academic and personal interests in equal measure, and I walked out of both interviews feeling more like a reciprocal and engaged conversation had taken place.”

A particularly valuable aspect of my clerkship was the clear emphasis that the firm placed upon learning and development. Each week, partners and senior associates from different practice groups conducted seminars on the type of work in which their teams engaged, and we clerks were given regular feedback on our own progress throughout the clerkship. Meanwhile, the firm's real commitment to corporate social responsibility was evident in the many pro bono and charitable activities available to the clerks. On two occasions, I had the opportunity to attend court with the Shopfront Youth Legal Centre, a pro bono legal service for disadvantaged young people operated jointly by Mission Australia, the Salvation Army and Herbert Smith Freehills. The clerks also engaged in various fundraising activities for Opportunity International and for the Sydney Story Factory, a not-for-profit creative writing centre for marginalised young people, with events including a highly entertaining partner-clerk debate, an online auction, and a 'Martian Mania' party/ bake sale.

Ultimately, there are many reasons why Herbert Smith Freehills is an excellent place to embark upon your legal career as a summer clerk. It is an industry leader across numerous practice areas led by recognised experts in their fields. But perhaps more importantly, the people at Herbert Smith Freehills are fun, supportive and multi-dimensional, and I am sure that the personal and professional connections that you make at the firm will be as valuable as the work that you are involved in.



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DO YOU HAVE WHAT IT TAKES TO BE AN EXCEPTIONAL LAWYER?

It takes the curiosity to see what others can't; the ability to cut to the heart of any matter; and the character to push further than others.

This is how we bring original, unexpected perspectives to our clients' most complex and critical matters.

Bring these qualities and we'll expose you to inspiring people working together towards a new and distinctive vision.

And we'll reward your contribution with the responsibilities, challenges and opportunities you'd expect from a leading global law firm.

We see a fascinating and exciting future for the business of global law. Do you?

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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 are a dynamic, commercial firm offering opportunities for development and advancement for lawyers at all levels as we pursue a clear strategy for growth in our principal practice areas across Australia.

Our lawyers thrive in an environment that fosters collaboration with few internal administrative boundaries, free from the burden of fee budgets that dominates the culture of so many other law firms.

Strong technical and client service skills are developed through structured mentoring and professional development education programs.

Your experience at Johnson Winter & Slattery will equip you for a fulfilling career both in Australia and abroad.



“Being in an environment where the associate to partner ratio is 1:1 has given me the opportunity to be exposed to, observe and learn directly from some of the top lawyers in Australia.”

Emily Haseloff, Law Clerk

SYDNEY

PERTH

MELBOURNE

BRISBANE

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JOHNSON WINTER & SLATTERY

LAWYERS

Your CAREER, YOUR CHOICE

If you are looking for a firm that will offer you an environment to develop your professional legal skills working with senior lawyers on high quality work, consider a clerkship with Johnson Winter & Slattery. Some past students share their experiences.



David Mason, Adelaide

While most firms offer a formal training program for clerks, in addition to the induction programs, professional development sessions and practice group meetings, Johnson Winter & Slattery's near 1:1 ratio of senior to junior lawyers and culture of having a vested interest in junior lawyers sets the firm apart in terms of offering the best training for clerks and graduates.

To give an example, one of the first tasks of my clerkship was to prepare various power of attorney documents. Having never seen a power of attorney before, I was directed to a Senior Associate who not only provided me with three precedents, but also explained how each precedent worked, how and why each of them differed and what approach they would recommend for my task.

In my experience with the firm, this kind of support has been the rule rather than the exception. This, coupled with the ongoing formal training offered by the firm, has made my experience at Johnson Winter & Slattery a valuable learning experience and provided me with the opportunity to develop my practical legal skills.



Emily Haseloff, Adelaide

A factor which has stood out to me whilst working as a clerk at JWS is the level of support available. Being a clerk at JWS was my first experience working at a corporate and commercial law firm, and I was initially very nervous about completing tasks for the first time because I wasn't sure what to expect. I was provided with in-depth training during my first week, and I continue to attend regular informative learning and development sessions on professional development topics and legal updates.

During my time at JWS I have found the work interesting and challenging and everyone to be very approachable, regardless of their level of seniority. I have been fortunate enough to work with partners that are at the top of their field in specific areas of law. Being in an environment where the associate to partner ratio is 1:1 has given me the opportunity to be exposed to, observe and learn directly from some of the top lawyers in Australia.





Lydia Litton, Perth

Law firm seasonal clerkships are an important part of becoming a lawyer; they are also perhaps one of the most stressful aspects of law school. Whilst this may be so, applying for a seasonal clerkship at JWS is not a daunting task.

The JWS application process involved submitting a cover letter, my CV and academic transcript via CvMail, and then attending an interview with the HR manager and a partner at the Perth Office. The JWS staff were very welcoming at the interview, and the information provided to me throughout the interview process was informative and valuable.

On 'offers day', I was offered ten clerkships, mainly from top tier law firms in Western Australia. Much to the surprise of my law school friends, I declined the majority of these offers, choosing to complete my seasonal clerkship at JWS as they offered something different.

JWS was very accommodating with the dates in which I could complete my clerkship, which was most helpful to me as I was tied up for most of the summer competing in the Jessup Moot competition. During my seasonal clerkship I had the opportunity to work across a range of practice areas with a variety of different people. The firm's 1:1 ratio of senior to junior lawyers meant that most of my work came directly from a partner.

JWS recruits through their seasonal clerkship program and following my clerkship I was offered a casual law clerk position and also a place on the JWS 2013 Graduate Program.

I highly recommend applying for a clerkship at JWS. It is a truly unique opportunity to experience life as a JWS lawyer.



Tom Barrett, Perth

One of the key factors that drew me to clerking at JWS was its emphasis on the low-leverage practitioner structure. This structure enabled me, as a vacation clerk, to have contact with partners from a range of different practice areas and to gain insight into the work that would be encountered in each of those practices. In addition to that, it also meant that I was getting frequent advice and feedback from senior practitioners.

The openness and willingness of senior practitioners to spend the time to explain the background of a matter and the work required was really refreshing and created an ideal environment to confidently complete requested tasks.

“Working with the firm will also provide you with invaluable experience as a junior lawyer and get your legal career off on the right foot.” David Mason

JOHNSON WINTER & SLATTERY

L A W Y E R S

Your CAREER, YOUR CHOICE

If you are looking for a firm that will offer you an environment to develop your professional legal skills working with senior lawyers on high quality work, my advice to you would be to strongly consider a clerkship with Johnson Winter & Slattery.

I joined Johnson Winter & Slattery as a Summer Law Clerk in December 2011. Since finishing my clerkship I have been working as a Law Clerk while completing my studies, and following graduation I will be joining the firm as an Associate.

In my time with Johnson Winter & Slattery I have learnt that there are a number of key factors that set the firm apart and these factors ultimately led me to accept an offer to work with the firm:

- Johnson Winter & Slattery works on a "low-leverage" model, meaning that there is an almost 1:1 ratio of senior to junior lawyers;
- despite being a national firm full of senior lawyers, from my experience Johnson Winter & Slattery has a uniquely collegiate culture that takes a vested interest in junior lawyers; and
- while the firm has Practice Groups, the firm works on a "no silos" approach and junior lawyers are not assigned to an area but encouraged and expected to work in a diverse range of areas to build their experience.

While other firms may have similar aspects, it is the unique blend of these factors that makes Johnson Winter & Slattery the best option for developing your skills and your legal career.

To give just one example, before working with Johnson Winter & Slattery I had never considered the area of construction law. However, not being subscribed to one Practice Group has allowed me to explore the area and work as a part of a two-person team consisting of myself and a partner with over 30 years experience in the area who is also ranked as one of the best construction lawyers in South Australia. While working closely with the partner involved, I have been responsible for managing an expert witness, drafting correspondence between the parties, drafting detailed contractual claims and participating in client meetings. Throughout this process I have also been given the support of the partner I have been working with to guide and mentor me in how best to approach each task.

Through this and my other experiences with the firm I have developed both my legal skills and valuable professional



"Working with the firm will also provide you with invaluable experience as a junior lawyer and get your legal career off on the right foot."

relationships with a number of senior lawyers. I have also worked in a number of other Practice Groups in both the transactional and litigation fields, which has made me consider specialising in areas of law I had never considered before. Also, the fact that Johnson Winter & Slattery punches well above its weight in terms of clients, attracting some of the biggest companies in Australia, means that the experiences I have been exposed to has always been on interesting, complex and challenging commercial matters.

A summer clerkship with Johnson Winter & Slattery provides an accurate snapshot of what life as a Law Clerk and an Associate is like with the firm and graduate recruitment is conducted through the summer clerkship program. Working with the firm will also provide you with invaluable experience as a junior lawyer and get your legal career off on the right foot.

David Mason

SYDNEY

PERTH

MELBOURNE

BRISBANE

ADELAIDE

jws.com.au



ABOUT THE FIRM

SPONSOR

ADDRESS Level 41 Aurora Place, 88 Phillip St Sydney NSW

CONTACT Natalie Berndt, 02 8272 0717, sydneyrecruiting@jonesday.com

NUMBER OF LAWYERS/PARTNERS 24

OFFICE LOCATIONS Sydney, Amsterdam, Atlanta, Beijing, Boston, Brussels, Chicago, Cleveland, Columbus, Dallas, Dubai, Dusseldorf, Frankfurt, Hong Kong, Houston, Irvine, London, Los Angeles, Madrid, Mexico City, Milan, Moscow, Munich, New York, Paris, Pittsburgh, San Diego, San Francisco, Sao Paulo, Saudi Arabia, Shanghai, Silicon Valley, Singapore, Taipei, Tokyo, Washington

AREAS Intellectual Property, Global Disputes, Mergers & Acquisitions, Private Equity, Labour and Employment, Antitrust and Competition, Energy, Projects & Infrastructure

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Jones Day is a true global partnership. We are a global legal institution based on a set of principles – principles that have a social purpose and permanence, that transcend individual interests.

What does the firm look for in a potential employee?

We seek lawyers who will thrive in the exceptionally supportive, non-hierarchical, 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. In addition, we seek lawyers who are always looking for opportunities to contribute more in solving our clients' problems and who focus on "why" we are crafting a particular solution rather than merely concentrating on the mechanics of "what" needs to be done.

What advice would you offer to someone applying to the 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 new lawyers, and even as summer clerks, and are testaments to the Firm's commitment to our associates and 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 increasing responsibilities and to advance in the Firm.

How does the firm encourage employees to learn and develop?

Your development into an exceptional lawyer is a journey, not a destination. That journey starts the first day you walk in the door at Jones Day and will continue throughout your career. Whether during your Summer Associate summer, your earlier years at the Firm, or later in your career at Jones Day, the professional development and training opportunities available to you are unparalleled.

INFORMAL TRAINING

Despite the merits of formalized CLE and other training programs, for most of our lawyers the best and most effective training comes from their daily interactions with their peers. Whether its drafting a deal document, taking a deposition or trying a case, the opportunity to do your best work and then receive constructive criticism from a more experienced colleague offers unparalleled benefits to your professional development. You will learn how to write more concisely, ask questions more clearly, organize a brief better and make arguments more persuasively. The immense skill set of our lawyers is truly a rare asset and one that makes each of us better.

FORMAL TRAINING

In addition to the daily interactions and development noted above, the Firm also boasts an extensive slate of formal training activities. These formal trainings include a number of training programs for its attorneys on a Firm-wide basis, including sessions on accounting for lawyers, fact investigation, client interviews, business development, negotiation skills, oral communications and legal writing.

Our Practice Groups also conduct practice-specific trainings. Recent programs have included labour and employment developments, e-discovery, trial graphics, depositions, expert testimony and antitrust basics.

ASSOCIATE DEVELOPMENT PROGRAM

Jones Day's investment in its lawyers is not limited to training programs. As a supplement to our training efforts, the Firm implemented the Associate Development Program which is designed to promote thoughtful career planning and structured career development. The central component of the program is participation by each Associate in personalised, one-on-one conferences with practice leaders in which he or she can set long and short-term goals and develop an action plan to achieve them.

MENTORSHIP

We recognize that there is no substitute for the direct and sustained involvement of our senior lawyers in assisting more junior lawyers in managing and developing their careers. Towards this end, each office maintains a mentorship program. In most instances, each Associate is paired with at least two

mentors. One who is a more senior Associate and one who is a Partner. The aim is to provide two avenues for the Associate to raise concerns or ask questions, and to provide two distinct perspectives to that Associate based upon the experience, practice and perspective of the mentor lawyers.

ANNUAL REVIEWS

A final component to our development program is the annual review process in which each Associate is given detailed feedback on his or her performance throughout the past year by the senior lawyers who have supervised the Associate's work. Each supervising lawyer prepares a written evaluation of the Associate, focusing on strengths, weaknesses, and suggested areas for improvement. The evaluations are discussed with the associate at the end of the year and are used in determining compensation for the following year. At this time, specific development opportunities are formulated for the coming year based upon combined input from the supervising lawyers and the Associate.

How does the firm encourage a work/life balance?

At Jones Day, providing exceptional client service has been the hallmark of our practice philosophy. The time it takes to do that is not an end in itself, but merely incidental to the true goal. As a consequence, billable hours, while often reflective of effort, are not the singular, or even most instructive, measure of an associate's contribution. Associates are not expected to mark time or to show up on a weekend just to be visible. We expect our associates to be effective and efficient. When our lawyers determine how to spend their time, common sense, rather than a spirit of competition, prevails.

We encourage all of our lawyers to find a successful balance between the demands of client service, community involvement, family and personal interest. This balance is often vital to long term success and enjoyment in the practice of law. The great diversity of our lawyers' backgrounds, interests and talents reflect their success in enjoying full lives while also engaging in one of the world's most challenging and stimulating legal practices.

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. Because of that commitment, pro bono and public service matters undertaken by Jones Day are provided with the same level of attention and professional dedication that we provide to those matters undertaken on behalf of paying clients, and work performed on approved pro bono matters is given the same weight and consideration as client billable work for the purposes of evaluating our lawyers' overall professional development and potential.

Year after year, we continue to broaden the pro bono legal services we provide. Our pro bono commitments globally 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 organizations worldwide that are committed to making a difference in areas such as economic development, women's rights, health care, and the protection of children. In addition, the Firm has made a dedicated effort

to advance the rule of law in countries around the world, most recently in Afghanistan.

QUESTIONS ABOUT CLERKSHIPS

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

Send a cover letter, CV and academic transcript to sydneyrecruiting@jonesday.com.

What work does the firm offer a clerk?

Summer clerks spend 10 weeks during November, December and January developing their legal and commercial skills. We offer a unique non-rotational training system, giving our summer clerks the immediate flexibility and freedom to work in a number of practice areas, ranging from mergers & acquisitions to labor & employment to litigation and energy. Summer clerks are assigned with mentors and supervising partners to guide them through their development.

Our Summer Clerk's are availed of work from the full spectrum of the firm, from junior lawyers to Senior Partner's. Being a mid-sized firm locally, but part of a large-tier firm globally we offer a small team environment with big firm resources.

Our Summer Associates have a sense of involvement in the Firm and leave with an accurate picture of what being a Jones Day lawyer is like. Perhaps that is why the vast majority of our new associates join us after spending a summer at Jones Day.

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

No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

Send cover letter, CV and academic transcript to sydneyrecruiting@jonesday.com

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

Yes, students are supported financially and through the provision of study leave.

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

Our graduates spend their first year in the New Lawyers Group. This group meets formally in Washington DC each year, together with other New Lawyers globally. A rotation through practice groups is supported during this year where practical experience is gained in all practices.

K&L GATES

VISIONARIES WANTED.

Middletons is now K&L Gates.

We have 47 fully integrated offices across five continents allowing us to share our people, expertise, clients and most importantly our success. Your career will benefit from unprecedented exposure to high profile deals on an international platform.

Are you a visionary? Join us.



Choosing a career at K&L Gates is selecting 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 the global economy.

We look to recruit talented people, then provide the opportunities and support for them to achieve their best. Join us, and you will join a team of passionate professionals dedicated to providing exceptional client service.

Sydney practice areas

Corporate and Transactional
Labour Employment and Workplace Safety
Litigation and Dispute Resolution
Real Estate Investment, Development and Finance
Restructuring and Bankruptcy
Intellectual Property
Policy & Regulatory

Join us – 2013 Summer Clerkship Program

Applications for our Sydney 2013 Summer Clerkship program open on 19 June 2013. To apply and to find out more information about the firm, please visit our website at www.klgates.com.

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Sydney NSW Australia 2000
Phone: +61 2 9513 2415
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www.klgates.com

King & Wood Mallesons

ABOUT THE FIRM

SPONSOR

ADDRESS Level 61, Governor Phillip Tower, 1 Farrer Place Sydney NSW, www.kwm.com

CONTACT Mitch Barreca, Graduate Resourcing Consultant, Telephone: +61 2 9296 3573, Email: mitch.barreca@au.kwm.com

NUMBER OF LAWYERS/PARTNERS over 380 partners and 1,800 lawyers

OFFICE LOCATIONS 21 offices globally and the only international legal network to be head quartered in Asia

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, Real Estate, Construction & Environment, Securities & Capital Markets, Taxation, Superannuation & Pensions, Telecommunications, Media, Entertainment & Technology.

What is unique about this firm?

Unique East/West combination: We are the first firm to pursue and achieve a true combination with a leading firm in the Asian region. This East/West combination (as opposed to West/West) is unique and we think provides our clients with a truly differentiated service offering. It also recognises that the centre of economic gravity in the century ahead will be in the 'new' Asian world, not the 'old' Western world.

What significant work has the firm done recently?

AMP's acquisition of AXA – we were advisors to AXA Asia Pacific on bids by AMP and National Australia Bank for their Australian and New Zealand businesses and AXA SA on the acquisition of its Asian businesses.

NBN Agreement – we were the key advisor to Telstra on the Australian Government's \$11bn National Broadband Network (NBN), the largest infrastructure project in the country's history.

Alinta – we were the key advisor to Alinta on the \$2.9bn restructuring, described as the most complex restructurings in Australian corporate history.

“We are committed to developing all of our people to their maximum potential.”

The Australian Government Guarantee Scheme – we were advisors to both the Australian Government and banking industry on all aspects of the guarantee scheme.

What does the firm look for in a potential employee?

We look for four key capabilities in our clerks:

- A **passion for commercial law and clients** – that's what we do every day. It's key that you have a genuine interest in the law and the clients that need those services.

- A strong interest in **business and industry** – we work in our clients' worlds and are striving to help them achieve their objectives. You need to be interested in this and willing to commit time and energy to really understand our clients and their businesses.
- The **self-awareness and desire to understand** and work well with others – we don't build widgets. We deliver legal solutions to people through people, so we have to be really good at working with and understanding others.
- Adaptability to **live with change** – our ability to move as quickly as the world around us is getting more important every day. We need people who think quickly, learn fast and adapt well.

How does the firm encourage employees to learn and develop?

We are committed to developing all of our people to their maximum potential through a range of exceptional on the job, mentoring, and formal learning options. This continues throughout your career at the firm – not just during the International Graduate Program. For example, our capabilities reflect that legal excellence remains important, but clients are also now looking for other skills such as being innovative in how we deliver our services.

How does the firm encourage a work/life balance?

Individual workloads vary depending on what deals are going on at any one time, and we encourage people who have been putting in long hours to take a break whenever they can.

We also provide a lot of support around the hard work – Health & Wellbeing seminars, activities like yoga and massage, team sports, and building resilience sessions.

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

The King & Wood Mallesons in the Community program has provided pro bono legal advice to disadvantaged individuals and charities for over ten years. Our support is broad and varied, and uses the skills of partners, lawyers, shared services and PAs.

As part of the summer clerkship in 2012/2013, summer clerks participated in a range of activities including:

- Play therapy at Sydney Children's Hospital which included

delivering presents to the children.

- Researching and preparing submissions for the Human Rights Law Centre Child Rights Bulletin.
- Preparing and serving a meal at the Salvation Army StreetLevel Mission.
- Accompanying solicitors on the rotating Duty Solicitor roster to the Downing Centre.
- Participating in Red Cross International Humanitarian Law Training.

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

Applications open on 19 June 2013 and can be made via our online application system at www.kwm.com/careers.

What work does the firm offer a clerk?

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 have a supervising partner. As part of the partner's team, you'll work closely with the senior associates and solicitors in that team, and others in the practice group. 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?

We prefer students to be in the penultimate year of their law degree. We will consider applications from non-penultimate year students in the event they are unable to do a clerkship in their penultimate year i.e. on exchange during the clerkship period.

What does the firm offer its graduates?

All graduates are involved in our International Graduate Program (IGP), which is designed to help you become a successful lawyer in a global market.

Comprehensive learning and development programs support your experience. It's designed to build on your skills and understanding of our areas of legal practice.

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

As an Australian graduate, we offer a Practical Legal Training (PLT) course with the College of Law ensuring that you meet the requirements for admission to legal practice.

Anna Bennett and Josh Chalkley

SUMMER CLERKS 2011/2012, KING & WOOD MALLESONS

ROTATION: BANKING & FINANCE AND MERGERS & ACQUISITIONS

If you're anything like us, you're probably flicking through this guide trying to picture yourself at any one of these firms. You can imagine being in their offices, memo pad at hand, playing corporate lawyer. That's branding doing its thing. Each firm will promise you the bluest chipped clients, the shiniest awards, and enough training and support to tuck in your new business shirt (or blouse) for the next 20 years. But the most important part of your picture, as clichéd as it sounds, are the people working by your side.

It's important to get a feel for a firm during the recruitment process. Throughout the process, King & Wood Mallesons was focused on our expectations and how they could deliver. Yes, they were smart, switched-on and polite. Yes, they were down-to-earth and friendly. No, they didn't grill us about principles of repudiation of contract. And a firm with a Facebook page just gets it.

From our graduate buddies to our supervising partners, we had the opportunity to work for and socialise with impressive lawyers at all stages of their careers, who were cheerful and dedicated, and genuinely wanted to get to know us. Each King & Wood Mallesons lawyer went out of his or her way to get us involved and show

us the bigger picture. Being in open plan helped, with names and faces registering quickly. Advice on a tough legal question was no more than a peep over a divider away.

In our rotations through the Mergers & Acquisitions and Banking & Finance groups the work was real. The spectrum was wide – from deadline-driven billable work to pro bono and business development matters. We drafted, reviewed and researched. We worked on deals that made business headlines and listened in on directors explaining them to investors the next day. We were fortunate enough to see a few of our documents pruned into advices and shipped off to clients. A surprising highlight was a meeting with a major private equity firm to help structure some flexibility into a company's refinancing documents. And get this - we did Arts degrees!

Excitement about the King & Wood Mallesons combination was palpable at the firm. From the partners down, there was infectious enthusiasm about the professional and intellectual opportunities that this new firm will bring. There are new offices, new clients, and new t-shirts – the firm is ready for the Asian Century. So the real questions is: are you?

We had the opportunity to work for and socialise with impressive lawyers at all stages of their careers, who were cheerful and dedicated, and genuinely wanted to get to know us.





Same same, but...

ALWAYS DIFFERENT

The way we build careers, engage clients, communicate and grow our business – it's a little 'same same' but a whole lot different.

Sure, we're similar to other great law firms (eg the best clients, nice offices, ordinary coffee!) – but we move beyond this with a global vision and a culture that's creative, innovative and commercial.

A culture that's brought us to the centre of world growth, where we bring bold new capabilities and challenge the established norms. Where you can be involved in the biggest and the best global assignments – and have a little fun along the way.

Get social with a firm that's different –
[facebook.com/KingWoodMalleasons](https://www.facebook.com/KingWoodMalleasons)

Lander & Rogers

ABOUT THE FIRM

SPONSOR

ADDRESS Address: Level 19, Angel Place, 123 Pitt Street, Sydney, NSW 2000

CONTACT Laura Grant, Graduate Resourcing Consultant, lgrant@landers.com.au, 03 92699333, www.landers.com.au

NUMBER OF LAWYERS/PARTNERS 57 partners, more than 350 lawyers, support and internal staff

OFFICE LOCATIONS Sydney, Perth, Melbourne, Brisbane

AREAS Sydney Office: Corporate, Commercial Disputes, Insurance Law & Litigation, Property, Projects & Infrastructure and Workplace Relations & Safety.

QUESTIONS ABOUT THE FIRM

About Lander & Rogers

Lander & Rogers is a successful and growing Australian law firm operating nationally from Melbourne and Sydney. Our clients include many mid and large sized Australian companies and Australian subsidiaries of global companies.

We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and will strengthen our culture. We have grown organically, resulting in a highly cohesive firm sharing a strong work and services ethic, and high staff and partner retention rates.

Our commitment to our client relationships, both professional and personal, is one of the reasons we believe we stand out from other firms. Our strong relationships with many household and global brands, such as Wesfarmers, Qantas, Telstra, Ford, Bosch, AECOM, ExxonMobil, Orica, Bunnings, M2, Mercer, BlackRock and Stockland are testament to our offering.

Pro bono & community support

Lander & Rogers is committed to developing a culture and business which supports the undertaking of pro bono work and other similar initiatives in the community. We have a market leading pro bono program in place which focuses on matters of access to justice, social inclusion and community service work.

We have a pro bono partner appointed to drive the practice of pro bono at the firm and we treat pro bono work as equally important to the firm as paid work. Everyone in the firm is encouraged to participate in and engage with our pro bono work.

Our program includes:

- Pro bono legal work
- Volunteering and secondment opportunities
- Fundraising campaigns and educational forums
- Workplace giving.

Land on your feet with a clerkship at Lander & Rogers

Our summer clerkship program is built on learning and fun. We know you've joined us because you're curious about what it's like to be a lawyer, so we'll do everything we can to show you the way by giving you a chance to have a go for yourself.

Our commitment to our client relationships, both professional and personal, is one of the reasons we believe we stand out from other firms. ””

On joining us you'll be teamed with two lawyers for each of your two five week rotations (one experienced, and another a little closer in level to you) who will immerse you in the day to day running of their practices. What that means on a practical level will vary depending on the practice group you join (we'll ask you to indicate your preferences), and could involve:

- Researching points of law and summarising your findings
- Drafting correspondence
- Court documents and sections of commercial agreements
- Reviewing and analysing legislation and case law
- Observing our lawyers in action at meetings, conferences, mediations and court
- Attending practice group discussions.

These experiences will provide you with a much clearer idea of what it means to be a lawyer. You'll also develop a better feel for the human side of Lander & Rogers, such as why our people work here, where they've come from, and what they do when they're not being lawyers.

We value our people and understand the importance of our staff maintaining a healthy and balanced lifestyle and we encourage our summer clerks to get involved in life at Landers as much as possible during their time with us. Our health and wellbeing committee, LandersMax!, encourages our people to get involved in various activities, including BootCamp, Pilates, tennis tournament, team sports, language classes, in-house massage and much more.

We're in the business of dealing with people, whether that is each other, our clients, barristers or you. ”

What we look for

We're in the business of dealing with people, whether that is each other, our clients, barristers or you. So, we aim to recruit people who are friendly, down to earth, and who can engage with a whole range of people in the workplace.

You'll also need intelligence to tackle the most interesting of legal scenarios, energy to absorb new concepts and changing laws, and a willingness to work productively with lots of different people.

We don't expect that you'll be a gun at all of these things straight away, but when we meet you at interview we'll be curious to learn more about your potential to handle these things in the future, based on the skills and experience you've already built through studying law (combined with other disciplines like arts, commerce and science) and any legal and non-legal part-time work, volunteer work and university activities you've tackled.

A carefully prepared and professionally presented application letter and CV are the key to maximising your potential to secure an interview, and offer an excellent opportunity for you to identify the skills and attributes that you believe will be of value to our firm. In addition to setting out your key skills and experience, you should also consider:

- Whether you have expressed who you are - be yourself, we want to see your personality shine through!
- Your interests and hobbies - we recruit people who are passionate about their career in law, but who are also interested in things outside the law!
- What you can offer our firm and why we should recruit you
- What attracts you to working with Lander & Rogers, eg how have you demonstrated that you are genuinely interested in our firm?

See our website to learn more about the experiences of our people, such as what they do and who their clients are, why they chose Lander & Rogers, and why they choose to stay with us. www.landerson.com.au.

Land on your feet

Choosing which law firm to apply to is a really big decision. And like that brand new suit, you've gotta choose one that fits.

Luckily for you, Lander & Rogers believe that there's a whole lot more to life than the law. So while we're all about working smart and achieving incredible things, we also understand that people have a life outside of work hours. In fact, that's how we like it. People with depth and dimension. So if that sounds like you, then you'll really land on your feet at Lander & Rogers.

To find out how you can land a clerkship with a difference, visit www.landerson.com.au/careers or call Laura Grant on 03 9269 9333



for a clerkship with a difference



Lander & Rogers
Lawyers

ABOUT MINTER ELLISON

Minter Ellison is a top tier law firm with a strong Asia Pacific focus. We represent major multi-national, regional and local companies as well as government organisations and state-owned entities.

Minter Ellison has been at the table of some of the Asia Pacific's headline transactions – strategic business acquisitions by Qantas, the National Broadband Network roll out, global outsourcing projects for BHP Billiton and some of the biggest energy and resources M&A in Australia involving foreign investors.

WHAT WE LOOK FOR

Excellence: We want people who strive to be the best, pursue outstanding outcomes, and are passionate about a career in commercial law.

Commercial awareness: Although this comes with experience and time, we're interested in people who are commercially savvy, know how a business works and are interested in business generally.

Team fit: We look for people with ideas and energy, who share our values and work well as part of a team.

Initiative: We value proactive, engaging and resourceful people. We encourage critical thinking, decisiveness and ingenuity.

WORKING WITH US

Our vacation clerkships offer you real life work experience. A comprehensive orientation program and learning on the job will help you build your legal skills and commercial acumen.

You will work closely with partners and lawyers on active matters to meet deadlines and produce quality work. You will also be allocated a supervisor for daily support who will help you manage your workload, and a 'buddy' for extra insight and advice.

LEARN AND GROW

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 and development – both in technical skills and in important commercial skills such as client interaction, business development and interpersonal dynamics. These programs have 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 wellbeing.

GLOBAL INDUSTRY SECTORS

Energy & resources
Financial services
& insurance
Government
Health & ageing
Infrastructure
Telecoms, media
& technology

GLOBAL PRACTICE AREAS

Construction
Corporate
Dispute resolution
Finance
Human resources
& industrial relations
Real estate
Taxation

ADELAIDE
AUCKLAND
BEIJING
BRISBANE
CANNBERRA
DARWIN
GOLD COAST
HONG KONG
LONDON
MELBOURNE
PERTH
SHANGHAI
SYDNEY
ULANBAATAR
WELLINGTON

www.minterellison.com

YOUR PASSION YOUR CAREER YOUR FIRM

As a prospective clerk it can be a difficult process figuring out which firm is right for you. During the application process my approach was to speak with as many people as I could to hear their experiences. I was naturally drawn towards Minter Ellison. The picture painted by everyone I spoke to from the firm was of a vibrant, supportive workplace that creates opportunities for young lawyers. After doing the clerkship and working as a paralegal, for me that picture has been vividly true to life.



Testament to that would have to be my experience in the Hong Kong office. I was chosen to spend two weeks there in January. The trip was a great opportunity for me to see first hand what it's like to work in a foreign jurisdiction, and the benefits that flow to the firm from its strong regional presence. I also got to put my tourist hat on – I had a lot of fun exploring the city, with its unique blend of cultures and delicious food. Above all, the trip gave me confidence that the firm is committed to investing in my career.

Thomas Ellicott – Summer Clerk

CONTACT US

For more information about Minter Ellison and a career with our firm, visit www.minterellison.com/careers

SYDNEY

Ben Carter, Senior Resourcing Consultant
ben.carter@minterellison.com

Stephanie Zanella, Resourcing Advisor
stephanie.zanella@minterellison.com

Thomsons Lawyers

ABOUT THE FIRM

SPONSOR

ADDRESS Level 25, 1 O'Connell St, Sydney

CONTACT Stephanie Moffitt; (02) 8248 5802; smoffitt@thomsonslawyers.com.au

NUMBER OF LAWYERS/PARTNERS 230+

OFFICE LOCATIONS Sydney, Melbourne, Adelaide, Brisbane

AREAS Banking & Finance, Corporate & Commercial, Dispute Resolution & Litigation, Employment & Safety, Environment & Planning, Insolvency, Recovery & Restructuring, Intellectual Property, M&A, Property & Development, Tax, Technology

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Our people are at the heart of our firm, and our firm's success is dependent on the exceptional performance of our people. We offer: challenging, diverse and rewarding work with sophisticated clients, local and international; a high-performance culture based on commitment, honesty and genuine relationships; an environment that is friendly, collegiate and professionally stimulating; comprehensive programs and tools to support your career development and continued learning; and Access to the expertise and passion of some of the most respected practitioners in the country.

We will provide you with support and guidance throughout your career, as well as the tools and training to keep your progression on track – whether you're on the path to becoming a Partner, or you're more focused on honing your legal expertise as a Special Counsel.

How does the firm encourage employees to learn and develop?

Throughout your career with us, you will have access to multiple streams of in-house training and development programs: Graduate/Trainee Lawyer Program; New Lawyer Training Series; In-house CLE series; Department/Practice Group Specialisation Training; Tertiary Studies and Assistance Program; Leadership Development Program; Secondments, attendance at conferences and industry events; and coaching, mentoring and cross-border exposure.

How does the firm encourage a work/life balance?

Supporting each other and encouraging work/life balance is central to our culture. We recognise that an employee's wellbeing impacts on their motivation, morale and efficiency. Our wellbeing@work program supports partners and staff to maintain a healthy, balanced lifestyle. Some of our benefits include healthy breakfast provisions and fresh fruit, sporting teams, flu vaccinations and skin checks, Tertiary Assistance and Study Leave, ability to "purchase" additional annual leave each year, End of Financial Year and Christmas social functions, Active Social Club.

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

Thomsons is actively involved in making positive and charitable contributions to the communities in which it operates through

the provision of pro bono legal work and donations.

Engaging in pro bono work is rewarding for both our communities and our lawyers. Those who engage in these activities are often exposed to experiences and areas of law, procedures and clients that are not always accessible in regular day-to-day work. This work can make a significant difference for clients with a genuine inability to pay and who represent a worthwhile cause, while enhancing the professional development and personal job satisfaction of the volunteer.

QUESTIONS ABOUT CLERKSHIPS

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

Stage 1: cvMail application; Stage 2: Panel interview with partners and HR; Stage 3: Networking selection event with partners

What is the anticipated clerkship intake this year?
Approximately 5.

What does the firm look for in a clerk?

Whilst high academic achievement is important, we're also looking for clerkship candidates who are well rounded individuals. We're interested in what you do outside of attending classes. Do you volunteer? Do you work part-time? Are you involved in clubs and societies? It's important to us at Thomsons that our clerks are passionate, committed, eager to learn, and to challenge themselves to try new things and grow – professionally and personally.

What work does the firm offer a clerk?

We offer a structured program where clerks learn through a combination of hands-on experience, training, coaching and observation. All of our clerks have the opportunity to: 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.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly? No.

Webb Henderson

ABOUT THE FIRM

SPONSOR

ADDRESS Level 18, 420 George Street, Sydney NSW 2000

CONTACT Karen Rowland, Office Manager, Sydney, P: 02 8214 3502, E: karen.rowland@webbhenderson.com

NUMBER OF LAWYERS/PARTNERS 35 (including 9 partners and 1 principal of regulatory consulting)

OFFICE LOCATIONS Sydney, Auckland, Singapore and London

AREAS Telecommunications, Media and Technology, Energy and Infrastructure, Corporate Advisory, Competition Law and Disputes, Government Business, Regulatory Consulting

QUESTIONS ABOUT THIS FIRM

What is unique about this firm?

We're a young firm, having first opened our doors in September 2009. Our vision was to establish a next generation international law firm advising premium clients on their most strategically important matters. Our objective is to rank among the best law firms globally in our selected areas of practice.

What does the firm look for in a potential employee?

We aim to recruit the brightest lawyers. They should have restrained egos and a positive and enthusiastic attitude to their work. Their competitive instincts need to be focussed externally, while being internally supportive.

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

Be clear about why you want to work with us and how you think you can contribute to the growth of our business. Be honest and open about your strengths, weaknesses and expectations. We appreciate candour.

How does the firm encourage a work/life balance?

The firm provides the best in technology which allows our team to work smartly. We are also happy to accommodate one another when flexibility is needed.

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

We focus our pro bono efforts in practice areas and industry sectors where we have class-leading capability.

QUESTIONS ABOUT CLERKSHIPS

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

Through our website or Facebook page.

What is the anticipated clerkship intake this year?

1-2.

How many clerks did the firm take last year?

3.

What work does the firm offer a clerk?

Given the premium, highly strategic nature of our work and the seniority of our team, our clerks perform work that would normally be handled by high-performing 1-2 year lawyers at other firms.

Does this firm intend to offer clerkships to students outside their penultimate year? No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

No.

What does the firm offer its graduates?

We pay at the top of the market. Our graduate training program is intensive and tailored to our graduates and our areas of specialisation. In their first year, our graduates are expected to have spent at least two weeks working overseas, typically at one of our overseas offices.

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

In their first 12 months, graduates are comprehensively trained and mentored. You'll be embedded with the broader team and we'll take responsibility for ensuring you've done work in each of our specialist areas of practice.

PERSONAL PROFILE: CHRIS TAYLOR

Summer Clerk, 2010-11; Graduate, 2012; Lawyer, 2013

Webb Henderson gave me the opportunity to get involved in some great matters as part of a really supportive team. I was taken to client meetings and did work for clients across Asia, the Middle East, as well as in Australia. The highlight of my clerkship was spending a week working in the firm's Auckland office! The partners and staff were really helpful and regularly scheduled one-on-one training sessions with me. Looking back, I can see how well the summer clerkship and graduate programs prepared me for practise as a lawyer.

Make Waves

ABOUT WEBB HENDERSON

We are only four years old, but we've already established ourselves as a first-tier international legal practice. We've been recognised by Australasian Legal Business as the fastest growing law firm in the region and one of the top 10 firms to watch.

The big name clients who seek our advice include NBN Co, Foxtel, Vodafone Group, SingTel, Red Bull, Air New Zealand, Google and The World Bank. They are testament to our calibre and the quality of work that you'll be involved in.

We are a truly international legal practice with offices in Sydney, Auckland, Singapore and London. More than half of our work is generated in overseas markets. In the last 12 months, our lawyers have worked on matters in Indonesia, Malaysia, Brunei, Thailand, Myanmar, Hong Kong, Qatar, Oman, Palestine, Luxemburg, South Africa, Brazil and the US, as well as our home markets.

Our clients rely on us to make valuable contributions to their strategic decision making. To this end, we offer class-leading regulatory consulting services, which complement our premium commercial, regulatory and litigation services in key business sectors.

The quality of our team, as lawyers and as people, is second to none.

ABOUT OUR CLERKSHIP PROGRAM

We know that you're in high demand, so we're committed to ensuring that your clerkship experience is first rate.

You'll spend eight weeks with us. You'll gain valuable legal experience and have time off to enjoy your summer, too. You'll be deeply involved in all areas of our practice and be closely mentored by the most senior members of our team to make meaningful contributions of the kind we expect from the best graduates and junior lawyers. You'll benefit from our intensive training program, which has been specially designed to fast-track your transition from law student to lawyer.

You'll also spend part of your clerkship working at our Auckland office to get a real feel for what it's like working for a next generation law firm. In turn, your New Zealand counterparts will join you in Sydney for part of their clerkship.

We want the best and the brightest. We invest heavily in our clerks and pay at the top of the market. Given that all of our graduates are sourced directly from our clerkship program, it presents a unique opportunity for you to join our team.

APPLICATIONS

If you fancy your chances with the big firms, but want to make waves, then we want to hear from you.

Apply to us directly at www.webbhenderson.com/summerclerk or find our careers page on Facebook.

**webb
henderson**
Legal and Regulatory Advisors

Sydney | Auckland | Singapore | London

www.webbhenderson.com

ABOUT THE FIRM

ADDRESS Level 12, 60 Carrington Street, Sydney NSW 2000

CONTACT Samantha Pearce, Human Resources Specialist, 02 8915 1089, samantha.pearce@addisonslawyers.com.au

NUMBER OF LAWYERS/PARTNERS 14 partners. Please see Addisons' website (www.addisonslawyers.com.au) for details.

OFFICE LOCATIONS Sydney

AREAS Addisons provides advice to clients covering corporate, mergers and acquisitions, commercial property, planning and environment, intellectual property, media, marketing and advertising, competition/antitrust, litigation and dispute resolution, insolvency/reconstruction, and gambling.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

We have small teams working on major projects for well-known brand name clients and provide opportunities for graduates and junior solicitors to interact with Partners and clients.

What significant work has the firm done recently?

Advising Sportingbet in their acquisition in Australia by leading listed global betting/gaming company William Hill valued in the order of \$660 million.

Advising Dodo Internet shareholders and Eftel Limited on a large simultaneous sale and takeover valued at \$240 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, pro bono advice or active participation in – Children's Medical Research Institute, Jeans for Genes Day, Tatura 200 Bike Ride, Ligusa Childrens' Centre in Kenya, Gasnier Foundation, Giant Steps and Wayside Chapel.

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.

QUESTIONS ABOUT CLERKSHIPS

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

Applications for Summer 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 into 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.

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

No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

No graduate positions will be offered this year.

Arnold Bloch Leibler

ABOUT THE FIRM

ADDRESS Level 24, Chifley Tower, 2 Chifley Square, Sydney

CONTACT Lauri Burke; (03) 9229 9763; lburke@abl.com.au

NUMBER OF LAWYERS/PARTNERS Sydney: Partners - 10 / Lawyers - 18; Melbourne: Partners - 28 / Lawyers - 43

OFFICE LOCATIONS Melbourne and Sydney

AREAS Prominent areas of practice include: Property & development; Commercial & corporate; Litigation & dispute resolution; Taxation, technology; Reconstruction & insolvency; Banking & finance; Wealth management; Workplace relations; Native title; and Public interest law.

Arnold Bloch Leibler has earned a reputation for its results-orientated, commercially focused and innovative advice. The firm's particular expertise is in serving high net-worth individuals and entrepreneurs, and the firm acts for more individuals and family groups included in the Business Review Weekly magazine's 'Rich Lists' than any other firm.

In addition, some of Australia's largest corporates are drawn to the firm's approach. What this means for law graduates is that from the beginning they get real work, they work on some of the most important transactions in the country and they work closely alongside the partners who place an emphasis on understanding clients' businesses.

QUESTIONS ABOUT CLERKSHIPS

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

Via cvMail.

What is the anticipated clerkship intake this year?

36 per year (including Melbourne & Sydney).

How many clerks did the firm take last year?

36 clerks (across Melbourne & Sydney).

What does the firm look for in a clerk?

We have found that the people who are successful in law and at Arnold Bloch Leibler are those who, in addition to holding a sound academic record, also present themselves in a confident manner and demonstrate an ability to relate well to others. 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 willingness to learn, a sense of humour and preparedness to assume responsibility.

What work does the firm offer a clerk?

A seasonal clerkship at Arnold Bloch Leibler will provide an invaluable head start to their career. They will have the opportunity to experience life as a lawyer, working closely with partners and solicitors on real work. Wherever possible, they will attend relevant meetings and telephone calls with clients and attend court hearings. A clerkship with us will give them the opportunity to experience first-hand the unique culture our

firm has developed.

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

No, we have a preference for students in their penultimate year.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

We use the priority offer system and select our graduates from our seasonal clerkship candidates.

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

Via cvMail.

What does the firm offer its graduates?

For graduate trainees at Arnold Bloch Leibler, legal work is hands-on from the very first day. Graduate trainees are not rotated formally between practice areas. Instead, graduate trainees are assigned to work with a partner, completing tasks specific to real matters. Generally, this approach benefits graduate trainees as they are able to see a matter through from the beginning to the end. However, in certain circumstances there may be a possibility of moving between practice areas. At Arnold Bloch Leibler, there is a wide degree of flexibility within, and a broad cross-pollination between practice areas.

Brown Wright Stein Lawyers

ABOUT THE FIRM

ADDRESS Level 6, 179 Elizabeth Street, Sydney NSW 2000

CONTACT Karen Appleby, 02 9394 1065, kca@bwslawyers.com.au

NUMBER OF LAWYERS/PARTNERS 18 lawyers, 11 partners

OFFICE LOCATIONS Sydney

AREAS Corporate & Commercial law, Litigation & dispute resolution, Insolvency, Tax, Employment, Property

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

We work with entrepreneurs and their business advisors to find solutions that fit both their business and personal needs.

What does the firm look for in a potential employee?

Brown Wright Stein is looking for graduates who demonstrate initiative, a passion for delivering creative solutions and an understanding of the importance of building and maintaining enduring relationships with clients and colleagues. We are looking for enthusiasm, energy and a hands on approach.

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

Be yourself, be passionate about learning and growing with the firm.

How does the firm encourage employees to learn and develop?

Brown Wright Stein Lawyers encourages employees to engage in formal study programs (including Continuing Legal Education) which contribute to the development of their career in line with the firm's objectives. To support this, the firm will provide educational assistance in the form of a financial allowance and leave for eligible Staff Members.

How does the firm encourage a work/life balance?

Brown Wright Stein believes a key component to delivering our clients with timely and creative solutions is to ensure our people maintain a healthy work life balance. Brown Wright Stein encourages all professional staff to maintain a healthy balance through working reasonable hours, supporting family and social commitments and promoting regular exercise through sponsored gym membership.

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

Brown Wright Stein has extensive experience in charity law and is actively involved with a number of charitable organisations including Windgap, Giant Steps Sydney, the Stroke Recovery Association, the IT Fund for Kids, the Australian Mitochondrial Disease Foundation, Mercy Aged Care and Mercy Community Services.

We draw on our experience across a number of areas of law including corporations, charitable trusts, taxation, employment, intellectual property and trust accounting in order to advise and assist charitable organisations. Brown Wright Stein takes the initiative in guiding charities through the legislative requirements to ensure each organisation is aware of the duties and responsibilities faced.

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

Brown Wright Stein sponsors an international conference each year. Our lawyers have the opportunity to attend the conferences based on their performance and commitment to the firm.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

No.

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

We use an online application process via the Careers page on our website. You are encouraged to provide additional information if you feel it will enhance your prospects for interview, and you may also include your own resume and covering letter if you wish.

What does the firm offer its graduates?

Educational and financial assistance as well as on the job training with a Partner.

What is the anticipated graduate intake this year?

1-3.

Clifford Chance

ABOUT THE FIRM

ADDRESS Level 16, 1 O'Connell Street, Sydney

CONTACT Debbie McKell, (02) 8922 8000, debbie.mckell@cliffordchance.com

NUMBER OF LAWYERS/PARTNERS Over 60 in Australia with 16 partners

OFFICE LOCATIONS Sydney and Perth

AREAS Corporate/M&A, Litigation and Dispute Resolution, Finance and Capital markets, Projects, Energy and Resources, Real Estate, Competition, Funds

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Clifford Chance offers a global scale and depth of legal opportunities that is hard to match with more than 3,600 legal advisers located in 35 offices around the globe.

What significant work has the firm done recently?

Our work spans domestic and international matters, across all practice areas. Recently we advised Emirates on its partnership with Qantas and Westfield Founders, the Lowry Family Group, on a A\$664 million block trade.

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

To be confident, communicate well, distinguish yourself from others, make sure that you have done some research on the firm at a local level and know what practise areas the Australian offices of Clifford Chance specialise in as well as knowing what Clifford Chance globally do.

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

Clifford Chance has set a target to help 100,000 people around the world by 2015 through our community and pro bono work programmes. Under the firm's global policies, each of our 3,600 lawyers is encouraged to spend up to 50 hours per year on pro bono or volunteering work.

QUESTIONS ABOUT CLERKSHIPS

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

Applications are made via our website. Students need to submit their application, a cover letter together with their most recent academic transcript. Applications for clerkships open 19 June 2013 in Sydney and 22 July 2013 in Perth. Perth is offering Summer and Winter vacation clerkships.

What is the anticipated clerkship intake this year?

3-4 Summer Clerks in Sydney and 4-5 vacation clerks in Perth

What work does the firm offer a clerk?

Our clerkship programme will give you an insider's view of a career in law, providing valuable insight into what working here is really like. During the 9 week scheme in Sydney and the two-three weeks in Perth, you will have the opportunity to sit in three of our practice areas. As such you will benefit from quality work experience and work related learning. You will be involved in live projects, with the support of closely integrated team of qualified lawyers. You will also participate in a variety of training exercises and social and networking events. You will be able to explore your career aspirations while developing your skills and commercial awareness in our clerkship programme.

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

You can apply for the scheme any time during your degree, but ideally we are interested in applications from students in their penultimate year of study.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes, but going forward, graduates will hopefully be taken from our Summer Clerkship Programmes.

What is the anticipated graduate intake this year?

3-4 in Sydney and 4-5 in Perth.

Davis Polk & Wardwell

ABOUT THE FIRM

ADDRESS The Hong Kong Club Building, 3A Chater Road, Hong Kong

CONTACT +852 2533 3300

NUMBER OF LAWYERS/PARTNERS Davis Polk & Wardwell's Hong Kong office is the firm's largest non-US office and currently consists of 9 partners, 3 counsel and more than 45 associates.

OFFICE LOCATIONS Beijing, Hong Kong, London, Madrid, Menlo Park, New York, Paris, São Paulo, Tokyo, Washington DC.

AREAS Antitrust and Competition, Capital Markets, Compliance and Advisory, Corporate Governance, Credit, Environmental, Executive Compensation, Financial Institutions, Insolvency and Restructuring, Intellectual Property, Investment Management, Mergers and Acquisitions, Real Estate, Trading and Markets.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Davis Polk & Wardwell works closely with its clients on their most critical business and legal issues, recognising the importance of teamwork, both internally and with clients. This business approach is founded upon a strong firm-wide commitment to the development and mentoring of young lawyers, each of whom is encouraged to seek out the opportunities and career path that are right for him or her.

Davis Polk & Wardwell has been recognised for the following awards:

- "International Law Firm of the Year - Capital Markets: Equity Debt" – Chambers Asia Law Awards 2012
- "Most Innovative US Law Firm in Asia" – International Financial Law Review 2011 Asia Awards
- "International Capital Markets Team of the Year" – Asian Legal Business Japan Awards 2011
- "Private Equity Firm of the Year" – IFLR India Awards 2011
- 1st tier in Asia-Pacific for ECM, DCM, High-Yield and Corporate/M&A – Chambers Asia 2012 – the only firm to be ranked in the 1st tier across all 4 categories
- 1st tier in Asia-wide Equity, Debt and High-Yield Products Offerings – Chambers Asia 2011
- 1st tier in China Capital Markets – Foreign Firms – IFLR1000 2011
- 1st tier in Asia-Pacific M&A transactions – Chambers Asia 2011

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

Davis Polk & Wardwell is highly committed to pro bono work. In 2012, lawyers from the firm's New York, Menlo Park, Washington DC, Hong Kong and Paris offices devoted 45,457 hours to pro bono matters. Furthermore, in 2012, 39% of Davis Polk & Wardwell's lawyers devoted 20 hours or more to pro bono projects, and the firm advised on nearly 560 pro bono matters.

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Davis Polk & Wardwell has a summer associate program in two of its US offices – New York and Menlo Park – and in Hong Kong

and London.

QUESTIONS ABOUT CLERKSHIPS

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

Davis Polk & Wardwell strongly encourages qualified applicants to send their resumes and transcripts to newlawyer@davispolk.com.

What does the firm look for in a clerk?

Davis Polk & Wardwell looks for the highest academic and non-academic achievement, initiative and a variety of backgrounds and talents. The firm strives to find exceptional lawyers who share its commitment to excellence and who will be collaborative and supportive colleagues.

What work does the firm offer a clerk?

Each clerk is assigned a partner mentor and an associate liaison to enhance his or her work and social experience at the firm. Partner mentors and associate liaisons are on call to provide guidance and advice to their summer clerk at any time throughout the summer.

Davis Polk & Wardwell also holds a number of training events and several customized training programs. Summer clerks attend one to two training sessions per week and are encouraged to attend the more than 75 regular associate training programs presented throughout the summer. The firm introduces summer clerks to the Director of Associate Development and her full-time staff, who are available to work with each clerk once they join the firm as an associate.

Davis Polk & Wardwell also strives to give constructive feedback to each of its clerks. Each clerk is evaluated mid-way and at the end of his or her summer, and each lawyer with whom the clerk has worked provides an evaluation of the clerk's performance.

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

No.

ABOUT THE FIRM

ADDRESS 201 Elizabeth Street, Sydney NSW 2000

CONTACT Kristie Barton, HR Advisor, (02) 9286 8585, kristie.barton@dlapiper.com, www.dlapipergraduates.com.au

NUMBER OF LAWYERS/PARTNERS Lawyers - nationally: 398, globally: 4,200+. Partners - nationally: 107, globally: 1,360+.

OFFICE LOCATIONS Brisbane, Canberra, Melbourne, Perth, Sydney and globally: nearly 80 offices in 30 countries across Asia Pacific, Europe, USA, Middle East.

AREAS Banking and finance; Construction; Corporate and commercial; Dispute Resolution; Environment and climate change; Funds Management; Government; Information technology; Insurance and risk; Intellectual property; Real Estate; Restructuring, Superannuation; Taxation; Workplace relations and employment.

What significant work has the firm done recently?

Lawyers from DLA Piper's Australian operations advised more than half of the 28 successful bidders for Phase 1 and half of the 19 successful bidders for Phase 2 of South Africa's Independent Power Producers (IPP) Procurement Program on solar PV, solar CSP wind, hydro and landfill gas projects. These projects have now reached financial close and we are commencing work on the Phase 3 projects.

The Renewable Energy IPP Procurement Program is a landmark project for South Africa and has been designed to stimulate the country's renewable energy sector. The goal of the Program is to generate 42% of all new electricity from renewable energy sources over the next 20 years. Our Finance and Project specialists have been involved in the bid and/or financial close processes for following projects on behalf of a number of finance providers, project companies and contractors.

How does the firm encourage employees to learn and develop?

At DLA Piper we believe in a blended learning approach and offer development opportunities through several means. These include participation in formal in-house or external training programs; professional memberships; on-the-job learning opportunities; external tertiary studies; assignments such as strategic project teams, lateral moves, client activities or secondments to other parts of the firm; and short term experiences such as engaging in external research or pro bono work.

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

At DLA Piper we are committed to conducting our business in a way that is consistent with our values. Our Corporate Responsibility initiatives focus on key areas of Pro Bono, Community Engagement, Diversity and Environmental Sustainability. Our contribution ranges from global pro bono projects in developing and post-conflict countries to local partnerships benefiting schools and charities in the communities in which we operate. Last year our lawyers undertook more than 190,000 hours of pro bono legal work globally, making us one of the largest providers of pro bono legal services in the world.

How do students apply for clerkships at the firm?

Applications must be submitted online via our job board and

should include a covering letter, current CV and academic transcript. Applications open 19 June 2013 and close 19 July 2013, 5.00pm in line with the NSW Summer Clerkship Guidelines. Stage One successful candidates will be invited to attend an interview with a partner and senior associate. Candidates shortlisted for Stage Two of the recruitment process will participate in a group activity, which concludes with a networking cocktail event.

What is the anticipated clerkship intake this year? 15-20 Summer Clerks.

How many clerks did the firm take last year? 25.

What does the firm look for in a clerk?

We are seeking people from a diverse range of backgrounds who are as engaged and dedicated as they are inventive, balanced and friendly. We value intellectual ability, curiosity, commitment, ambition, commercial and client awareness, smart thinking, team skills and leadership potential, communications skills and experiences outside of academic life. Ideally candidates should be in their penultimate year of their law degree.

Does the firm take graduates directly? No; graduates are recruited via our Summer Clerk program.

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

Every graduate's career journey will be different. However, our structured graduate development pathway includes a rotation program allowing graduates to experience up to three different practice areas; a dedicated supervisor and buddy for each rotation and on-the-job training from partners, senior lawyers and other peers. Regular feedback is provided to help you grow and develop, including both informal and formal performance and development reviews. A tailored learning and development program includes both non-technical skill development and our dedicated graduate Continuing Legal Education (CLE) program. Core training sessions include business writing, time management, client service and communication skills, to name just a few. Through the learning and development component graduates gain a commercial perspective on the business of law and their learning is enhanced through on the job training from partners, senior lawyers and other peers. Graduates also receive the prescribed training necessary for admission into NSW. This involves the Practical Legal Training (PLT) through the College of Law.

Harmers Workplace Lawyers

ABOUT THE FIRM

ADDRESS Level 28, 31 Market Street, Sydney NSW 2000

CONTACT Renée Gase-Patterson, ph: 02 9267 4322, renee.gase-patterson@harmers.com.au

NUMBER OF LAWYERS/PARTNERS 25

OFFICE LOCATIONS 3

AREAS Industrial Law, Employment Law, Work Health and Safety, Human Rights and Equal Opportunity, Change Management and Legal Risk Management.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Harmers is unique in that it provides advice to participants across the spectrum of workplace relations in Australia. This includes corporate employers ranging from companies ranked in the Top 5 in the world on a capitalisation basis, through to small businesses, employer groups, government at all levels and an array of individuals. In 2012 we received a global award for Industrial Law Firm of the year – Australia.

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

We are always interested in hearing from people who have a passion for employment law. Demonstrate to us that you can work as part of a team and that you want the chance to work with people of different levels of experience and seniority. We need to see your academic results but we also want to know what is interesting about you, your experience, and your vision as a solicitor.

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

Harmers allocate 5% of its budgeted fees to pro bono and concessional work.

QUESTIONS ABOUT CLERKSHIPS

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

Applications for our 2013/2014 summer clerkship program will open on the 19th June 2013. Please complete the application form on our website and submit it together with a covering letter, your CV, academic transcript and UAI results.

What work does the firm offer a clerk?

Harmers aims to give its clerks a unique experience of life in the law – combining thorough training and induction, experience of working on real cases and practical know-how about day to day legal practice. Clerks work with recognized experts in employment law.

Clerks are invited to attend numerous meetings that occur at Harmers, such as weekly legal staff meetings, weekly legal staff training sessions or simply a meeting with the Business

Development or Pro Bono Committee.

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

Yes.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Not usually. If a graduate would like to apply for a position, they should look on our website under Careers and Culture Page and email recruitment@harmers.com.au.

We are always interested in hearing from people who have a passion for employment law and who want to make it their focus.

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

Graduates are required to submit their resume online detailing not only academic results but interests outside their studies. Graduates will be required, if successful, to complete a work sample question and proceed through interviews with both the Human Resources Manager and solicitors.

Hicksons Lawyers

ABOUT THE FIRM

ADDRESS Level 32, 2 Park Street, Sydney NSW 2000

CONTACT Kim Knox-Thurn (HR Manager), (02) 9293 5311, resumes@hicksons.com.au, enquiries@hicksons.com.au

NUMBER OF LAWYERS/PARTNERS 68

OFFICE LOCATIONS Sydney, Canberra, Newcastle, Melbourne

AREAS Commercial Dispute Resolution, Corporate and Commercial, Health, Insurance, Lenders Mortgage Insurance, Mortgage Recovery, Property and Private Clients, Transport Trade and Energy, Insurance in the Workplace, Workplace Relations.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Hicksons Lawyers offer numerous features, including:

- Work/life balance
- Open door policy
- End of week drinks
- End of month raffle drinks
- Lawyers ski weekend
- Stay in Touch Program for staff on maternity leave.

What does the firm look for in a potential employee?

A bright, energetic and friendly person who is willing to learn and not afraid to ask questions.

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

Look into our practice areas and website: www.hicksons.com.au/our-lawyers.html

How does the firm encourage employees to learn and develop?

At Hicksons, we know how critical the development of skills is to the personal success of our professionals and the success of the firm. Over the years, we have created and implemented a number of initiatives to encourage the professional development of our people. These are formalised in our Development Framework plan that includes structured internal training, informal internal training and external training on a needs basis.

How does the firm encourage a work/life balance?

We participate annually in the Global Corporate Challenge, we have health awareness month and we also participate in Lunchtime Legends, and Walk to Work to encourage our staff members to be productive.

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

Yes, on a needs basis.

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

We get a discount with the local gym memberships, and 10% off health cover.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

On a needs basis only; usually they run from the Summer Clerkship programs.

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

The application method for graduates is through our website or Seek, where we always advertise for possible graduate positions.

What does the firm offer its graduates?

The firm offers graduates a structured development framework that includes opportunities to attend internal seminars and workshops tailored to their needs, opportunities to attend external training, secondments, formal and informal coaching and mentoring.

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

We take on a few PLT graduates per year.

What is the anticipated graduate intake this year?

It depends on the practice and the workload.

Hunt & Hunt

ABOUT THE FIRM

ADDRESS Gateway, Level 13/1, Macquarie Pl, Sydney NSW 2000

CONTACT info@hunthunt.com.au

NUMBER OF LAWYERS/PARTNERS 400 staff, including 59 partners

OFFICE LOCATIONS Sydney, North Ryde, Adelaide, Melbourne, Brisbane, Hobart, Perth, Darwin, Shanghai

AREAS Alpine Industry; Aged Care; Automotive; Banking and Finance; Building and Construction; Business; Customs, Trade and Transport; Education; Energy and Resources; Government; Health; Insurance; Not-for-Profit; Private Clients.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Hunt & Hunt is dedicated to the minimisation of environmental impact, and to give time and skills to benefit the communities in which the Firm operates. This involves participation in the Clean Up Australia program, including the provision of pro bono commercial legal advice since 1988, as well as supporting the Banksia Environmental Foundation.

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

Those applying to the Firm should be committed, great communicators and someone with strong relationship-building skills.

How does the firm encourage employees to learn and develop?

The working environment at Hunt & Hunt is open and egalitarian. There is a strong emphasis on continuous improvement, and the training programs that operate assist employees to advance their career.

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

As employees of Hunt & Hunt possess a broad range of abilities and interests, flexible work options including part-time and working from home are often available.

QUESTIONS ABOUT CLERKSHIPS

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

Hunt & Hunt offers clerkship positions in its Melbourne office. Applications for 2013/14 (including a copy of your academic transcript) should be emailed to Marnie Harper at mharper@hunthunt.com.au. Applications open 15 July 2013.

What does the firm look for in a clerk?

Hunt & Hunt are seeking smart, energetic, motivated and socially intelligent students. Applicants should have a strong work ethic, solid academic record and varied interest outside of academic life.

What work does the firm offer a clerk?

Seasonal clerkships at Hunt & Hunt allow clerks to explore a broad spectrum of legal work across several of the Firm's areas of practice, in order to allow consideration of the individual's area of specialisation.

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

Yes. Hunt & Hunt will also consider applications from final year students.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

Applicants must complete the application form at www.hunthunt.com.au/join-us/graduate and email this, along with a CV and academic transcript, to human_resources@hunthunt.com.au. Applications for the 2014 intake have closed.

What does the firm offer its graduates?

Graduates will be placed in one of the Firm's three core practice areas – Commercial, Insurance or Property. Opportunities to manage your own matters under close supervision and mentoring will be available.

HWL Ebsworth Lawyers

ABOUT THE FIRM

ADDRESS Level 14, Australia Square, 264-278 George St, Sydney NSW 2000

CONTACT Renee Whyburn: HR Advisor, 9334 8598, rwhyburn@hwle.com.au / Jessica Ippolito: HR Advisor, 9334 8599, jippolito@hwle.com.au

NUMBER OF LAWYERS/PARTNERS 339 Lawyers (Australia), 147 Partners (Australia)

OFFICE LOCATIONS Brisbane, Canberra, Melbourne, Norwest, Sydney

AREAS Banking & Financial Services, Building & Construction, Commercial, Insurance, Litigation, Planning, Environment & Government, Property, Transport, Workplace Relations & Safety.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

At HWL Ebsworth, our edge is not only expertise and experience, but also our ability to offer a better value proposition to assist our clients in meeting their objectives. The Partnership is dynamic, forward thinking and committed to developing a supportive working environment.

What does the firm look for in a potential employee?

We look for well-rounded applicants with a strong academic record who can also demonstrate leadership, maturity and a commitment to their career development. 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.

At HWL Ebsworth we believe that a healthy balance between work and personal life is fundamental towards ensuring that each HWL Ebsworth 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?

Yes, the firm does engage in a pro bono program and is committed to providing pro bono legal services as part of its contribution to the community.

QUESTIONS 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 under 'Graduate Centre'. Our unique Graduate Program will provide you with the opportunity to gain solid and in-depth experience in your area of interest within our practice groups. The firm supports its Graduates through their PLT and College of Law commitments.

What is the anticipated graduate intake this year?

The firm offers approximately 10 Graduate positions each year in the Sydney office.

ABOUT THE FIRM

ADDRESS Level 21, Angel Place, 123 Pitt Street, Sydney NSW 2000

CONTACT Michelle Andrews, +61 2 9225 6215, michelle.andrews@maddocks.com.au

NUMBER OF LAWYERS/PARTNERS 69 Partners and over 200 lawyers across the firm

OFFICE LOCATIONS Canberra, Melbourne, Sydney

AREAS Commercial, Commercial Disputes, Construction & Development, Employment, Safety and People, Governance and Planning, Property and Tax Controversy.

QUESTIONS ABOUT THE FIRM

What does the firm look for in a potential employee?

Our approach to recruitment is based around commitment to individuality. We are not looking for a stereotype and consider each applicant in relation to whether their qualities are compatible with our core values. Our core values include respect for the individual, integrity, collaboration and commitment to excellence. We are looking for people who want to be the best at what they do and who have a commitment to achieving this through technical excellence, innovation and the ability to develop strong relationships with co-workers and clients.

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

Our aim is to find out as much as possible about the person behind the student. Be yourself and think about what makes you stand out as an individual.

How does the firm encourage employees to learn and develop?

We provide employees with many opportunities to develop knowledge, experience and skills. We offer a comprehensive Continuing Legal Education program for all practitioners ensuring we provide updates on the latest news in the legal industry. We also offer opportunities for staff to develop their interpersonal skills with networking programs and socials.

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

Maddocks takes pro bono work very seriously, with all lawyers encouraged to participate. We also run a Maddocks Foundation, which provides annual grants to Australian charities to support programs in communities where we conduct our business.

QUESTIONS ABOUT CLERKSHIPS

How do students apply for clerkships to this firm?

Via cvMail.

What work does the firm offer a clerk?

The split Seasonal Clerkship in winter and summer means students experience two of the busiest months. Clerks are part

of the team straight away and will get involved in a wide range of matters. Specific tasks will vary, but as an example, clerks may spend some time in court with our senior practitioners, complete research tasks or attend client meetings.

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

No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes. We have a structured 12-month Graduate Program with intake every March.

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

Via cvMail.

What does the firm offer its graduates?

Graduates at Maddocks are given a structured 12 month program where they have the opportunity to rotate through practice areas. We provide a broad range of experience with the necessary work, resources and assistance to give Graduates the best start to their career. We also provide a buddy program to help the transition. Our Graduates meet regularly with our dedicated Graduate Partners and coordinators to discuss progress.

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

Yes. Those students who have not yet commenced their PLT will be supported throughout. We allow graduates study time and time off to sit exams in order to complete the program.

Marque Lawyers

ABOUT THE FIRM

ADDRESS Level 4, 343 George Street, Sydney NSW 2000

CONTACT Michael Bradley, Managing Partner, 8216 3006, michaelb@marquelawyers.com.au

NUMBER OF LAWYERS/PARTNERS 28

OFFICE LOCATIONS Sydney

AREAS All the sexy ones.

What is unique about this firm?

We spend more money on food and kitchen accoutrements than we spend on stationery. We spend more on staff drinks than we spend on continuing legal education. And we spend no money on our HR department, because we don't have one.

What significant work has the firm done recently?

There was this new toll road, right, and it went belly up and the investors lost all their money and now they're suing everyone for like billions of dollars and we're acting for some of the people they're really upset at and it's big. Huge. Also, we're acting for some start-up guys who are pretty sure they're going to be bigger than Google. If they're right, that'll probably be significant.

What does the firm look for in a potential employee?

Sometimes we look for chocolate, especially late in the day after 100 interviews and we're seeing double. Mostly, we are looking for our own inner truth reflected in the widely dilated eyes of a terrified law student.

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

Do not follow the advice in this guide. Do not call us "Marques". Do not write poetry unless it's either extremely good or self-evidently ironically bad. Do not mention the Dalai Lama.

How does the firm encourage employees to learn and develop?

If you learn good we gives you a cheeseburger.

How does the firm encourage a work/life balance?

We are working on a combination of teppanyaki and karaoke as a motivational tool.

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

Yes. Do some people not?

How many clerks did the firm take last year? 1.

What does the firm look for in a clerk?

An attacking midfielder would be pretty much perfect. Short of

that, somebody for whom they haven't even invented the right adjective yet.

What work does the firm offer a clerk?

Law work, like lawyers do. It's not really an offer though, you can say no but it's not an amazing career move.

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

Sorry, forgot what "penultimate" means again. Let's say "yes" and hope that's right.

Does the firm take graduates directly?

Yes, we tried mail order but the results were awkward.

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

Email us something compelling.

What does the firm offer its graduates?

Fruit. But the bananas are usually gone by the end of Monday, so if you really like free bananas we recommend you don't take Mondays off. Just saying.

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

We'll be very patient and encouraging. No, we don't pay for College of Law.

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

Fear of being hopeless quickly turns to realisation that you are actually hopeless but then, just when you're about to retrain as a kitchen hand, something you do turns out to be accidentally correct and there's a glimmer of hope. It's all up from there.

What is the anticipated graduate intake this year?

Maybe one or two.

In 2013, Marque Lawyers are not offering summer clerkships. Instead, a seasonal clerkship program is available. For more details, please see the Marque Lawyers website at www.marquelawyers.com.au

ABOUT THE FIRM

ADDRESS Level 18, Grosvenor Place, 225 George Street, Sydney, NSW, 2000

CONTACT Yvette Revell, Recruitment and National Graduate Advisor, 02 9330 8945, Yvette.revell@nortonrose.com

NUMBER OF LAWYERS/PARTNERS 2900

OFFICE LOCATIONS Brisbane, Canberra, Melbourne, Perth, Sydney, as well as global locations including: Casablanca, Beijing, Hong Kong, Shanghai, Toronto, Paris, London, PRague

AREAS Banking, Restructuring & Insolvency, Litigation, Intellectual Property, Insurance, Environment & Planning, Construction & Engineering, Employment & Labour, Occupational Health, Safety & Security, Corporate Advisory, Funds & Financial Services, Mergers & Acquisitions/Equity, Capital Markets, Real Estate, Tax and Competition, Brands, Communications, Media & Technology.

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

Norton Rose is an ambitious, expanding firm with a clear strategy for the future. To be successful, applicants will understand and embrace the firm's strategy and its focus on six key industry sectors. Successful applicants will demonstrate global thinking, commercial acumen and the drive to provide the highest standard of service to clients.

Norton Rose looks for candidates with consistently strong academic records – you may have a double degree or be completing law as a postgraduate student. You will have a genuine interest in pursuing an international legal career.

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

All applications should be submitted online at www.nortonrosegraduates.com

Applications Open - 19 June 2013

Applications Close - 19 July 2013

Offers Made - 27 September 2013

What work does the firm offer a clerk?

The summer clerkship programme runs for 10 weeks in Brisbane, Melbourne, Perth, and Sydney and will commence in late November 2013. As a Norton Rose Australia summer clerk, you will spend five weeks in one practice group and then rotate into a different practice area for a further five weeks. The clerkship programme is your opportunity to start building a career with a global legal practice. You will work closely with our Associates, Senior Associates and Partners.

You will attend various induction sessions, as well as firm-wide CLE training and talks from graduates about spending time on secondment to one of the firm's International offices. You will participate in actual work with clients, which could involve anything from legal research to attending client meetings or court visits. Another aspect of your clerkship will be social activities, such as sporting events, lunches and dinners.

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

No.

Does the firm take graduates directly?

No.

What does the firm offer its graduates?

The Norton Rose Australia graduate programme runs for 24 months and consists of four six-month rotations, which allow you to experience a wide variety of legal work and develop a comprehensive skill set.

Norton Rose now provides graduates in their second year of the graduate programme with a unique opportunity to undertake a four-month rotation in one of the firm's international offices. This opportunity introduces graduates to the broader Norton Rose Group, including regional and global clients, Partners and staff, and gives invaluable experience of different cultures and legal work.

PERSONAL PROFILE: LUKE HAWTHORNE

Summer Clerk 2011/2012

I have excellent memories from my experience at Norton Rose. The people, the culture and the international perspective gained really made the experience worthwhile.

The people and the culture

Norton Rose is a firm that believes in having a diversity of experiences and views in order to give the best quality legal service. The different lawyers I worked for had an incredible level of respect for each other. I am also proud to work for a firm that is consistently an Employer of Choice for Women and a recognised supporter of diversity and inclusion.

The work

I always knew I was contributing to something meaningful. The work we were given was challenging but rewarding. Partners and senior lawyers were happy to explain what a matter was about and help us find solutions.

The international focus

Norton Rose is truly international. Working day-to-day in this context really opened my eyes to how the law is global.

Paul Hastings

ABOUT THE FIRM

ADDRESS 21-22/F Bank of China Tower, 1 Garden Road, Central Hong Kong

CONTACT +852.2867.1288, recruitHKG@paulhastings.com

NUMBER OF LAWYERS/PARTNERS 24

OFFICE LOCATIONS Atlanta, Chicago, Houston, Los Angeles, New York, Orange County, Palo Alto, San Diego, San Francisco, Washington D.C., Brussels, Frankfurt, London, Milan, Paris, Beijing, Hong Kong, Seoul, Shanghai, Tokyo.

AREAS Energy, Financial Services, Gaming and Gambling, Healthcare, Hotels and Resorts, Life Sciences, Real Estate, Technology, Telecommunications and Media.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Paul Hastings is a leading international law firm that provides innovative legal solutions to many of the world's top financial institutions and Fortune Global 500 companies. It consistently ranks among the best firms in leading legal publications such as *The American Lawyer*, *Chambers and Partners*, and *Legal 500*.

The firm is also committed to diversity and inclusion and employee support. It takes into account the value of diversity in its recruitment activities, and provides its employees with employee resource groups ("Paul Hastings Attorney Networks") that promote inclusion and communication for lawyers across diverse backgrounds, experiences, and interests.

Finally, Paul Hastings is an employer of choice for women, and has been recognized by the National Association for Female Executives (NAFE) and Flex-Time Lawyers as a 2011 Best Law Firm for Women. In addition, the firm has received Gold Standard Certification from the Women in Law Empowerment Forum (WILEF) for integrating women in top leadership positions and compensating them well. The firm maintains high standards in leadership diversity, with women comprising nearly 30 per cent of firm management positions and 40 per cent of firm practice chairs globally.

What significant work has the firm done recently?

Representing Samsung in the \$1.375B Sale of its Hard Disk Drive Operations to Seagate Technologies; Securing an Important IP Victory for Galderma Laboratories; Influencing Regulatory Developments in the Burgeoning Mobile Payments Industry; Securing a U.S. Supreme Court Victory for GlaxoSmithKline in an FLSA Case; Achieving a Precedent-Setting Verdict in a Federal Securities Class Action; Advising Credit Suisse and Santander on Latin America's First Successful REIT Offering; Creating a Unique Talent Management Program to Focus Associates on Career Goals/Skills Valued by Clients; Reinventing and Accelerating Our Innovative Global Secondment Program to Meet the Needs of Key Clients During the Recession.

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

Paul Hastings is committed to corporate social responsibility. The firm engages in giving pro bono legal advice: in 2011, over 98 per cent of its U.S.-based lawyers dedicated 20 hours or

more to pro bono work.

QUESTIONS ABOUT CLERKSHIPS

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

Australian students interested in applying to the firm's clerkship programs should contact the office they are interested in applying to directly by email or phone.

What does the firm look for in a clerk?

Paul Hastings seeks motivated individuals with diverse backgrounds who possess leadership capabilities and a record of excellent academic achievement. Candidates must have strong interpersonal and oral/written communication skills. Personal qualities such as critical thinking, maturity, achievement drive, interpersonal savvy, proactive professional presence, imagination, adaptability, ability to be a strong team contributor, and interest in the firm all play a strong part in its candidate review process.

What work does the firm offer a clerk?

Paul Hastings offers substantive and challenging work in a collaborative and supportive work environment.

The firm provides its summer clerks with interactive training through workshops, seminars, classes, presentations, formal introductions to its various practice areas, and general professional development programs.

The firm also offers a mentoring program, whereby clerks are paired with an associate, generally based on practice group interest.

Finally, Paul Hastings offers an active social environment, providing excellent opportunities for clerks to meet more of the firm's lawyers.

Does this firm intend to offer clerkships to students outside their penultimate year? No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

The firm normally hires graduates from its summer clerks.

Piper Alderman

ABOUT THE FIRM

ADDRESS Level 23 Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000

CONTACT Belinda Sathurayar, bsathurayar@piperalderman.com.au or 02 9253 9995

NUMBER OF LAWYERS/PARTNERS 65 Partners, Over 150 Lawyers, Total of over 350 employees+ staff

OFFICE LOCATIONS Sydney, Adelaide, Melbourne and Brisbane

Who are we and what makes us unique in the industry?

Piper Alderman is a full-service commercial law firm with offices in Sydney, Melbourne, Brisbane and Adelaide. With 160 years' experience and over 350 employees nationally, we have achieved our impressive growth and success by listening to our clients and creating practical and innovative legal solutions.

Our success has seen the firm consistently ranked as one of Australia's leading law firms and independently recognised as an outstanding legal provider.

Piper Alderman promotes a culture of performance excellence at every level of the firm. Our graduates and clerks are high achievers and are given the unique opportunity of playing an active role in delivering innovative legal solutions to our clients from day one.

What other aspects aside from work can you offer your employees?

The development of our law clerks and graduates is integral to the success of the firm. We have a buddy and mentoring program to guide you through your new law clerk position.

You will receive timely and meaningful feedback from our Partners and Senior Associates. We also run a tailored program concentrating on both legal and core skills.

Every day you will be able to put into practice your learned skills through actual legal work like drafting and legal research.

You'll also benefit by:

- Working with other happy, talented and enthusiastic people.
- Working with and learning from industry leading partners and lawyers who pride themselves on maintaining a strong profile and a reputation as leaders in their sector.
- Working in a down to earth and social workplace that encourages interaction at all levels. You'll love coming to work!

What are we looking for in an employee?

We are looking for people who align with our culture and firm values. We value:

- Excellence – striving for performance excellence in everything we do.
- Teamwork – harnessing collaboration and teamwork to achieve our objectives.

- Respect – respecting each other and our clients.
- Knowledge – learning, sharing knowledge and encouraging clear, strong communication.
- Innovation – creating innovative legal solutions for our clients and industry- leading internal systems.

CLERKSHIP PROGRAM

Our Clerk Program is different from the others:

- Rather than a short-lived summer clerkship, we offer our clerks a two year program that leads to a graduate position. Clerks work two days per week commencing from their penultimate year of study through to graduation. Our clerks progress quicker because of this ongoing experience.
- Living in your world means flexibility is key. You choose the days you work each semester depending on your university timetable. Clerks can also take time off work when needed to study for exams, take a holiday or participate in an international exchange while they study.
- We provide our clerks with the opportunity to participate in real legal work which is important for engagement and development. We don't recruit law clerks to become additional administrative assistants, but rather offer real legal support to our lawyers and partners. You will be kept busy with legal research, drafting, and attending court.

GRADUATE PROGRAM

As mentioned above, our graduate program is simply an extension of our law clerk program, whereby existing law clerks are given priority offers for graduate positions.

We also challenge the status quo by placing graduates into their preferred practice group from day one, rather than rotations.

APPLICATION & RECRUITMENT PROCESS

We accept applications through cvMail or directly through our website at www.piperalderman.com.au/careers.

Our interview process is simple and not drawn out. Successful applicants attend a first interview with Human Resources and a Partner from the firm. From there potential second interviews are conducted with offers made shortly thereafter.

ABOUT THE FIRM

ADDRESS 20th Floor, Alexandra House, 18 Chater Road, Central, Hong Kong

CONTACT +852 2810 8008

OFFICE LOCATIONS Century City, Chicago, Falls Church, Houston, Los Angeles, New York, Philadelphia, Pittsburgh, Princeton, Richmond, San Francisco, Silicon Valley, Washington, D.C., Wilmington, Abu Dhabi, Dubai, Greece, London, Munich, Paris, Beijing, Hong Kong, Shanghai, Singapore

AREAS Advertising, Technology & Media, Antitrust & Competition, Appellate, Aviation Litigation, Bankruptcy & Commercial Restructuring, Complex Litigation Strategy, Construction and Engineering, Corporate & Securities, Data Privacy, Security, and Management, Employment & Labor, Energy & Natural Resources, Environmental Law, Executive Compensation & Employee Benefits, Export, Customs & Trade, Finance, Financial Services Litigation, Financial Services Regulatory, Global Regulatory Enforcement, Government Contracts & Grants, Government Investigations & White Collar Criminal Defense, Health Care, Hedge Funds, Higher Education, Insurance Recovery, Intellectual Property, International Arbitration, Investment Management, Life Sciences Transactions & Regulatory, Litigation & Dispute Resolution, Pensions, Private Equity, Pro Bono, Product Liability, Public Policy & Infrastructure, Real Estate, Records & E-Discovery, Region-Specific Business, Sanctions, Securities Litigation, & Enforcement, Shipping, Sovereign Wealth Funds, Sports Group, State Tax Practice, Tax-Exempt / Nonprofit Organizations, Transactional Tax Practice, Wealth Planning

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Reed Smith is a truly international firm, with offices across the United States and in Europe and Asia. Reed Smith represents 13 of the world's 15 largest commercial and savings banks; 8 of the world's 15 largest oil and gas companies; and the world's three largest pharmaceutical distribution and wholesale companies.

Reed Smith is committed to delivering high-quality service and developing long-term client relationships. Its approach to clients is centred upon understanding their business goals and helping them to achieve those goals. The BTI Consulting Group has ranked Reed Smith among the top firms for client service nine years running, identifying Reed Smith as one of the few large law firms with a strategic focus on client satisfaction.

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

Reed Smith devotes more than three per cent of its billable time to pro bono work. It is also a founding member of Advocates for International Development and a signatory to the United Kingdom Joint Protocol for Pro Bono Work. The Firm performed more than 60,000 pro bono hours in 2012. The firm is also engaged in a number of charitable and community support initiatives.

INTERNATIONAL OPPORTUNITIES FOR AUSTRALIAN STUDENTS

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Applications from Australian students are welcome at any of Reed Smith's offices and can be sent by fax, mail or email.

QUESTIONS ABOUT CLERKSHIPS

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

Students can submit resumes and transcripts by fax, mail or email to the Recruiting Contact of the office in which they are interested.

What does the firm look for in a clerk?

Reed Smith is looking for clerks with strong critical thinking and writing skills, who are comfortable being self-directed and innovative in their approach to problem solving. The firm takes into account the following factors when assessing applications: academic results, participation in law school activities (for example, law review or mootings), prior work experience, and strong interpersonal skills.

What work does the firm offer a clerk?

The firm attempts to provide clerks with work similar to what they would receive as a first or second year graduate. Reed Smith also provides the clerks with a chance to get involved with out-of-office experiences including: board meetings, depositions, arbitrations, client meetings, and judicial proceedings. All clerks are also asked to be involved with the firm's pro bono legal service.

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

No.

Simmons & Simmons

ABOUT THE FIRM

ADDRESS 13th Floor, One Pacific Place, 88 Queensway, Hong Kong

CONTACT Bryony Gibbs, HR Advisor (+852 2583 8243), graduate.recruitmentasia@simmons-simmons.com

NUMBER OF LAWYERS/PARTNERS 800 fee earners worldwide.

OFFICE LOCATIONS We have offices in 21 locations across Asia, Europe and the Middle East.

AREAS We offer a full range of legal services to major multinational companies, international investment banks and financial institutions, government agencies and local companies. We are well known for our expertise in corporate, financial markets, litigation and dispute resolution, employment and intellectual property (IP). We also focus on our key sectors, namely Asset Management & Investment Funds, Financial Institutions, Energy & Infrastructure, Technology, Media and Telecommunications (TMT) and Life Sciences.

INTERNATIONAL OPPORTUNITIES FOR AUSTRALIAN STUDENTS

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

All our offices will recruit Australian students.

QUESTIONS ABOUT CLERKSHIPS

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

Please apply online via our website: www.simmons-simmons.com/graduates.

What does the firm look for in a clerk?

All-rounded candidates with a variety of indicators including academic success, 'soft' skills, interests, activities and work experience.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

As our vacation scheme is our primary means of selecting candidates for a career at Simmons & Simmons, if you would like to join us as a trainee solicitor, you must first apply for one of our vacation schemes.

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

Please apply for one of our vacation schemes via our website: www.simmons-simmons.com/graduates.

ABOUT THE FIRM

ADDRESS Level 4-5, 44 Market Street, Sydney, NSW 2000, Australia

CONTACT Scott Jenkins, Human Resources Consultant and Recruitment Manager, Scott.Jenkins@slatergordon.com.au

OFFICE LOCATIONS Slater & Gordon has offices in all Australian states and the Australian Capital Territory.

AREAS Asbestos Law, Comcare Law, Military Law, Medical Law, Motor Vehicle Claims Law, General Compensation Claims, Superannuation & Insurance, Workplace Claims Class Actions, Solutions for Business, Commercial Litigation, Conveyancing, Family Law, Union Services, Personal Estate Planning, Criminal Law.

QUESTIONS ABOUT THE FIRM

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

Slater & Gordon is after talented, energetic and enthusiastic people who are dedicated and motivated to work hard and get results. There are opportunities at Slater & Gordon both for people starting their careers in the law, and for experienced lawyers, or those with a background in client services or management.

Slater & Gordon is a client-focused firm, which looks for applicants that will be passionate and loyal to their clients, their team and the firm. We value integrity, honesty, openness, personal excellence and mutual respect, and look for employees displaying these attributes.

How does the firm encourage employees to learn and develop?

Slater & Gordon provides its employees with a variety of interesting and challenging work. The firm also provides employees with training and development to support their career progression. We provide a supportive environment that encourages taking initiative, enthusiasm, creativity and innovation.

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

All staff members have the opportunity to give back to the community by donating to the Slater & Gordon Community Fund and/or taking paid leave to volunteer for a worthy cause. Staff surveys highlight how strongly aligned our employees are to Slater & Gordon's social justice ethos and the empathy they feel for our clients'.

QUESTIONS ABOUT CLERKSHIPS

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

Slater & Gordon offers both summer and seasonal clerkships, with the former being offered in NSW and the latter being offered in Victoria.

There are three annual intakes for seasonal clerkships each year in January/February, June/July and November/December, and placements are for four weeks. NSW Summer clerkship

placements last eight weeks between November and February.

Dates for NSW summer clerkships are as follows:

- Wednesday 19 June 2013: Applications for summer clerkships open.
- Friday 19 July 2013: Applications for summer clerkships close at 5.00pm.
- Monday 19 August 2013: Interviews for summer clerkships commence.
- Friday 27 September 2013: Offers for summer clerkships can be made.
- Tuesday 1 October 2013: Offers for summer clerkships must be accepted or declined by 5.00pm.

To apply for a summer clerkship at Slater & Gordon, applicants should send a current CV, cover letter and copy of a recent academic transcript to HumanResources.NSW@slatergordon.com.au.

What work does the firm offer a clerk?

Slater & Gordon's clerkship program offers a variety of interesting work. Clerks are rotated between the firm's various practice areas and are given the opportunity to work alongside experienced legal practitioners to gain insight into what it would be like to work for the firm in a graduate capacity. The work engaged in during the clerkship program includes preparing court documentation, meeting with clients, attending court and mediations, and drafting correspondence.

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

No.

QUESTIONS ABOUT GRADUATE POSITIONS

Slater & Gordon is currently restructuring its Graduate Traineeship Program, and has deferred graduate hiring until later this year.

Further information regarding the firm's new graduate hiring policy will be available later this year on the firm's website: www.slatergordon.com.au/careers/graduate-positions

Stand out at TressCox

TressCox is a trusted Australian mid-sized Commercial Law Firm that has been operating since 1897. We are based in Sydney, Melbourne, Brisbane and Canberra and have an enviable reputation in all areas of law.

As a summer clerk with us, you will have the opportunity to:

- Participate in 3 rotations through our Health, Corporate and Commercial and Litigation divisions:
- Gain exposure in different areas of law; and
- Be a part of a busy and dynamic legal team doing valuable legal work.

We give you practical legal experience, and when we can, the opportunity to attend hearings, undertake research tasks, observe client meetings and conferences and get involved at our in-house seminars.

Our culture is simple. We have a positive, fun environment that aims to satisfy the individual's career aspirations.

This is the first step for a career in law and our summer clerks will get a chance to stand out at TressCox.

Please submit your application to Julia Bucci, HR Adviser and include a covering letter, CV and your academic transcript using CV Mail.

For more details please go to www.tresscox.com.au

Truman Hoyle

ABOUT THE FIRM

ADDRESS Level 11, 68 Pitt Street, Sydney

CONTACT Kathryn Edghill, Partner – 9226 9888; kedghill@trumanhoyle.com.au. Enquiries in the first instance to Jan Thomas at jthomas@trumanhoyle.com.au.

NUMBER OF LAWYERS/PARTNERS 15 lawyers /10 partners

OFFICE LOCATIONS Sydney

AREAS Corporate/commercial, IT and Telecommunications, Competition, IP, Dispute Resolution, Employment and Property.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

Truman Hoyle is a multi-award winning specialist law firm focused on delivering legal and regulatory services to new economy organisations across Asia Pacific. The firm's co-operation agreement with international law firm Bird & Bird LLP ensures global reach across practice areas including: corporate and commercial, technology and intellectual property, communications, media and ecommerce, competition and consumer, industrial, litigation, and infrastructure.

What significant work has the firm done recently?

The firm undertakes significant work for clients such as Microsoft, Vodafone, NBN Co, NRMA, American Express, and many other major global and national businesses.

What does the firm look for in a potential employee?

Truman Hoyle is looking for employees who will embrace the firm's culture and values, who value and adhere to the principles governing the practice of law as a profession, who are committed to serving client interests and assisting clients to achieve their commercial goals and who want to use their skills to advance not only their own careers but also the interests of the firm and the broader profession.

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

Avoid clichéd letters, do your due diligence on the firm and show a genuine interest in the firm. Above all, be yourself.

How does the firm encourage employees to learn and develop?

Learning and development are integral parts of daily life at the firm.

How does the firm encourage a work/life balance?

Truman Hoyle is a truly collegiate firm. Its lawyers are encouraged not to compete on the basis of hours worked, but to strive to achieve the best job possible for every client

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

Truman Hoyle values participation in activities that give something back to the community. Staff members are encouraged to engage in pro bono work.

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

Truman Hoyle encourages its staff to participate in a wide range of sporting and cultural activities.

QUESTIONS ABOUT CLERKSHIPS

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

Applicants should submit their applications through the Summer Clerkship program administered by the NSW Law Society.

What is the anticipated clerkship intake this year?
Unknown, but probably two.

How many clerks did the firm take last year?

Two offers were made and accepted. One clerk completed the clerkship.

What does the firm look for in a clerk?

A well-rounded individual with good grades and a demonstrable interest in the firm and its practice areas. Truman Hoyle looks for individuals who will be a good fit, culturally, who are willing to learn and who are prepared to contribute to the life of the firm.

What work does the firm offer a clerk?

Each summer clerk rotates through each of the various practice groups and will have the opportunity to participate in the full range of all practice group activities. Clerks will have the opportunity to work closely with partners.

Does this firm intend to offer clerkships to students outside their penultimate year? Generally, no.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Generally, no. The firm prefers to recruit its graduates from its summer clerk ranks.

White & Case

ABOUT THE FIRM

ADDRESS 9th Floor, Central Tower, 28 Queen's Road Central, Hong Kong

CONTACT Hong Kong Graduate Recruitment Team, T+852-2822-8700, graduate@whitecase.com

OFFICE LOCATIONS White & Case has 39 offices in 27 countries around the world. It has offices in North America, Latin America, Europe, Asia, Africa and the Middle East.

AREAS Communications and Media, Construction, Emerging Companies, Funds, Islamic Finance, Mining and Metals, Oil & Gas, Pharmaceuticals and Healthcare, Power, Real Estate, Sourcing & Technology Transactions.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

White & Case enjoys a reputation as one of the world's leading law firms. The firm is unique in that it is truly global, committed to its clients and dedicated to navigating complex problems.

How does the firm encourage employees to learn and develop?

White & Case's Career Framework provides its employees with a guide to career development that helps them know what they need to focus on and when.

The firm's globally consistent training program consists of courses tailored to suit all levels of staff. The training program has been recognized by the Financial Times US Innovative Lawyers Awards 2012 as "highly commended."

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

White & Case has an enviable reputation globally for its commitment to pro bono work and corporate social responsibility. The firm has a program designed to engage as many people as possible across numerous initiatives.

White & Case's Hong Kong office is recognised by the Hong Kong Council of Social Service as a Caring Company for its commitment to caring for its employees, the community and the environment.

INTERNATIONAL OPPORTUNITIES FOR AUSTRALIAN STUDENTS

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Hong Kong.

QUESTIONS ABOUT CLERKSHIPS

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

The application for White & Case's 2014 Summer Internship will open from 1 August 2013. Applicants should apply online via the firm's website: hkgrad.whitecase.com.

What does the firm look for in a clerk?

White & Case looks for potential future Trainee Solicitors through its internships.

There is no such thing as a typical White & Case trainee. The firm recruit people from all walks of life, from different national and cultural backgrounds, and with widely varying personalities.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes. While the priority offers for Training Contracts are given to the firm's summer clerks, candidates who apply directly are also considered.

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

The application for White & Case's 2016 Training Contract will open from 1 August 2013 to 15 February 2014. Candidates should apply online via the firm's website: hkgrad.whitecase.com

What does the firm offer its graduates?

White & Case represents a tempting proposition for starting and developing a career at the top end of the legal profession.

The focus is on the individual graduates and the experience needed to enable them to create their own career paths.

The training is comprehensive, the work is cutting edge and the rewards are excellent.

List of Law Firms

Disclaimer: please note that this is not a comprehensive list of all law firms operating in Sydney, but limited to the firms in the Careers Guide 2013, as well as a selection of other large firms with offices in Sydney.

COMMERCIAL LAW FIRMS (DOMESTIC & INTERNATIONAL)

Allen and Overy

9373 7700 & www.allenoverly.com

Allens

9230 4000 (Sydney) & www.allens.com.au

Addisons

8915 1000 & www.addisonslawyers.com.au

Arnold Bloch Liebler

9226 7100 & www.abl.com.au

Ashurst

9258 6000 (Sydney) & www.ashurst.com

Baker & McKenzie

9225 0200 (Sydney) & www.bakermckenzie.com/Australia

Brown Wright Stein

9394 1010 & www.bwslawyers.com.au

Champion Legal

9635 8266 & www.champion.com.au

Clayton Utz

9353 4000 (Sydney) & www.claytonutz.com.au

Clifford Chance (International)

8922 8000 (Sydney) & www.cliffordchance.com

Clyde & Co

9210 4400 (Sydney) & www.clydeco.com

Colin Biggers & Paisley

8281 4555 (Sydney) & www.cbp.com.au

Corrs Chambers Westgarth

9210 6500 (Sydney) & www.corrs.com.au

Davis Polk & Wardwell

212 450 4000 & www.davispolk.com

DibbsBaker

8233 9500 & www.dibbsbarker.com

DLA Piper

9286 8000 & www.dlapiper.com/australia

Freshfields Bruckhaus Deringer (International)

44 20 7716 4946 & www.freshfields.com

Gadens

9931 4999 & www.gadens.com.au

Gilbert + Tobin

9263 4000 & www.gtlaw.com.au

Harmers

9267 4322 & www.harmers.com.au

Henry Davis York

9947 6000 & www.hdy.com.au

Herbert Geer

9670 6123 & www.herbertgeer.com.au

Herbert Smith Freehills

9225 5000 & www.herbertsmithfreehills.com

Hicksons Lawyers

9293 5311 & www.hicksons.com.au

Holding Redlich

8083 0388 & www.holdingredlich.com

Hunt and Hunt

9391 3000 & www.hunthunt.com.au

HWL Ebsworth

9334 8555 & www.hwlebsworth.com.au

Johnson Winter & Slattery

8274 9555 & www.jws.com.au

Jones Day (International)

8272 0500 & www.jonesday.com

K&L Gates

9513 2300 & www.klgates.com

Kemp Strang

9225 2500 & www.kempstrang.com.au

King & Wood Mallesons

9296 2000 & www.mallesons.com

Lander and Rogers

8020 7700 & www.landerson.com.au

Maddocks

8223 4100 & www.maddocks.com.au

Marque Lawyers

8216 3000 & www.marquelawyers.com.au

McCullough Robertson

9270 8600 & www.mccullough.com.au

Minter Ellison

9921 8888 & www.minterellison.com

Norton Rose
9330 8000 & www.nortonrose.com/au

Piper Alderman
9253 9999 & www.piperalderman.com.au

Skadden, Arps, Slate, Meagher & Flom
9253 6000 & www.skadden.com

Slater and Gordon
8267 0600 & www.slatergordon.com.au

Sparke Helmore
9373 3555 & www.sparke.com.au

Sullivan & Cromwell (International)
8227 6700 & www.sullcrom.com

Thomsons
8248 5800 & www.thomsonslawyers.com.au

Tresscox
9228 9200 & www.tresscox.com.au

Truman Hoyle
9226 9888 & www.trumanhoyle.com.au

Webb Henderson
8214 3500 & www.webbhenderson.com

CRIMINAL LAW FIRMS

Armstrong Legal
9261 4555 & www.armstronglegal.com.au

Murphy's Lawyers Inc
9264 2144 & www.murphyslawyers.com

Nyman Gibson Stuart
9264 8884 & www.notguilty.com.au

Watsons Solicitors
9283 0999 & watsons.com.au

FAMILY LAW FIRMS

Armstrong Legal
9261 4555 & www.armstronglegal.com.au

Barkus Doolan Kelly
9265 0111 & www.familylawyers.com.au

Broun Abrahams Burreket Lawyers
8268 8700 & www.bablau.com.au

Pearson Family Lawyers
8263 0900 & www.pearsonlaw.com.au

INSURANCE LAW

Moray & Agnew Lawyers
9232 2255 & www.moray.com.au

Wotton + Kearney
8273 9900 & www.wottonkearney.com.au

INTELLECTUAL PROPERTY

Banki Haddock Fiora
9266 3400 & www.bhf.com.au

Davies Collison Cave
9293 1000 & www.davies.com.au

Griffith Hack
9925 5900 & www.griffithhack.com.au

NATIVE TITLE

Chalk & Fitzgerald
9231 4544 & www.chalkfitzgerald.com.au

PERSONAL INJURY LAW FIRMS

Maurice Blackburn Lawyers
9261 1488 & www.mauriceblackburn.com.au

Monaco Compensation Lawyers
1300 769 665 & www.monacosolicitors.com.au

Slater & Gordon
8267 0600 & www.slatergordon.com.au

Stacks the Law Firm
8276 2500 & www.stacklaw.com.au

TELECOMMUNICATIONS, MEDIA AND TECHNOLOGY

Webb Henderson
8214 3500 & www.webbhenderson.com

WORKPLACE LAW FIRMS

FCB Group
9922 5188 & www.fcbgroup.com.au

Harmers Workplace Lawyers
9267 4322 & www.harmers.com.au



Public Sector

Working as a government lawyer is about as multifarious as it can get. Diversity and unpredictability are some of the adjectives being thrown around the experience of working in the public sector.

The relatively more relaxed work/life balance is also touted for a reason. But simply because on some days, one can envisage getting home by 6PM, not AM, does not mean working in the public sector involves any less stimulating, sophisticated or meaningful work. For example, the Australian Government Solicitor operates just like any other competitive business enterprise and must maintain quality standards to keep work coming in.

If anything, government lawyers often find themselves immersed in a culture that emphasises a social good to the work being done, in the absence of catering to commercial clients' needs. If you're working at the DPP or Crown Solicitors, the measures of performance are based more around how well you serve the community interest, not the dollars being raked in from clients.

What has to be acknowledged is that there are comparatively less opportunities for advancement once you get to the senior levels. And then there's the ever important question of pay. But rest assured of high flexibility between government jobs. As for the starting salaries at the junior and mid levels, the pay is just as competitive as commercial law firms if not more so. Either way, if you're interested in the public sector, odds are that money is not going to be your only priority.

So again, if these factors are ticking your boxes, read on.

Australian Human Rights Commission

ABOUT THE ORGANISATION

ADDRESS Level 3, 175 Pitt Street, Sydney NSW 2001

CONTACT jobs@humanrights.gov.au

NUMBER OF STAFF 130 (can increase when major inquiries and partner funded projects are underway)

OFFICE LOCATIONS All staff are located in one Sydney CBD office

What sets this organisation apart from others?

The Australian Human Rights Commission is Australia's national human rights institute. It is an independent, statutory authority which leads the promotion and education of human rights in Australia. Our aim is to make human rights values a part of everyday life and language, to empower Australians to understand and exercise their human rights, to work with others to inspire action and to hold governments accountable to national and international human rights standards. Our statutory responsibilities include education and public awareness, discrimination and human rights complaints, human rights compliance, and policy and legislative development.

How does the organisation encourage a work/life balance?

The Commission offers:

- Flexible working arrangements and a broad range of attendance patterns
- Healthy lifestyle incentives
- Opportunities for in-house learning and collaboration with colleagues
- Celebration of diversity events
- Shared understanding of life events and their impacts on staff
- A proactive safety and risk management culture.

How does the organisation encourage employees to grow their potential?

The Commission provides a collaborative working environment where skills and expertise are shared across teams. Cross-Commission projects and roles that develop broader corporate responsibility are also encouraged. We offer studies assistance to staff undertaking tertiary study and provide in-house learning experiences from formal training to lunchtime learning sessions. Staff are encouraged through the performance development process to identify interest areas and to be proactive in finding skills acquisition opportunities. Internal employment opportunities can be offered for short to medium term career development.

What does the organisation look for in a potential employee?

- Professional qualities
- Sophisticated understanding of human rights issues in Australia

- Professional and culturally sensitive interaction with colleagues, external stakeholders and community members
- Intellectual rigour and analytical skills
- Exceptional communication skills across all formats
- Broad experience and connection with communities
- Personal qualities
- Integrity and compatible values alignment
- Objective, impartial and fair minded
- Commitment to social justice principles
- Practical, political astute and emotionally intelligent
- Respectful, generous and compassionate.

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

- Always speak to the contact person and be prepared with relevant questions.
- Look at the Commission's website, previous reports, current priority areas and strategic plan.
- Be familiar with the position of interest, what it will be responsible for and what skills and experience is expected.
- Follow the application instructions and check that you have completed all requirements, formatting and grammar are correct and that you have presented your information in a compelling manner.
- Don't be disheartened if not successful, there is strong competition for all Commission vacancies.

Our aim is to make human rights values a part of everyday life and language, to empower Australians to understand and exercise their human rights, to work with others to inspire action and to hold governments accountable to national and international human rights standards. ”

KEY QUESTIONS IN THE PUBLIC SECTOR

How are the skills and interests of a law student relevant to your organisation?

The Commission's work involves research, analysis and understanding of complex legislation and how it applies in various circumstances. Whether employed in our legal, policy or investigation and conciliation section, a wide range of legal skills are used on a daily basis. Policy staff need to develop compelling submissions and communicate that to legislators and policy makers. Investigation and conciliation staff need to understand and apply the law and support parties to come to an agreed position often after holding sometimes entrenched positions. Legal staff need to have a sophisticated understanding of the law and its application, and to be a 'subject matter expert' when arguing before the courts. Interest areas can range from specific work in discrimination law, Indigenous health, education or native title, social inclusion, accessibility, international engagement, economic security, climate change etc.

Do you offer any opportunities for non-penultimate year students?

The Commission offers internships to law students and offers may be made on the basis of study and community involvement.

What is the typical career path progression of graduates at your organisation?

The Commission engages all ongoing employees through a merit selection process. Career development through the organisation is dependent on talent, demonstrated high performance and opportunities provided through projects and collaboration.

An example of an internship:

An internship with the Commission provides a direct opportunity to be working on research, policy development, economic and social reform and community engagement strategies. An intern may be involved with:

- Conducting research and analysis
- Writing a background briefing paper, a draft speech, a draft chapter for a report
- Attending internal and external meetings
- Liaising with other government and non-government agencies on current social policy issues or projects
- Supporting an international delegation visit

How do students apply for an Internship?

- Advertising occurs September
- Applicants follow the application process on the Commission's website
- Applicants are assessed and may be required for interview.

Does the organisation take graduates directly?

Not currently.

Australian Taxation Office

ABOUT THE ORGANISATION

CONTACT graduateprogram@ato.gov.au and www.destination.ato.gov.au

We are a world-leading community of more than 24,000 people determined to keep Australia's revenue system vital, fair and progressive. We interact with a diverse range of individual and business taxpayers, as well as tax and superannuation professionals. We offer the opportunity for diverse experience and the unique chance to play an important role in supporting the tax and superannuation systems that underpin the Australian way of life.

What does the organisation look for in a potential employee?

We are looking for people who use the qualifications and experience they have attained and realise more about their chosen specialist area in a professional, practical environment.

We value the diversity that discipline brings and we know that one job does not fit all. We offer a number of different specialities or streams in our graduate program, depending on your qualifications. If you have the relevant degrees you can apply for more than one of the streams.

What is the purpose of your organisation?

Our professionals provide technical leadership and manage legal risks for our organisation. We establish and maintain the ATO's view of existing tax laws and oversee processes that ensure consistency and timeliness of tax technical decisions to promote certainty of law interpretation for taxpayers, their advisors, Treasury and government.

We also help shape the development of new laws by working with Treasury, providing high quality advice on policy proposals and the operation of existing laws.

How does the organisation encourage employees to grow their potential?

As part of a team, your work opportunities will include: having an influential role in shaping tax laws, policy, design and clarification; managing our litigation cases including as solicitor on the record; dispute resolution; managing interpretative advice and guidance; enhancing our relationships with professional bodies, consultative forums and the community; supporting changes to the Freedom of Information Act.

You will be exposed to a variety of work situations to develop, enhance and hone new skills and knowledge while you engage in a number of key business activities.

Experiencing diverse work environments will help you identify areas that interest you most. You don't have to do the same job forever. We encourage you to try new directions. When you work for us, you get a career, not just a job.

What is the typical career path progression of graduates at your organisation?

During the 12-month graduate program you will: be offered challenging, interesting work, undertake relevant specialised hands-on training, develop your skills and knowledge, shape your career, and develop a network of contacts across our organisation.

You will complete two work rotations and a client contact experience to give you exposure to different facets of the organisation. The client contact component aims to enhance your customer service skills.

You will receive technical and corporate training, and a starting salary among the highest in the Australian Public Service.

You will have the opportunity to gain an additional qualification by completing a Certificate IV in Government (Project Management).

On top of this, you will receive excellent superannuation benefits; generous leave provisions (including extra leave over Christmas); and the opportunity to apply for future assistance with your studies.

After you successfully finish the program you are guaranteed: a permanent position, a salary increase, a classification advancement.

In addition to excellent working conditions, we promote and enjoy a positive workplace culture. Add that to training, flexibility, support and variety and you have an employer of choice.

GRADUATE RECRUITMENT

Does the organisation take graduates directly?

Yes. You must have successfully completed your relevant degree in or before semester two, 2014.

To be eligible for employment with us, you must be an Australian citizen by October 2014. To check your eligibility visit the Department of Immigration and Citizenship website and use the residence calculator.

What is the method of application for graduates?

Applications are made online. This year applications for the 2014 Graduate Program were open from 4 March 2013 and closed 5.00pm AEST on 2 April 2013. Visit www.destination.ato.gov.au for further information including testimonials from current ATO graduates. We encourage applications from all areas of the community, including Indigenous candidates and applicants with a disability.

Acceptance of a position in the 2015 ATO graduate development program cannot be deferred beyond the commencement date or to a subsequent year.

ABOUT THE ORGANISATION

ADDRESS Head Office: 323 Castlereagh Street, Haymarket, with 20 other locations across NSW.

CONTACT Anita Fredkin, 9219 5954, anita.fredkin@legalaid.nsw.gov.au

NUMBER OF STAFF 900

OFFICE LOCATIONS Parramatta (2 offices), Newcastle, Campbelltown, Liverpool, Fairfield, Penrith, Bankstown, Blacktown, Burwood, Orange, Lismore, Gosford, Dubbo, Sutherland, Wollongong, Coffs Harbour, Nowra, Wagga Wagga, Tamworth

AREAS OF PRACTICE People and Organisational Development, Family Law, Criminal Law, Civil Law, Strategic Planning and Policy

What sets this organisation apart from 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 new 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, 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, a choir called "The Scales of Justice". There is also a Health and Wellbeing Committee which will have input into other initiatives for Legal Aid NSW.

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 relevant courses 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.

KEY QUESTIONS IN THE PUBLIC SECTOR

What is the purpose of your organisation?

We provide advice and minor assistance as well as representing people who qualify for aid in criminal, family and civil matters. Legal Aid has a strong social justice stance and provides legal services to the socially and economically disadvantaged within our community across NSW.

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 they can assist in preparing briefs, taking instructions from clients, 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 are asked to 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.

What is the typical career path progression of graduates at your organisation?

If a graduate commences under the Career Development Program, they are appointed for a two year period during which they work in two legal practice areas. Following this period, they are eligible to apply for any positions that arise in the organisation.

GRADUATE RECRUITMENT

Does the organisation take graduates directly? Yes.

Anticipated graduate intake for this year: 2 to 4 graduates commenced in February 2013. This is the commencement period each year.

What is the method of application for graduates?

The program is advertised on Legal Aid website and www.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 average academically. The closing date is usually 1 month after advertising.

NSW Crown Solicitor's Office

ABOUT THE ORGANISATION

ADDRESS 60-70 Elizabeth St, Sydney NSW 2000

CONTACT Vicki Carroll and Emma Ross, (02) 9924 5000, csorecruit@agd.nsw.gov.au, www.cso.nsw.gov.au

NUMBER OF STAFF 160 solicitors and around 120 legal support staff

OFFICE LOCATIONS Central Sydney

What is the role of your organisation?

The role of the Crown Solicitor's Office 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 perform general legal work for government agencies.

How are the skills/interests of law students relevant to your organisation?

The CSO deals with a broad range of matters that affect the entire community. The opportunity to work on matters that benefit the community can be particularly rewarding. It can offer valuable experience in different practice areas and ongoing opportunities for advancement.

What particular attributes do you think define your employees?

CSO employees are passionate about the law and enjoy the quality of work that it offers. They are dedicated to providing clients with the best legal advice and services. They are respected and respect one another. They work collaboratively. The CSO has a policy of zero tolerance towards bullying and harassment in the workplace.

How do students apply for clerkships and graduates to this organisation?

Positions are offered online through the Jobs NSW and Seek websites and are usually open for 2 weeks. Applicants should submit their CVs and a statement indicating how they meet the selection criteria. A copy of their academic transcript should be attached to the application. Applications should be submitted through www.jobs.nsw.gov.au. Shortlisted candidates will be interviewed and their references checked as part of the selection process.

What does the organisation look for in a clerk?

The CSO recruits law students as legal clerks (paralegals) if they have completed at least two years of legal studies with at least a credit average. Candidates applying for a legal clerk position must meet the following selection criteria:

- Proven research skills including electronically assisted research
- Ability to exercise discretion, initiative and work to deadlines in a team environment
- Excellent written and oral communication skills
- Excellent client service skills.

To support its business growth, the CSO seeks to recruit law graduates with superior academic achievements. They must also meet the criteria listed above.

The program for law graduates of Aboriginal or Torres Strait Islander descent requires applicants to meet similar criteria.

What role would a graduate have?

The CSO has graduate recruitment programs that offer employment to law graduates: one is restricted to people of Aboriginal or Torres Strait Islander descent, while the other is open to all applicants. Under these programs, graduates assist senior solicitors in managing their legal practices. The graduates rotate at regular intervals and gain practical experience in different areas of law. Once they have completed a two-year development program, they are assigned their own practice to manage, under supervision.

Graduates must have completed a law degree to be eligible for employment. They must also meet the following selection criteria:

- Legal skills which enable the provision of legal advice and representation
- Proven research skills including electronically assisted research
- Excellent written and oral communication and interpersonal skills
- Ability to exercise discretion, judgment and initiative and to work to deadlines in a team environment
- Ability to provide excellent client service in a commercial environment

Is there a typical trajectory in your organisation? What sorts of roles can a graduate progress into?

Following the two-year development program, a graduate is placed as a solicitor in one of the CSO's eleven practice groups (see website for details). They will be given responsibility for managing their own legal practice under the supervision of a senior solicitor.

What is the anticipated graduate intake this year?

The CSO anticipates employing up to ten law graduates this year.

NSW Law Reform Commission

ABOUT THE ORGANISATION

ADDRESS Level 13, Swire House, 10 Spring Street, Sydney
CONTACT Paul McKnight - Executive Director, 80619270, nsw_lrc@agd.nsw.gov.au
NUMBER OF STAFF 12
OFFICE LOCATIONS Sydney
AREAS OF PRACTICE Law reform

What sets this organisation apart from others?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government on matters referred to it by the Attorney General. Staff have the opportunities to work closely with Commissioners, who are at the top of the legal profession, and to contribute to the development of the law in New South Wales.

How does the organisation encourage employees to grow their potential?

The Law Reform Commission supports ongoing professional development. Each staff member agrees an individual training plan. We are committed to developing future leaders in law reform and policy development.

KEY QUESTIONS IN THE PUBLIC SECTOR

What is the purpose of your organisation?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government through the Attorney General on matters referred to it by the Attorney General.

Why work in the public sector?

Law reform and policy work provides opportunities to make a difference by considering issues broadly.

Do you offer any opportunities for non-penultimate year students?

No.

CLERKSHIPS OR INTERNSHIPS

Do you intend to offer clerkships/internships to students outside their penultimate year?

Unpaid internships are only open to penultimate and final year students during the winter and summer breaks.

What work does the organisation offer a clerk/intern?

Interns work as integral members of our project teams, and undertake research and writing on our references.

GRADUATE RECRUITMENT

Does the organisation take graduates directly?

Yes.

Anticipated graduate intake for this year

1-2.

If applicable, what is the method of application for graduates?

Graduate recruitment is advertised as opportunities become available through the Jobs NSW site: www.jobs.nsw.gov.au.

“ We are committed to developing future leaders in law reform and policy development. ”

NSW Public Defenders

ABOUT THE ORGANISATION

ADDRESS Public Defenders Chambers, Level 23, 1 Oxford Street, Darlinghurst NSW 2010

CONTACT Ruth Heazlewood, (02) 9268 3122, ruth_heazlewood@agd.nsw.gov.au

AREAS OF PRACTICE Criminal defence

KEY QUESTIONS IN THE PUBLIC SECTOR

What is the purpose of your organisation?

The role of Public Defenders is to represent those clients who have been charged with serious criminal offences in NSW, upon having been granted legal aid. The organisation also contributes to law reform and legal education through participating on criminal justice committees, producing papers and submissions to the Attorney General, and by providing work experience to students and new barristers.

INTERNSHIPS

NSW Public Defenders provides limited unpaid work for selected students under certain circumstances – eg. placements with universities as part of their courses. Consideration will be given to students undergoing their practical legal training.

Paid work experience is only available to successful candidates for the Aboriginal Law Graduates Program. The candidates are to be nominated by their university or under the NSW Bar Association's Equal Opportunity program.

Enquiries about work experience should be made to:

The Chambers Manager
Public Defenders
Level 23
1 Oxford Street
Darlinghurst NSW 2010
Tel: 02 9268 3122
email: ruth_heazlewood@agd.nsw.gov.au

GRADUATE RECRUITMENT

There are no designated graduate or clerk positions. Public Defenders are appointed under the *Public Defenders Act 1995* (NSW).



The Courts

Working as a Judge's assistant provides the opportunity for law graduates to gain an insight into the judicial process and also assist the Judge in his or her duties to the Court. Experience in this regard may be a particularly attractive pathway for those wishing to pursue a career at the Bar, as it opens up fantastic opportunities for law graduates to closely observe legal advocacy from within.

In the High Court, Federal Court and District Court, a Judge's legal assistant is called an Associate, whilst in the Supreme Court, a Judge's legal assistant is historically known as a 'Tipstaff'. Legal Tipstaves will provide support to Judges in the Equity and Common Law Division and to Judges in the Court of Appeal. In addition, many Legal Research positions are also offered at various courts. If you are interested in applying for a position as an Associate, Tipstaff or Legal Research Officer, a good place to begin your research would be the relevant Court's website which will provide information for prospective applicants on the application process. You may also wish to look over the 2013 Judge's Associates Guide compiled by the Australian Law Students' Association (ALSA), which provides information on the application procedure for the various Courts as well as a compilation of the experiences and reflections of former Associates and Tipstaves to the Court.

The duties required of an Associate or Tipstaff will vary depending on the particular jurisdiction, Court and discretion of the Judge, but will largely involve undertaking legal research, proofing draft judgments, liaising with Counsel and assisting with administrative work.

Application processes vary among Courts and Tribunals but the High Court and Federal Court do not advertise available positions so the applicant should write directly to the Justice or Judge. In the Supreme Court, applications are to be made early in the year before the appointment is to take effect, that is, no later than the 30th March. Whilst applicants are generally expected to have an excellent academic record, highly developed legal research skills and extracurricular or voluntary work are also favourably looked upon.

The following profiles of former Associates and Tipstaff to the Court should aid your understanding of the application process and nature of these positions.

High Court of Australia

PROFILE

Christine Ernst

HIGH COURT OF AUSTRALIA, ASSOCIATE

For whom do you work? Which court? Which division?

I worked as Associate to Justice Susan Kiefel AC of the High Court of Australia.

What is the role of the Associate/Tipstaff/Researcher?

The role of an Associate is dynamic and exciting. An Associate assists his or her Judge across the various phases of judgment production, from conducting preliminary research before a matter is heard, to proofing the final draft of the judgment just before it is ready to be delivered. During sitting weeks, an Associate 'tips' in court, which is a great opportunity to listen to oral argument from some of Australia's leading barristers.

What does the applications process involve? How do interested individuals apply?

Applicants should send a short cover letter and CV to the chambers of the Judge or Judges to whom they wish to apply. The High Court's mailing address is available on its website (www.hcourt.gov.au).

Who can apply for an Associate/Tipstaff/Researcher position? Are there any restrictions?

Apart from an undergraduate law degree, there are no official requirements. However, it is a good idea to check with individual chambers as to particular Judges' preferences; for example, some prefer Associates to have gained some work experience after law school before coming to the Court.

When do applications open? When should interested individuals apply?

There is no formal timeframe for hiring. Some Judges hire over two years in advance; others hire less than a year before a candidate will be due to start. Again, it is best to phone the individual Judges' chambers (via the High Court Registry) to ask about upcoming vacancies.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

Throw your hat into the ring! You never know where it might take you.

What inspired you to apply for the position?

A friend of mine who was an Associate herself encouraged me to apply. I probably would not have applied unprompted – a High Court associateship seemed a pipedream – and so I will forever be grateful for her encouragement.

What has interested you most about the position?

The sheer diversity of the High Court's caseload makes it an endlessly stimulating place to work. It ranges from constitutional challenges brought in the High Court's original jurisdiction, to the hearing of matters which have warranted a grant of special leave to appeal. One day an Associate might be sitting in on an appeal involving a seldom-used provision of State criminal law; the next, researching the intricacies of the constitutionally protected implied freedom of political communication. There was hardly a subject from law school that I did not find myself revisiting over the course of the year.

What are your plans after your time at the court?

I was admitted as a lawyer shortly after finishing at the Court, and am now practising at a commercial law firm.

Describe one challenge you have faced.

The sheer number of different matters heard by a single Judge means that the work is varied and fast-paced (this, of course, is part of what makes it exciting). The travelling aspect of many Associates' roles adds another layer of activity to this already busy lifestyle. Each Judge has chambers in his or her home city (currently, Brisbane, Melbourne, Sydney or Perth). In addition to having an Associate based in Canberra, most of the Judges have a second Associate based in the Judge's home city. This 'travelling Associate' works in the home city during non-sitting weeks and travels to Canberra with the Judge during sitting weeks. Although this makes for a very busy schedule, the opportunity to travel frequently with the Judge is one that is unparalleled.

Do you have any memorable experiences?

An endless supply! Every Associate has war stories of near-'disasters' averted in the nick of time (usually involving tipping mishaps - for example, forgetting to check that the Judge would have a chair to sit on upon entering the courtroom). Some of my most memorable experiences involve the time I spent with my fellow Associates. The experience of relocating to Canberra and/or travelling together, coupled with the relatively small size number of Associates (fourteen, plus a Legal Research Officer), lays the foundation for close and lasting friendships.

Federal Court of Australia

PROFILE

Fiona Graney

FEDERAL COURT OF AUSTRALIA, ASSOCIATE TO THE HON JUSTICE FLICK, 2012

For whom do you work? Which court? Which division?

From January 2011 to February 2012 I worked with the Honourable Justice Flick in the Federal Court of Australia.

What is the your role?

An Associate prepares for Court, attends Court, researches areas of law, liaises with members of the legal profession to ensure that hearings run smoothly, proofreads draft judgments, maintains files in Chambers and travels with the Judge during Full Court periods.

What does the applications process involve? how do interested individuals apply?

Interested individuals should address a personalised cover letter, CV and academic transcript to specific judges. This can be done by post or e-mail.

Who can apply for this position? are there any restrictions?

Associates should have a law degree by the time they start their associateship. It is not necessary to be admitted as a solicitor. Some Judges prefer their Associates to have some legal experience, but most Judges will accept applications directly from university students.

When do applications open? when should interested individuals apply?

There is no formal application date. Applicants should write to or email the Chambers of a Judge in February-May, with a view to attaining a position for the following year. Most Judges will hire their Associates one year in advance. Some will hire two years in advance.

Do you have any specific advice for applications? is there anything you wished you knew before you applied?

Applicants should research their Judges carefully. They should speak to members of the legal profession, academics and former and current Chambers staff and familiarise themselves with any journal articles and looseleaf services that the Judge has written. It is also a good idea to become familiar with any recent decisions or decisions that may have been appealed. Review your cover letter very closely for any typographical errors. Judges and their Executive Assistants will read your cover letters carefully and they have eyes finely attuned to picking up errors.

What inspired you to apply for the position?

I was inspired to apply after speaking to older friends who had thoroughly enjoyed their time at the Court. I had some experience in litigation at a top-tier firm and I wanted to see what life was like on the other side of the bench.

What has interested you most about the position?

It is difficult to choose which Court to apply to, but one attraction of the Federal Court is that it hears a very wide range of matters, and that I had an opportunity to see matters in the original and appellate jurisdiction of the Court.

What qualities are required of an associate?

Associates should have strong organisational skills and an ability to pay attention to detail. Another requisite is discretion. As a Judge's Associate, you will sometimes have privileged material or material protected by a confidentiality order in your possession. It is important to take your role very seriously.

Describe one challenge you have faced.

Time management is often a challenge for Associates in the Federal Court. When a judgment is delivered, for example, it is the Associate's job to notify legal practitioners, to ensure that the judgment does not contain any errors, to make sure that enough copies of the judgment are printed and available for distribution. The Full Court periods can be very challenging and busy, as you may have to race from the Law Courts Building in Sydney, to the airport, to Court in another State or Territory. Duty week can also be unpredictable and exciting. Sometimes life as an Associate can be pretty fast-paced!

Do you have any memorable experiences?

I found that one of the highlights as an Associate was having a calendar full of prestigious social events. There were ample opportunities to mingle with Judges, such as at the Federal Court Christmas Party. There were frequent opportunities for socialising during Full Court periods, as Judges, their Executive Assistants and Associates would often meet up for dinner interstate. One of my favourite nights last year was at a dinner at a Chinese restaurant in Melbourne with the Chief Justice, four other Federal Court Judges and their Chambers staff. It was surreal and awe-inspiring to get an opportunity to speak to such interesting and intelligent individuals about their interests outside of law, including subjects like film, literature and travel.

New South Wales Supreme Court of Appeal

PROFILE

May Samali

NEW SOUTH WALES SUPREME COURT OF APPEAL, TIPSTAFF, 2011

For whom do you work? Which court? Which division?

In 2011, I had the honour of serving as the Tipstaff to the Honourable Justice Margaret Beazley AO of the Court of Appeal of the NSW Supreme Court. Her Honour has since been appointed as President of the NSW Court of Appeal.

I also had the privilege of serving as the Tipstaff to the Honourable Acting Justice Murray Tobias AM RFD of the NSW Court of Appeal for two months in 2011.

What is the role of the Associate/Tipstaff/Researcher?

Each chambers typically consists of the Judge, the Tipstaff / Associate (the 'legal' assistant in State courts) and the Associate / Executive Assistant (the 'administrative' assistant in Federal courts). The division of labour between Tipstaff / Associate and Associate / Executive Assistant is particular to each chambers.

As the Tipstaff / Associate, your primary role is to support the Judge to carry out his / her judicial functions and professional responsibilities as efficiently and effectively as possible. This is a broad mandate, which may encompass everything from setting up court to proofing judgments to picking up dry cleaning. A humble posture of learning is key!

As a Tipstaff / Associate, you will have the unique opportunity to be involved in most, if not all, aspects of chamber's life. Your duties may include:

- Preparing for and setting up court – setting up the Judge's trolley, robing the Judge, contacting counsel for lists of authorities, collecting authorities from the library etc.
- Assisting during court hearings – liaising with court reporters, conducting quick searches of cases during the hearing etc.
- Legal research – reviewing precedent on a particular point of law, researching overseas cases and jurisprudence etc.
- Assisting with producing judgments – proofing judgments including substantive edits and copy edits, writing headnotes and catchwords, giving feedback to the Judge on the structure of judgment, drafting sections of judgments etc.
- Attending functions with the Judge – accompanying the Judge to NSW Bar Association events, CLE events, book and program launches, judging moots / speeches etc.
- Assisting with producing other publications – proofing and referencing books, journal articles, speeches, seminar papers produced by the Judge etc.
- Running errands – picking up dry cleaning, mail runs, coffee runs etc.

- Liaising with relevant parties – contacting the Registry, communicating with counsel and solicitors, liaising with other Judges' chambers etc.
- Representing chambers – greeting guests, fielding telephone inquiries etc.
- Being a bouncing board for ideas – discussing cases and judgments with the Judge etc.

What does the applications process involve? How do interested individuals apply?

Each chambers has complete ownership over its own Tipstaff / Associate recruitment process.

Broadly speaking, however, the application process involves two main steps:

1. Submitting a one-page cover letter, a 2-3 page CV and an academic transcript to the Judge's chambers.
2. An interview with the Judge.

Who can apply for an Associate/Tipstaff/Researcher position? Are there any restrictions?

The only restriction on applicants is that they must be law students (and presumably law graduates by the time they start as a Tipstaff / Associate). Most applicants tend to be penultimate or final year law students. Having said that, a significant number of applicants have already been in the workforce for a year or two and/or may have completed graduate degrees.

Whilst a strong academic record will increase your prospects of success, there is no standard or minimum academic average / WAM cut-off imposed upon applicants. Each individual Judge is free to give as much or as little weight to academics as His / Her Honour wishes.

When do applications open? When should interested individuals apply?

The Tipstaff / Associate recruitment process is different to the corporate clerkship recruitment process. It is not coordinated or centrally organised. There are no universal application dates. Application dates differ from court to court and from Judge to Judge. Some High Court Judges recruit years in advance. Most other Judges recruit 6-18 months in advance of the starting date.

If you are interested in working for a particular Judge, you should call the Judge's Associate / Executive Assistant to find out:

- Whether the Judge is accepting applications for whichever

year you want to apply

- When you should submit your application
- How you should submit your application (e.g. whether the Judge prefers the application in soft or hard copy).

The Judge's Associate / Executive Assistant's contact details are available on the court website. The Associate / Executive Assistant's are extremely helpful (remember, courtesy is key).

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

If you are interested in working as a Tipstaff / Associate:

- Consider what areas of law / courts you are interested in gaining exposure to.
- Consider whether you more interested in trial or appellate work.
- Talk to past and present Tipstaves / Associates to gain insight into the different courts and the judicial personalities.
- Read the swearing-in speeches of Judges that interest you. This will give you a good sense of their background, career progression, family life and broader interests and activities.

A few hints:

- Don't apply to every single Judge in a particular court. It isn't a good look. Be purposeful and selective.
- Do your due diligence and tailor your cover letter to the particular court and Judge you are applying for. For example, don't talk about how much you look forward to witnessing cross-examination if you are applying for a position with a Judge of Appeal.
- Get the terminology right. The position of Associate in the NSW court system is equivalent to that of an Executive Assistant in the Federal court system. If you are applying to a Judge in the NSW courts, you probably mean to apply for a Tipstaff position, not an Associate position.
- Don't simply cut and paste your corporate clerkship cover letter. Judges aren't interested in corporate speak. Be yourself.
- No two interviews are the same.
- In an interview, be ready to articulate why you are interested in working with the Judge for a whole year. If you are potentially interested in going to the Bar or pursuing post-graduate study further down the track, say so!
- The purpose of the interview is for the Judge to get to know you better. They are not trying to catch you out! They simply want to know whether you are someone they could work with 8-10 hours a day, 5 days a week for a whole year.
- Be prepared to accept the offer on the spot. Judges have been known to offer applicants the job within the first few minutes of the interview.

What inspired you to apply for the position?

I applied to work as Justice Beazley's Tipstaff because:

- I have always had the greatest respect and admiration for Justice Beazley. She is a fantastic role model, an inspiring leader and a brilliant legal mind.
- I wanted greater exposure to court processes, top silk and appellate work. Some of our country's greatest advocates appear before the Court of Appeal. The opportunity to see

barristers in their element was a definite incentive.

- I was keen to learn more about the judiciary, judicial personalities and to better understand the judicial decision-making and judgment writing process.
- I wanted to spend my first year out of law school doing a variety of interesting legal work with some of the most experienced members of the legal profession.
- I had heard rave reviews from former Tipstaves / Associates who highly recommended the experience!

What has interested you most about the position?

What interested me most about the position was that it presented a unique opportunity to work alongside an outstanding legal mind and to learn through osmosis.

What are your plans after your time at the court?

Since finishing as a Tipstaff, I have been working as a Lawyer at Herbert Smith Freehills and serving as the Deputy CEO of 180 Degrees Consulting Limited. I endeavour to complete my postgraduate studies overseas within the next few years.

What qualities are required of an associate/tipstaff/researcher?

The five most important qualities of a Tipstaff / Associate are:

1. A love of the law and legal research / interest in advocacy.
2. A careful balance of confidence and humility.
3. Diligence and attention-to-detail.
4. Trustworthiness / discretion.
5. Organisational abilities – you will develop the skills of a 'human filofax'!

Describe one challenge you have faced.

My greatest challenge during my first few weeks was to muster up the courage to provide the Judge with honest feedback on her draft judgments. Who am I to tell the Judge what I think about this sentence or this decision? The prospect of 'editing' judgments became less daunting once I realised that the Judge was very receptive to, and in fact welcomed, constructive criticism. The judgment production process is highly dynamic and iterative. I learnt so much through this experience.

Do you have any memorable experiences?

My year with Justice Beazley was full of amazing experiences and memories. The highlight was developing a very close and valuable relationship with the Judge. Working with Justice Beazley provided me with much personal and professional fulfilment. She is one of my greatest mentors.

New South Wales Supreme Court

PROFILE

Chris Beshara

NEW SOUTH WALES SUPREME COURT, RESEARCHER, COMMON LAW
DIVISION 2012

COMMON LAW DIVISION

For whom do you work? Which court? Which division?

I work as Researcher to the Common Law Division of the Supreme Court of New South Wales. In my day to day work, I answer to the Chief Judge at Common Law.

What is your role?

The Common Law Researcher primarily assists judges in the Common Law Division with research on legal issues that have arisen in cases being heard in the Division. The Common Law Division hears a diverse range of matters that involve issues of criminal law, administrative law and tort. There is occasionally the opportunity to assist judges with extra-curial research (for use in a speech to be delivered by the judge, for example). In addition, Researchers are required to fill in for tipstaves who are absent or unable to attend to their tipping duties for any other reason.

What does the applications process involve? How do interested individuals apply?

The application process involves the submission of an application to the chambers of the Chief Judge at Common Law, usually in the first half of the year that precedes the one for which you are applying.

Who can apply for this position? Are there any restrictions?

Anyone who will have finished law school by the time they intend to assume the job may apply.

When do applications open? When should interested individuals apply?

Applications are accepted all year round until a suitable candidate is found, but the chambers of the Chief Judge does prefer to select a candidate as quickly as possible, so the earlier the better.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

The application should strongly emphasise the applicant's legal research skills and experience.

What has interested you most about the position?

The opportunity to work closely with brilliant legal minds and to see how things work from "the other side" has interested me most about the position. The concern in this job is not to arrive at the answer your client wants, as it is in many commercially driven environments, but to settle on the answer that is correct and just.

Describe one challenge you have faced.

A constant challenge is balancing the deadlines you must meet with your desire to catch every typo and cover every legal issue.

New South Wales Supreme Court

PROFILE

Xi Bing (Julia) Su

NEW SOUTH WALES SUPREME COURT, TIPSTAFF TO THE HON JUSTICE REIN, EQUITY DIVISION 2012

EQUITY DIVISION

For whom do you work? Which court? Which division?

Justice Rein, trial judge in the Equity Division of the Supreme Court of New South Wales.

What is your role?

Generally Supreme Court judges appoint graduates as tipstaves but in Justice Rein's case a new Associate is appointed each year. Every judge runs their chambers differently and this is one instance of that fact.

In Court, I sit between the Bench and the Bar, in front of the Judge, and I work on my computer when I am not marking the exhibits, making note of the orders for the Record of Proceedings or following something interesting happening in the course of the trial. In chambers, I assist the Judge with typing judgment drafts and publishing judgments on Caselaw. If a judgment is particularly long or complex, I might be asked to assist by writing a note on a particular evidential or legal issue arising in the case. I also maintain the diary and liaise with other judicial officers and court officers and solicitors, counsel and litigants on behalf of the Judge.

What does the application process involve? How do interested individuals apply?

Applicants need only send their cover letter, curriculum vitae and academic transcripts to the Associate.

Who can apply for this position? Are there any restrictions?

Graduates usually apply for these positions, although there are no real restrictions – lawyers who have already been in practice have also been appointed in these roles.

When do applications open? When should interested individuals apply?

You can always check with the individual Judge (through contacting their Associate) when they are accepting applications, but usually judges start receiving applications from the very beginning of Law Term (last week of January) and I think that's a good time to start applying.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

I had spoken to friends already working at the Court before applying, so I knew pretty much all that I could have wanted to know – it was very helpful and I would recommend speaking to someone who's already working at the Courts in the role that you're interested in. They're mostly graduates so you will probably know someone doing it or know someone who knows someone who's doing it and I'm sure they'd be willing to talk to you about the position so don't be afraid to ask. The Panel that SALS organises is also a good alternative to this!

One piece of advice which my friend gave me, and which we agreed at the Panel this year would be useful, is to read the swearing-in speeches that are available on the Court's webpage – this is one way in which you can get to know a bit more about a Judge you are applying to.

What inspired you to apply for the position? What has interested you most about the position?

I was really interested to see the operation of our legal system in the Courts and also to see brilliant legal minds in action – and I have not been disappointed. It has been a fantastic learning experience to be able to see all aspects of the conduct of a trial and to be privy to the Judge's thoughts on cases as they unfold.

What are your plans after your time at the court?

I don't know yet so thankfully I have this year to take a step back and think about my plans.

What qualities are required in an Associate?

The same qualities that would be required in any other position – attention to detail, legal research and writing skills, general IT and typing abilities.

Describe one challenge you have faced.

It has been disconcerting to see the reality of how underrepresented women are at the Bar. In the first hearing we had this year, all four counsel at the Bar table were men, whereas in the three months of my Associateship so far, in total only four female barristers have appeared at hearings before the Judge. It is often the case that only male counsel are instructed, and this is not necessarily because they are more competent than the female barristers, at least not from what I have seen. It is a disappointing situation, but one which I am hopeful will soon change as our generation of law graduates embark on our careers.



Alternative Dispute Resolution

ADR (Alternative Dispute Resolution) is an umbrella term that describes processes in which an independent person assists parties in the resolution of a dispute. There are many benefits to using ADR as a model of conflict resolution as distinct from litigation as it can be a faster, cheaper, more confidential and flexible way for disputing parties to resolve issues whilst also preserving business or personal relationships. A lawyer's role in the ADR process largely depends on the nature of the dispute and the ADR process relied upon. It may range from merely advising the client before the ADR process, to representing the client during the process and undertaking all communications on behalf of the client. The following outlines the common types of ADR undertaken in Australia, which includes mediation, arbitration and conciliation. For more information on the many different types of ADR, see the National Alternative Dispute Resolution Advisory Council (NADRAC) at www.nadrac.gov.au.

Mediation: Mediation is the most widely used form of ADR. A neutral third party (the mediator) will assist the parties to identify issues involved in the dispute and facilitate a negotiated agreement between the parties. This allows both parties to put forward their points of view and discuss issues of concern. However, the mediator does not give his or her advice about the issues or decide upon the outcome of the mediation.

Arbitration: A dispute is submitted to a third party (an arbitrator) who will provide a determinative ruling in the form of an award after considering evidence submitted by both parties to a dispute. The arbitrator may be a person with expertise in the field.

Conciliation: A conciliator will help parties of a dispute identify the issues in a dispute, discuss options and try to reach an agreement. A conciliator is often legally qualified or has some technical qualification in the subject matter they are dealing with. A conciliator may provide advice and suggest options to resolve issues, but will not make a determination.

Australian Centre for International Commercial Arbitration (ACICA)

ABOUT THE ORGANISATION

ADDRESS Level 16, 1 Castlereagh Street, Sydney NSW 2000

CONTACT Secretary-General: Michelle Sindler, Deputy Secretary-General: Deborah Tomkinson, Tel: 02 9223 1099, Email: secretariat@acica.org.au

OFFICE LOCATIONS Head Office: Sydney, Additional registries: Melbourne and Perth

AREAS OF PRACTISE International Arbitration and Mediation

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

ACICA is Australia's only international arbitral institution. Established in 1985 as a not-for-profit public company, its membership includes world leading practitioners and academics expert in the field of international and domestic commercial arbitration and all forms of dispute resolution.

A major partner of Australia's premier dispute resolution venue, the Australian International Disputes Centre (AIDC), ACICA is a signatory to co-operation agreements with over 50 global arbitral bodies including the Permanent Court of Arbitration at The Hague.

On 2 March 2011, the Australian Government confirmed ACICA as the sole default appointing authority competent to perform the arbitrator appointment functions under the amended *International Arbitration Act 1974* (Cth).

What services does the organisation provide?

Upon request, ACICA can make available or arrange for such facilities and assistance for the conduct of arbitral proceedings as may be required, including suitable accommodation for sittings of arbitral tribunals, secretarial assistance and interpretation facilities. ACICA can also appoint experienced arbitrators, fix fees and hold security deposits for arbitrations. ACICA can appoint mediators and provide administrative services for international mediations.

ACICA also operates to promote Australia as a venue for international commercial arbitration and provides general information in response to requests related to arbitration and mediation agreements, rules and arbitration law and practice.

What significant work has the organisation done recently?

In addition to an increasing case load of international arbitrations, ACICA has recently undertaken road shows in Dubai and Qatar, with others planned for later in the year in the United States, Japan and Korea.

ACICA intervened, along with the Chartered Institute of Arbitrators (Australian branch) (CI Arb) and Institute of Arbitrators and Mediators as amicus curiae in the High Court proceedings in TCL Air Conditioner (Zhongshan) Co Ltd and the Judges of the Federal Court of Australia [2013] HCA 5.

What training opportunities does the organisation provide?

ACICA provides educative services through the support of conferences and seminars related to international arbitration and alternative dispute resolution (ADR). In addition, ACICA's partner organisations such as Australian Commercial Disputes Centre (ACDC) and the CI Arb, offer training in mediation and conflict resolution as well as international commercial arbitration.

What does your organisation offer to law students?

ACICA offers, in conjunction with AIDC, a limited number of voluntary internships to law students interested in ADR (subject to availability). ACICA also supports the CI Arb Young Members International Arbitration Forum. CI Arb offers free affiliateship to students – see www.ciarb.org/joining-us/student-affiliateship/. Interest in relation to voluntary internships or the CI Arb Young Members Forum can be directed to the ACICA Secretariat.

How can graduates get involved in your organisation?

ACICA offers a case manager internship program through its Corporate Members. If graduates working in one of ACICA's Corporate Member law firms are interested in this program, they should make this known to the relevant ACICA contact person at that firm.

If graduates would like to undertake training to be accredited as a mediator, ACDC offers such training (see www.acdcltd.com.au/training/mediation-training/).

QUESTIONS ABOUT MEMBERSHIP

How do you become a member of the organisation?

See www.acica.org.au.

Does the organisation offer student or associate membership?

ACICA offers Associate membership.

What are some benefits of membership?

ACICA Associates receive regular updates in the form of the ACICA News, emails about activities that may be of interest and a reduced rate for seminars and events.

ABOUT THE ORGANISATION

ADDRESS IAMA Dispute Resolution Centre, Level 9, 52 Phillip Street, Sydney, NSW 2000

CONTACT If you have any questions about becoming a member, our events and training, and our publications and work, please email: info@iama.org.au, and your enquiry will be answered by the appropriate contact person.

OFFICE LOCATIONS Our national office is based in NSW and we also have offices around Australia.

Visit: www.iama.org.au/contact-details for our State Chapters' contact details.

AREAS OF PRACTICE Alternative Dispute Resolution Services and Training

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Founded in 1975, IAMA has established a long standing reputation for facilitating the most practical and most rewarding professional development training for people of all industries. By providing education and training on current developments in ADR, we encourage everyone to continue to learn and experience reasons that make ADR increasingly popular in Australia and overseas.

What services does the organisation provide?

IAMA provides services in all forms of ADR including arbitration, mediation, conciliation, adjudication, and expert determination.

What significant work has the organisation done recently?

Last month, we participated in the process of consideration of the, 'Queensland Commercial Arbitration Bill'. Recognised as being, 'a highly regarded and influential contributing stakeholder', the passing of the Queensland Act represents an important step towards a uniform Australia-wide legislative regime and we are very pleased to have a significant role in making this happen.

How can your organisation help with career development?

We have many events and training such as forums, seminars, workshops, designed for people's professional development and also give them a chance to build their contacts in ADR.

Our NSW Chapter runs a monthly forum on recent developments in ADR. Our March Forum, held at Colin Biggers and Paisley Lawyers, was presented by three mediator members to discuss current issues relevant to mediation and mediators today such as procedural, technical, and trends and developments. Our presenters explored many interesting topics such as the role of neuroscience in decision-making, negotiating and conflict resolution. After the discussion, participants had the chance to network and enjoy drinks and canapés provided by the firm's own catering team.

For details on upcoming events, please visit our Events Calendar: www.iama.org.au/events.

What kind of accreditation schemes does the organisation offer?

Our most popular course, 'The IAMA Practitioner's Certificate in Mediation', is approved by the Mediator Standards Board and meets the National Mediator Accreditation System ("NMAS") training requirements.

Details for the next PCM course in Sydney will be sent to everyone on our mailing list and posted on our website. If you wish to receive more information about our courses and training, email your contact details to: info@iama.org.au.

What does your organisation offer to law students and graduates?

Our coaches and trainers are some of the nation's most successful legal practitioners who have useful tips and advice that are particularly valuable for new lawyers. Further, it is important that law students and graduates receive ongoing help and support from the right people in the legal industry. Our student members are encouraged to attend our forums where they can share their interest in ADR with some of our Fellows who are lawyers, barristers, and ADR professionals and receive practical tips and advice for their career development.

How can law students and graduates get involved in your organisation?

Apart from participating in our events and training, we also encourage law students and graduates to be recognised for their work.

IAMA publishes a monthly e-Newsletter, 'IAMA Pulse', as well as a peer-reviewed ADR journal, 'The Arbitrator & Mediator', all publications are read by our members and online subscribers around Australia and overseas. Our Publications are available on our website: www.iama.org.au/resources/publications. For more information, email: info@iama.org.au.

QUESTIONS ABOUT MEMBERSHIP

How do you become a member of the organisation?

Information on joining IAMA and membership benefits is available on our website.

Please visit: www.iama.org.au/membership/become-member.

ABOUT THE ORGANISATION

ADDRESS Level 1, 13-15 Bridge Street, Sydney NSW 2000

CONTACT Therese Skinner, P: 02 9251 3366, F: 02 9251 3733, E: leadr@leadr.com.au

OFFICE LOCATIONS Sydney, Wellington (NZ)

AREAS OF PRACTICE All areas of dispute resolution – mediation, negotiation, conciliation, arbitration, adjudication.

What is unique about this organisation?

LEADR is a not-for-profit membership organisation. Members elect the Board and are invited to provide feedback about proposed directions and initiatives.

LEADR started as an ADR organisation with only lawyer members. In the mid 1990s, LEADR recognised the value of becoming multi-disciplinary. Its current 2700 members are drawn from diverse backgrounds including law, psychology, human resources, social work, education, medicine, architecture and building.

What services does the organisation provide?

Services we provide include:

- Continuing professional development opportunities
- Chapter events around Australia
- Professional development training courses and short events
- A bi-ennial conference
- LEADR web-site member area with up-to-date resources
- Member-consumer engagement services
- Highly competitive professional indemnity and public liability insurance
- Complaints handling service
- Accreditation services
- Mediator accreditation under the LEADR Scheme, the National Mediator Accreditation System and the International Mediation Institute
- Conflict coaching accreditation using the CINERGY ® approach
- Training services
- Various mediation, conflict and skills workshops
- Workshops with overseas ADR practitioners and speakers
- A collective voice on ADR issues.

What significant work has the organisation done recently?

Submissions relating to Building & Construction legislation in Victoria and Queensland. CEO currently Vice Chair MSB – ongoing work with revision of Standards.

What does your organisation offer to law students?

Opportunities for internships working on specific projects (periodic). Student membership of LEADR which provides a range of services including LEADR Update and access to the members area of the website.

Opportunities to attend professional development forums to learn about ADR and to connect with ADR practitioners.

How can your organisation help with career development?

By providing exposure to experienced ADR practitioners.

QUESTIONS ABOUT MEMBERSHIP

How do you become a member of the organisation?

By completing a membership form and payment of appropriate fee.

Does the organisation offer student or associate membership? Yes

OTHER QUESTIONS

I am interested in pursuing a career in alternative dispute resolution. What should I do?

Decide which area(s) of ADR you are interested in. Then complete training to satisfy requirements for accreditation or registration eg in mediation, complete a mediation course, assessment and the other requirements of the National Mediator Accreditation System and accreditation. LEADR is happy to speak with students about how to create a profile and establish a practice.

What pathways do people take to becoming involved in alternative dispute resolution?

ADR practitioners usually build on other professional qualifications and/or experience, undergo appropriate ADR training and then look for a position in either the public or private sector in ADR. Frequently, practitioners establish a private practice that offers a range of services, with ADR becoming an increasingly larger part of their offering.

Why should students consider a career in alternative dispute resolution?

ADR offers practitioners a high level of job satisfaction as it enables them to engage directly with people, helping them to find effective and efficient ways of resolving disputes.

LEADR believes that ADR will increasingly become a more frequently used method for preventing, resolving and managing disputes in a range of government, commercial, workplace, community and family settings. As this happens, career paths will expand.

Stephen Lancken

MANAGING DIRECTOR, NEGOCIO RESOLUTIONS

Twenty years' experience in mediation and arbitration has established Stephen (Steve) Lancken as an internationally regarded practitioner, trainer and publisher in all areas of ADR. In 2008, Steve was appointed to the National Alternative Dispute Resolution Advisory Council by the Attorney General of Australia and has had plethora Court appointments as both Arbitrator and Mediator. In recent years Steve has been teaching the postgraduate course 'Conflict in Organisations' at Sydney University and is currently the Managing Director at Negocio Resolutions.

QUESTIONS ABOUT YOUR CAREER.

You were working as a Senior Partner at Owen Hodge Lawyers from 1995-1999. What made you decide to retire from partnership and pursue a career in ADR?

In 1999 I realised that as much as I had enjoyed practicing commercial litigation and creating a law firm (that continues today to be one of the most successful in Southern Sydney), I was looking for a new challenge. My larger commercial clients had always said that they valued my ability to see ways to reach agreements and resolve disputes. Putting together the need for a challenge and my clients' feedback and choosing the challenge that really interested me became easy. I set out on a journey to build my skills as an ADR provider and negotiation specialist and worked to create a market for specialist services in Mediation and Arbitration, useful in the law and in commerce generally.

What are some current projects you are working on?

I am extremely lucky to have a wide variety of work in both legal and non-legal fields. After studying Peace and Conflict Studies at CPACS at the University of Sydney, I am pursuing international social justice work, including trips in the next few months to Liberia (to teach veterinary students about negotiation) and Nepal (to present at the Nepalese Mediators Association conference). I am working with a NT indigenous community who have a need to negotiate with the NT government about a range of issues.

As for paid work, I am handling a dispute between a CEO and the Chair of a fairly large NGO, teaching negotiation to centres in universities, and assisting with their complex commercial negotiations. Additionally, I am doing a lot of executive employment related work and professional indemnity disputes, as well as a range of complex commercial disputes referred by both large and small law firms.

I was recently appointed to Chair two industry dispute resolution schemes, and am also on panels that deal with retail lease disputes, franchise disputes, workers compensation matters and legal costs disputes.

What have been some memorable moments of your career?

Sitting on the side of the road working with a native title claimant group, the Queensland Government and some graziers near the Daintree was a great honour, as was all of the native title work that I have done. I have enjoyed working on disputes relating to large infrastructure contracts but also with ordinary "mums, dads and organisations" that find themselves in conflict. I have also enjoyed working in the worlds of sport and the arts. It is a privilege to be trusted by people at a difficult time in their lives to assist with sorting out their problems.

Many companies and leading law firms contact you to assist them in the resolution of conflict and litigation. How have these experiences shaped your view of ADR?

I have learned that conflict management services are relevant and valuable to a wide spectrum of society. Even the most seasoned and qualified litigators, QCs and judges, when entrenched in disputes can benefit from assistance to resolve them in a sensible manner. As can a disadvantaged indigenous person or a vet in Liberia.

You have studied and practiced ADR in many countries, how has this experience assisted you professionally?

I have learned tolerance and understanding from working with culturally diverse communities. These qualities are essential in an ADR practitioner.

Will you be conducting any seminars soon?

I have a 5 day mediation accreditation course in Sydney from 3 to 7 June 2013.

QUESTIONS ABOUT ADR

How often is ADR used in the business context?



Very often, indeed most businesses and government agencies that manage disputes well think of using ADR first before they access lawyers and the courts.

What are some of the benefits that arise from employing ADR in the resolution of conflict?

I see the biggest benefit in the flexibility of outcomes to suit interests and needs rather than in the legal paradigm, the opportunity to learn from hardship and the chance to better manage relationships.

What kind of individuals, groups or organisations may benefit from ADR?

There is no limit to who can benefit.

QUESTIONS ABOUT CAREER PATHWAYS

Do you have any tips or advice for law students who are interested in pursuing a career in ADR?

Learn and practice. Lawyering is to some extent counter intuitive to ADR processes that do not seek to define who is right or wrong. Mediation focuses on the future, litigation on the past, so a 180 degree “about face” is needed to be really in tune with the differences and to know which to apply in any situation.

Learn as much as you can about mediation and other ADR processes, then find places to practice. There are many places to practice, some where you would least expect them. If you want to use ADR as an adjunct to your legal career, work in a firm or for a boss who really understands ADR, not one who thinks that litigation is the only and preferred method of conflict management. Like any specialist area of life a mentor with specialist skills can be incredibly valuable.

Are there certain courses that students interested in ADR should take?

Prospective lawyers should learn as much as possible about the theory and skill of negotiation. This is not the focus of law schools as negotiation is as much a skill as a set of theories or field of knowledge. Negotiation is also counter intuitive to lawyers immersed in the competitive world of law schools, law firms and business. Even though we need the skill every day, it does not come naturally to everyone. There are many ADR programs at an undergraduate and post graduate level that are valuable in terms of theory and skills.

Do not neglect skills-learning. Even the most knowledgeable theorist on ADR is no good if their behaviour and communication fuels conflict rather than opening the door for collaborative discussions.

“ *Mediation focuses on the future, litigation on the past, so a 180 degree “about face” is needed to be really in tune with the differences and to know which to apply in any situation.* ”



Corporate Advisory

Much of the attractiveness of a law degree lies in its versatility. The double degree that graduates offer employers enhances career prospects, and graduate destinations each year are varied and spread across different industries. If the notion of a traditional career pathway, involving, for instance, reading the Bar or applying to a corporate law firm, doesn't strike your fancy, then you may wish to consider an alternative career pathway in the corporate advisory role.

Corporate advisory presents the opportunity for law graduates to work as in-house Counsel for a corporation. Most large corporations will tend to have their own legal departments, and in-house roles can be found in a variety of sectors from banks and financial institutions to media and telecommunications 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.

Alternatively, you may wish to pursue a career unrelated to your law degree. There is a wealth of opportunity for those interested in working at corporate advisory organisations such as management consulting firms, investment banks, independent financial advisors and insolvency firms. Whilst many graduates working within such fields of corporate advisory will have a commerce or similar degree, this is not always a prerequisite. You should check with the individual company to ascertain their view in this regard. Many corporate advisory organisations will look favourably upon law graduates given the high level of writing, problem-solving and critical thinking skills that law students have developed over time during their education.

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 www.graduatecareers.com.au.

ADDRESS Level 5, MCA Building, 140 George Street, The Rocks, NSW 2000

CONTACT Nick Booth, Senior HR Manager, +61 2 9259 1960, Nick.Booth@atkearney.com

NUMBER OF STAFF In Australia, 8 Partners; Approximately 100 Consultants. Globally, Approximately 180 partners, 2,200 Consultants.

OFFICE LOCATIONS Sydney; Melbourne; and 55 other offices across the globe

AREAS All consultants are generalist Management consultants and specialise in a function or industry further on in their career. From Strategy to Operations, the functions we service include:

Strategy, Operations, Procurement and Analytic Solutions (PAS), Organisation & Transformation, Mergers & Acquisitions, Strategic IT, Innovation, Marketing & Sales, Sustainability.

Our clients are Multinational and ASX companies and industries include:

Consumer and Retail Products, Financial Institutions, Communications & Media Technology, Utilities, Metals & Mining/ Oil & Gas, Chemicals, Aerospace & Defense, Automotive, Health, Transportation, Public Sector, Private Equity

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

A.T. Kearney is a global team of forward-thinking, collaborative management consultants who deliver immediate, meaningful results and a long-term transformational advantage to our clients and colleagues. Since 1926, we have been trusted advisors on CEO-agenda issues to the world's leading organisations across all major industries and sectors.

We have a distinctive, collegial culture that transcends organisational and geographic boundaries. 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.

We pride ourselves on being collaborative and authentic, and we care passionately about our work and each other. We are committed to personal and professional development and strongly believe that diversity of people and their expertise is one of our greatest strengths.

What significant work has A.T. Kearney done recently?

Our work is always intended to provide a clear benefit to the organisations we work with in both the short and long-term. We focus our resources, leverage our global scale, and drive excellence in all we do while enhancing our culture to ensure we are collaborative, authentic, and forward-thinking.

Our clients are mostly multinational corporations and ASX200 companies. They come from a wide-range of industries including telecommunications, consumer goods, private equity, and financial services. The problems we help our clients solve are even more diverse; however, complexity and importance are two traits they always share.

What does A.T. Kearney look for in a potential employee?

We are looking for you if:

- You like solving difficult problems

- You like to be challenged every day
- You like working with like-minded, talented colleagues and clients to deliver tangible results
- We value diversity and accept students from all disciplines and backgrounds.

What advice would you offer to someone applying to A.T. Kearney?

In your cover letter and CV, demonstrate to us your passion for business, your leadership skills/experiences, and your analytical rigour. In your interview, we will ask you to complete a short case study that allows us to assess your communication, quantitative, and problem-solving skills.

Case interviews are unique, real-world business problems we ask candidates to solve during the interview. Try to become with the case interview methodology before your interview. We're looking for structure, logic, and insight.

There will also be a 'fit' component of your interview, where we assess your overall fit based on your experience, core competencies, and potential client impact. We're looking for candidates who are self-aware, interpersonal, and strong leaders/team members.

How does A.T. Kearney encourage employees to learn and develop?

The progress of our consultants along the career path requires continuous growth in problem-solving skills, business knowledge, and ability to build relationships. It is for this reason that A.T. Kearney makes a substantial investment in the professional development of our people.

As a new Business Analyst, you'll undergo an intensive week of New Starter Development training, covering advanced problem-solving techniques, communication skills, and analytical tools, which is followed by New Consultant Orientation, a regional training course conducted in Asia. Throughout your tenure, you'll be exposed to a suite of training programs tailored to each level and delivered across the Asia-Pacific region.

We also have a Mentoring Program, which matches you with a more senior consultant upon joining the firm. Within a few

days, consultants meet with their mentees for orientation and help in arranging their first project assignments. Mentors work with their mentees to identify their areas of interest and development needs.

A.T. Kearney sponsors high-performing consultants for their pursuit of higher education at prestigious schools across the globe. We currently have four Australian consultants completing their MBA at the following institutions: MIT Sloan School of Management, Harvard Business School, London Business School, and Columbia Business School.

How does the firm encourage diversity and work/life balance?

We believe that diversity of people brings diversity of ideas, expertise, and perspective. Our focus is not just in creating an environment where all employees are welcome to contribute, develop and succeed, we also leverage the unique experience and skills each individual can offer to benefit both our firm and our clients.

Diversity of expertise and people is one of our greatest strengths – and we are committed to nurturing it across all areas. We made our debut on the Corporate diversity index in 2009, and scored a perfect 100 in 2011 and 2012.

Our goal is to attract the best talent across the entire spectrum of students. We believe in attracting and hiring the best people, regardless of identity. In order to do this, we have a number of employee networks, supported and funded by A.T. Kearney's senior leadership which set the standard for our industry. Diversity networks include: Women's Network; Gay, Lesbian, Bisexual, and Transgender Alliance (GALA); South Asian Consultants Network; and, East Asian Consultants Network.

Work-life balance is also an emphasis at A.T. Kearney. Our consultants largely work at the client site, but Fridays are strongly encouraged to spend in the home office to share experiences and news with colleagues. On Friday, the partners ask all consultants for two numbers: their happiness on a scale from 1-10 and the number of hours they worked each week.

QUESTIONS ABOUT SUMMER INTERNSHIPS

How do students apply for summer internships this year?

Penultimate year students have the opportunity to participate in our 2013 Case Competition, from which we will invite outstanding candidates to interview for our summer internships. The case Competition gives students the opportunity to experience strategy consulting first hand. Working in small groups, teams work together to solve a real business problem in one day.

Apply on our website at www.atkearney.com.au/recruiting. Applications will be open online in June/July 2013 and the Case Competition will be held in July/ August 2013.

What is the anticipated summer internship intake this year?

The summer internship intake will depend on the calibre of students applying.

Does A.T. Kearney intend to offer summer internships to students outside their penultimate year?

At the moment, we are only looking for summer interns in their penultimate year.

QUESTIONS ABOUT GRADUATE POSITIONS

Is A.T. Kearney hiring graduate positions?

Applications for our 2015 Graduate program will be open in March 2014. Like us on Facebook to keep in touch with recruiting dates (www.facebook.com/ATKProspectANZ).

PERSONAL PROFILES



Leandro Gama, Manager, Sydney

I joined A.T. Kearney because I was really impressed by the calibre of the people who interviewed me during the interview process. I felt that I really wanted to work with the people here.

What excites me most about my job is the people I work with - from the young business analysts with their curiosity, motivation and excitement; to the experienced consultants with their background, knowledge and willingness to achieve the best possible result; and finally, the clients, and their respect and openness to listen to our advice, even at the most senior level.

My most interesting project was a market analysis I did for a women's fashion retailer. It was just great to be placed completely outside my comfort zone, in an industry where I had never had any kind of exposure.

Degree: Master of Mechanical Engineering, PUC-RJ (Brazil); MBA, Melbourne Business School

Joined A.T. Kearney: 2010 as an Associate.



Clare Latham, Manager, Sydney

I joined A.T. Kearney because our approach doesn't just focus on the "what" to do, but also the "how" to do it.

What excites me most about my job is the fact that no two projects are the same – every situation has something new and unique about it that needs to be considered.

A.T. Kearney has taken me to London, where I spent 2 years working in the A.T. Kearney London office as part of the Global Mobility program. While I was there, I got to travel to interesting parts of the UK, such as Swindon, Slough and Hull – but more excitingly, to the Continent, including Latvia, Poland, Germany, France and Belgium.

When not at work, I like to go hiking and travelling, which has taken me to Patagonia, the US, Nepal and Corsica, just to name a few.

Degree: Bachelor of Civil Engineering (Hons), University of Sydney

Joined A.T. Kearney: 2007 as a Business Analyst



Brendan Ratter, Associate, Sydney

I joined A.T. Kearney because of the people and the fit. My colleagues are a diverse bunch of people with fascinating stories and experiences. As an Engineering student with an interest in Business, the way A.T. Kearney works at the junction of Strategy and Operations particularly appealed to me.

My most interesting project was a 'Strategic Process Improvement' project where we worked to optimise the customer experience for a key growth segment of our client's portfolio. I saw the project through from the diagnostic to implementation and along the way attended Steering Committee meetings with the Executive team of an ASX50 company!

When not at work, I'm consumed by international Business School applications.

Degree: Bachelor of Engineering (Hons), Materials Engineering Co-op Scholar, UNSW

Joined A.T. Kearney: 2009 as a Business Analyst



Joel Nicholson, Senior Business Analyst, Sydney

I joined A.T. Kearney because it's a firm with fantastic growth prospects, reputation, and history, yet it maintains such an entrepreneurial, collaborative culture.

My most interesting project was developing a turnaround strategy for an Australian Classifieds website. I've never learned as much as I did on that project in such a short timeframe!

What excites me most about my job is the diversity. Every day is different in this job. I'm exposed to different business problems, different industries, and different people. A month down the road, I could be at any one of A.T. Kearney's 55 international offices working on anything from a Luxury Goods retailer to a Financial Services company – and that is what excites me.

When not at work, I swim and run a lot! It helps give me the energy and focus I need for the workday. I also run a website and lead a not-for-profit program – I'm happy A.T. Kearney gives me the flexibility to maintain these commitments.

Degree: Bachelor of Commerce, Queen's University (Canada)

Joined A.T. Kearney: 2011 as a Business Analyst

Immediate Impact, Growing Advantage.



At A.T. Kearney, we pride ourselves on our uniquely collegial culture and care passionately about our work and our people. We offer our clients a range of global capabilities anchored in our heritage of essential rightness. The same promise we make to our clients—*Immediate impact, growing advantage*—we offer to our people. Working together, we drive immediate results and help build lasting, transformational advantage.

Consulting Magazine has recently named A.T. Kearney as one of the **Best Firms to Work For 2012** and honoured the firm with an **Achievement Award for Excellence in Diversity**.

Boston Consulting Group

ABOUT THE ORGANISATION

ADDRESS Level 28 Chifley Tower, 2 Chifley Square, Sydney NSW 2000

CONTACT Maisie Pahl; (02) 9323 5600; pahl.maisie@bcg.com

OFFICE LOCATIONS BCG has over 77 offices in more than 42 countries. In Australia, BCG has offices in Canberra, Melbourne, Perth and Sydney.

AREAS The Boston Consulting Group (BCG) is a global management consulting firm and the world's leading advisor on business strategy. We partner with clients in all sectors and regions, with particular strength locally in Technology, Media & Telecommunications, Health Care, Industrial Goods, Consumer, Energy, Financial Institutions, Insurance and Public Sector.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

BCG addresses clients' issues with a customised approach that combines deep insight into the dynamics of companies and markets, with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results.

BCG has been recognised by a variety of external organisations – including Fortune, Working Mother, and Consulting magazines and the Human Rights Campaign – for the quality of our work, our strength as an employer, and the exceptional impact of our leading consultants.

What does the firm look for in a potential employee?

We look for people with a high level of motivation, intellectual curiosity, integrity, teamwork and leadership capabilities, credible communication skills and excellent academic skills. You do not need a business background to join BCG, but an interest and curiosity about business is required.

Does the organisation engage in pro bono or volunteer activities?

Making a difference is a point of pride for BCG. Aside from client work, we commit to worthy causes ranging from education to world health. Last year our staff participated in casework supporting 300 global and local social organisations.

In Australia, we work across a range of pro-bono projects, including indigenous welfare and health reform, sporting and arts organisations, and education. We also provide local community support such as mentoring high school students, and have active charity committees in each office.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Unfortunately due to the way our work is structured, we are unable to offer Internships to non-MBA students.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

BCG employs graduates from all disciplines including law, arts, science, commerce and engineering. Most are in the top 5-10% of their graduating class. Students interested in joining BCG after completing their undergraduate degree should apply for a full-time role in their final year of study. BCG usually recruits final year graduates every March. For more information about our recruiting event dates, check our website www.bcg.com.au

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

We welcome applications at any time from those interested in joining BCG. Each year we hold a graduate recruiting program in March, where we encourage students to apply and potentially join us in the following year.

Graduate applications are accepted online at www.bcg.com.au.

ABOUT THE ORGANISATION

ADDRESS 1 Macquarie Place, Sydney NSW 2000

CONTACT (02) 8205 4400

NUMBER OF STAFF Over 50,000 globally

OFFICE LOCATIONS Melbourne, Perth, Sydney, 550 offices in 50 countries

AREAS Private Banking & Wealth Management and Investment Banking.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Credit Suisse was founded in 1856 at its Headquarter office in Switzerland and has since expanded its global reach to include an extensive network of organisations and authorities throughout Switzerland, Europe, the Middle East, Africa, the Americas and the Asia Pacific region. Credit Suisse provides companies, private and retail clients with advisory services and customised products and solutions.

What does the firm look for in a potential employee?

Credit Suisse's employees have a wide range of interests and degrees but commonly share a desire for excellence. Credit Suisse looks for all-rounded individuals that display not only great intellectual ability but also excellent interpersonal, communicative and leadership skills. Curiosity, problem-solving skills and high ethical standards are also desirable features in potential employees.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Credit Suisse is offering a summer internship program for university students. Typically summer internship programs run for 10-12 weeks. Candidates must submit an online application with their resume or CV, with the option of submitting a cover letter.

Internship applications close Thursday 25 July 2013, 12 noon.

This year Credit Suisse also held the 2013 Credit Suisse Investment Banking Women's Scholarship, Australia which offered the recipient \$10,000 and the opportunity for an interview for a 2013 summer internship at Credit Suisse's Investment Banking Division. Applications closed on 10th May 2013, but stay tuned for any similar opportunities in 2014.

ABOUT THE ORGANISATION

ADDRESS 225 George Street, Sydney

CONTACT Daria Levachova, email: dlevachova@deloitte.com.au

OFFICE LOCATIONS Sydney, Western Sydney, Melbourne, Brisbane, Perth, Canberra, Adelaide, Alice Springs, Darwin, Hobart, Launceston

AREAS Assurance and Advisory, Consulting, Tax, Risk services, Technology, Financial Advisory Services, Economics

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

As one of Australia's leading professional services firms, Deloitte Touche Tohmatsu and its affiliates provide audit, tax, consulting, and financial advisory services through approximately 6,000 people across the country. Focused on the creation of value and growth, and known as an employer of choice for innovative human resources programs, we are dedicated to helping our clients and our people excel.

How are the skills and interests of a law student relevant to your organisation?

Law students are eligible to apply to the following service lines: Consulting, Corporate Reorganisation Group, Deloitte Private, Forensic Advisory and Solutions and Tax services.

Deloitte is committed to innovation to develop new ideas, products and services that create value for our clients, our people and the country.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Please see our website for the available opportunities this year www.graduates.deloitte.com.au.

What does the organisation look for in an intern?

Deloitte looks for students that enjoy challenges and embrace new ideas. Focus on the 'we' rather than the 'I' and like to collaborate, contribute and celebrate.

What work does the organisation offer an intern?

Deloitte offers a playful culture with serious intent. Our vision is to be the most inspiring firm to work with - for its people,

its clients and its communities. Deloitte is committed to innovation to develop new ideas, products and services that create value for our clients, our people and the country. With seven key values or 'Signals' that have been honed over the years, Deloitte's culture is based on continuously grow and improve; have fun and celebrate; aim to be famous; play to win - think globally; talk straight; empower and trust; and recruit and retain the best.

Does this firm intend to offer internships to students outside their penultimate year?

If you are not in your final or penultimate year, you may be eligible for our Deloitte Development Program. Please see our website for eligibility and to apply.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

Online application, Online Assessment and Assessment day are all part of the recruitment process for both Summer Vacationers and Graduates. We aim at making the recruitment process an enjoyable experience to bring out your best qualities on the day. We look forward to receiving your application.

ABOUT THE ORGANISATION

ADDRESS 680 George Street, Sydney NSW 2000

CONTACT Maisie Pahl; (02) 9323 5600; pahl.maisie@bcg.com

NUMBER OF STAFF 150,000 globally

OFFICE LOCATIONS Australia – Sydney, Melbourne, Adelaide, Perth, Canberra & Brisbane

AREAS Assurance, Tax, Advisory & Transactions Advisory Services.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Ernst & Young is a global leader in Assurance, Tax, Transactions and Advisory services. We aim to have a positive impact on businesses and markets, as well as on society as a whole.

Our 152,000 people are the foundation of our success. We assemble the right multi-disciplinary team for our clients business, drawing on our global talent pool, to help our clients achieve their potential. We work closely with our clients, gaining a clear understanding of their organization and striving to identify issues before they become problems. We make sure they get fast access to the people they need, wherever in the world that our clients need them.

It's your time to become.

Connect with us and keep in touch.

Find us on Facebook: www.facebook.com/eycareers

Discover more at: www.ey.com/au/careers

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Applications are now open for the 2012-2013 Sydney Summer Vacationer Program. Apply online at www.ey.com/au/careers.

How many interns did your organisation take last year?

500 across Australia.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes, however all 2013 graduate positions have been filled.

ABOUT THE ORGANISATION

ADDRESS Level 5, Chifley Tower, 2 Chifley Square, Sydney NSW 2000

CONTACT Clare Lynch – clynch@kordamentha.com

NUMBER OF STAFF 350 nationally

OFFICE LOCATIONS Melbourne, Sydney, Perth, Brisbane, Townsville, Singapore

AREAS Professional services.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

KordaMentha is a market leading professional services firm specialising in Corporate Recovery, Corporate Advisory, Forensic and Real Estate Services. We have a reputation for quality people and a proven ability to provide innovative approaches to business problems.

What significant work has the firm done recently?

Some of KordaMentha's engagements include:

- Timbercorp
- Willmott
- Lane Cove Tunnel
- Cedenco Australia
- Ansett
- Griffin Energy Group
- Lincraft
- Starbucks Australia
- Cross City Tunnel
- Gunns.

How does the firm encourage employees to learn and develop?

Working at KordaMentha, you will be given real responsibility. This will give you the exposure to work on diverse engagements and the ability to be directly involved in running companies. You will gain satisfaction by contributing to the potential turnaround of an often challenging situation and be proud of the fact that you will assist in making a difference in the lives of many people. A combination of well planned training through the KordaMentha Business School and on-the-job experience ultimately provides you with top notch business skills.

How are the skills and interests of a law student relevant to your organisation?

Our people are motivated, thrive on challenges and share our vision and focus. Candidates must display excellent interpersonal and communication skills and be able to deliver the highest standards of client service. We look for students who have completed or are in final year of a Commerce or Commerce/Law degree, preferably with an Accounting major.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Please visit our website – www.kordamentha.com

“ We have a reputation for quality people and a proven ability to provide innovative approaches to business problems.

QUESTIONS ABOUT GRADUATE POSITIONS

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

Please visit our website – www.kordamentha.com

What does the firm offer its graduates?

As a KordaMentha graduate you can expect:

- Exposure to high profile and diverse clients;
- Travel opportunities;
- A supportive team environment;
- Fully funded CA program support, as well as training through the KordaMentha Business School; and
- An active social culture including team sports, involvement in various charities and social functions.

ABOUT THE ORGANISATION

ADDRESS 10 Shelley Street, Sydney, NSW, 2000

CONTACT Graduate Recruitment Team, ph: 1800 50 20 60, email: nswgradrecruit@kpmg.com.au

AREAS Audit, Tax and Advisory (Management and Risk Consultancy).

What does the firm offer its graduates & interns?

At KPMG, we're committed to providing an open and friendly environment for our graduates and students that offers long-term growth, constant challenge and generous rewards. It's a philosophy that will continue throughout your career with us and touch every stage of your development.

We call it 'Live. Learn. Discover. Achieve.'

Who we are

As one of the world's leading professional services firms, we cut through complexity to help organisations in over 140 countries to work smarter, grow and prosper. Here in Australia, we employ people across 13 offices and work with some of the most high profile public and private names.

Our people and culture

With our local and global presence, KPMG continues to build on successes thanks to forward thinking, rigorously maintained values and, above all, our people.

If you ask them what makes KPMG different – most will tell you the same thing: it's our open and friendly culture that they find both liberating and stimulating.

Through our commitment to our values, embracing our diversity and our responsibility to our communities, we aim to create an environment in which our people are proud to work, where a rich pool of talents supports our clients' businesses – and where an individual can develop a career at their own pace.

Our people never stop learning. Innovative development and growth programs support their personal interests and ambitions. Our future depends on how we nurture great individual talent and provide an environment where people can flourish both personally and professionally.

What do we look for in an intern and graduate?

Our graduates and students are our future leaders. That's why we don't put parameters on qualifications or specific degree disciplines – we're open to all bright minds.

We deliberately recruit across a range of skills, abilities and backgrounds. We seek and value diversity. Our standards are high, but we're interested in the person, not just an academic record.

We look for talented people. Team players, who are also innovative thinkers, people who relish the challenge of

solving problems and who can communicate their ideas with conviction and passion. People who want to keep on learning, be at the leading-edge of their chosen profession, and to make a difference. People who display integrity and objectivity in everything they do.

KPMG actively seeks law students to join all our business groups, particularly Tax or Internal Audit, Risk & Control Services (IARCS) within our Risk Consulting division.

To discover more about career opportunities at KPMG, and to apply, visit www.kpmg.com.au.

Macquarie Group

ABOUT THE ORGANISATION

ADDRESS No.1 Martin Place, Sydney NSW 2000

CONTACT Macquarie Graduate Recruitment Team, ph: 02 8237 4477, email: graduate@macquarie.com

OFFICE LOCATIONS In addition to its significant presence in Australia, Macquarie has substantial operations across the Asia-Pacific, the Americas and Europe, the Middle East and Africa.

AREAS *Operating Groups:* Banking and Financial Services Group; Corporate and Asset Finance Group; Fixed Income Currencies and Commodities; Macquarie Capital; Macquarie Funds Group; Macquarie Securities Group. *Service groups:* Corporate Operations Group; Financial Management Group; Risk Management Group; Legal and Governance.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Macquarie Group is a global provider of banking, financial, advisory, investment and funds management services. The key to our success is our unique management philosophy which gives our businesses the freedom to pursue opportunities within a risk management framework, known to our employees as 'freedom within boundaries'. This offers enthusiastic and talented employees a unique opportunity to develop in a supportive environment where they are encouraged to share their innovative ideas.

How are the skills and interests of a law student relevant to your organisation?

There is a diverse range of opportunities available to law students as Macquarie provides a range of services on behalf of institutional, corporate and retail clients and counterparties around the world. We provide an attractive alternative to law students who are keen to explore opportunities outside of commercial law firms, yet are still passionate about developing their legal and commercial knowledge in a challenging and rewarding environment.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Please apply online via our website, macquarie.com.au/graduates.

Application deadlines for our 2013/2014 Australian Summer Internship program are as follows:

- Melbourne office: Thursday 27 June 2013, 12pm AEST
- Perth and Sydney offices: Thursday 25 July 2013, 12pm AEST.

What does the organisation look for in an intern?

Macquarie seeks high calibre candidates who have a strong interest in the financial services sector, knowledge of current market activity and a genuine interest in working at Macquarie. We recruit well rounded individuals demonstrating a strong track record of academic performance and involvement in extra-curricular and/or community based activities.

What work does the organisation offer an intern?

Macquarie's summer internship program provides an opportunity for students to work full time over the summer break. Throughout this time students benefit from hands-on experience, increased exposure to the financial services sector and an invaluable insight into the career opportunities offered at Macquarie.

“We provide an attractive alternative to law students who are keen to explore opportunities outside of commercial law firms, yet are still passionate about developing their legal and commercial knowledge in a challenging and rewarding environment.”

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

Please apply online via our website, macquarie.com.au/graduates.

Applications for the 2014 Australian Graduate program have now closed. Applications for our 2015 Australian Graduate program will open early 2014.

What does the firm offer its graduates?

Working with some of the best people in the industry, Macquarie's graduate program enables students to join a specific group and participate in a structured induction, learning and development program during their first 12 months with Macquarie.

McKinsey & Company

ABOUT THE ORGANISATION

ADDRESS Level 35, 88 Phillip St, Sydney, NSW 2000

CONTACT Sheridan Kerr: sheridan_kerr@mckinsey.com.au

NUMBER OF STAFF 200+

OFFICE LOCATIONS Over 100 offices in over 50 countries

AREAS Extensive experience in serving clients in mining, energy, finance, retail, media, travel & logistics, chemicals, healthcare, telecommunications, agriculture, professional services, and government.

What significant work has the firm done recently?

We work with Australia's leading institutions in the private and public sectors on the issues of greatest importance to them. Whilst we closely guard the work that we do, turn the page in any Australian business publication and you'll see examples of our work.

What does the firm look for in a potential employee?

We look for four things:

1. Problem solving skills – the ability to solve complex, often ambiguous, business problems
2. Achievement – the ability to deliver on challenging goals under tight time constraints
3. Personal impact – the ability to work effectively with people of different opinions
4. Leadership – demonstrated ability to effectively lead individuals and teams

How does the firm encourage employees to learn and develop?

An important part of McKinsey's mission is to create an unrivalled environment for exceptional people. We believe that the most effective learning is done 'on the job'. Our apprenticeship model requires each consultant at the beginning of every study to outline their development goals and for progress against them to be monitored by the project manager. Every consultant will also participate in formal training programs.

How does the firm encourage a work/life balance?

Every individual will have their own assessment of what an appropriate work/life balance is. At the beginning of every study, the project manager will lead a discussion to understand

what the expectations and requirements of the team members are in this area. From that conversation each team will develop a set of 'lifestyle' norms.

How are the skills and interests of a law student relevant to your organisation?

The ability to think through tough, multi-faceted problems and provide a compelling, fact-based perspective is a common trait for successful law students and consultants.

Does the firm take graduates directly?

Yes, McKinsey actively pursues final year students pursuing Honours, Masters and/or Combined Degrees across disciplines. The recruitment process takes place at the beginning of the candidate's final year at university. We are open to applications from Australian and overseas residents.

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

Applications need to be submitted online: www.mckinsey.com/careers. We recommend that applicants include a cover letter, CV and their most recent academic transcripts.

“ We believe the most effective learning is done 'on the job'.”

ABOUT THE ORGANISATION

ADDRESS Level 39, Chifley Tower, 2 Chifley Square, Sydney, NSW 2000

CONTACT Sydney Office, ph: (02) 9770 1111

NUMBER OF STAFF More than 800 employees across seven offices in Australia. Globally Morgan Stanley has more than 1,200 offices in 43 countries.

OFFICE LOCATIONS Sydney, Melbourne, Perth, Adelaide, Brisbane

AREAS Corporate Finance and Advisory, Sales & Trading, Investment Management.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Morgan Stanley commenced business in Australia over 50 years ago upon appointment by the Commonwealth of Australia to lead bond raisings on international markets. Since then, Morgan Stanley has been involved in extensive corporate and financial market transactions both in local and international markets.

What significant work has the firm done recently?

Some of its work in 2011 included:

- Adviser to TRUenergy on its \$2.035 billion acquisition of the EnergyAustralia retail business and Delta West Gentrader.
- Adviser to SITA on its \$235 million acquisition of WSN Environmental Solutions
- In 2011, Morgan Stanley Australia was awarded 'Best Investment Bank in Asia' by Euromoney.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

There are opportunities to be part of Morgan Stanley's team through the 2013 Investment Banking Summer Analyst Position, which is a 10-12 week program for undergraduate students in their penultimate year.

Internship applications close Thursday 25 July 2013

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes. Applications for 2014 Full-time Graduate positions closed Tuesday 9 April 2013. Keep an eye out for 2015.

ABOUT THE ORGANISATION

ADDRESS Darling Park. Tower 3. 201 Sussex St. Sydney 2000

CONTACT Giselle Lim, +65 6510 9733, Giselle.lim@oliverwyman.com

OFFICE LOCATIONS Asia Pacific: Singapore, Hong Kong, Sydney, Mumbai, Seoul, Tokyo.

AREAS Management Consulting.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

With offices in more than 50 cities across 25 countries, Oliver Wyman is one of the world's fastest-growing strategy consulting firms, combining deep industry knowledge with specialized expertise in strategy, operations, risk management, organisational transformation, and leadership development.

What does the firm look for in a potential employee?

We look for integrity, maturity, initiative, intuition, creativity – and a strong background in problem solving and analytical skills. Successful candidates will combine intellectual curiosity and self-confidence with entrepreneurship and a desire to contribute fully to shaping the firm's future.

How does the firm encourage employees to learn and develop?

We are committed to nurturing and developing colleagues early in their careers. We offer our consultants as much responsibility as they can handle and provide ongoing training to accelerate career development.

Does the organisation engage in pro bono or volunteer activities?

Oliver Wyman's culture includes a commitment to effecting positive change in the world. We have formal programs, such as our pro bono work and our Non-Profit Fellowships, as well as grass-roots initiatives, such as annual charity auctions and local community service projects.

*How are the skills and interests of a law student relevant to your organisation? **

We hire students from all disciplines. The prerequisites to join us are an interest in consulting and flexibility with travel.

We offer our consultants as much responsibility as they can handle and provide ongoing training to accelerate career development. ”

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

We do not have an internship program for the Sydney office.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes.

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

The graduates may apply online on our website at www.oliverwyman.com/careers for full time entry level consultant position in March of every year.

What does the firm offer its graduates?

At Oliver Wyman, there is no single, pre-ordained career path. We value flexibility and the chance to explore both professionally and personally. Throughout their career here, they will engage with senior clients and Partners, participate in client projects of the highest caliber, become exceptionally adept at solving complex, real-world problems and cultivate a broad and deep knowledge of critical business issues. They will also become a skilled leader.

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

Consultants who join straight from university can expect a path to Partnership of six to nine years. Those with previous work experience can expect a shorter timeframe.

Are there any international opportunities for graduates, such as intra-firm transfers?

We value international mobility and cross-cultural experiences. We encourage and support those in the firm who want to relocate to other geographies and believe that the fluid movement of staff around the world strengthens and shapes the culture of Oliver Wyman.

Port Jackson Partners

ABOUT THE ORGANISATION

ADDRESS 50 Bridge St, Sydney NSW 2000

CONTACT Grant Mitchell, ph: 9221 2222

OFFICE LOCATIONS Sydney

AREAS Port Jackson Partners Limited is a specialist consulting firm which provides advice to CEOs, Boards and senior managers to help them set corporate direction, define business strategies and develop organisations in order to transform their performance and value.

What is unique about this organisation?

At Port Jackson Partners we believe that the early stages of your career are an 'apprenticeship'. Consulting is a profession, and as such, is characterised by continual learning under experienced mentors.

We believe the quality of your apprenticeship experience depends on:

- The nature of the work you undertake;
- The depth and breadth of your involvement;
- The capability and experience level of your colleagues and mentors;
- Your opportunities to develop professionally.

At Port Jackson Partners, each of these elements combine to provide you with a world class apprenticeship, within a unique Australian firm.

What does the firm look for in a potential employee?

Key attributes we look for include:

- Excellent academic achievements with at least a Distinction average
- High levels of analytical competency
- An aptitude and passion for problem solving and creative thinking
- Good communication and teamwork skills
- High levels of motivation and resourcefulness
- A broad range of experiences outside the academic arena
- An interest in current business issues.

How do students apply for internships to this organisation this year?

To apply for a position at Port Jackson Partners, please complete an online application form. This will include uploading a cover letter, CV and transcript.

Our interview process will allow you to meet a wide selection of our staff, and is typically conducted over two or three rounds. Interviews are structured to allow us to judge whether your talents match the qualities we are seeking and let you gain a deeper understanding of the firm's culture and the nature of the role.

How are the skills of a law student relevant?

We recruit outstanding graduates from all disciplines to join our team of consultants. Whatever their background, our graduates are all excellent problem solvers, with an interest in applying their intellect to some of the most difficult yet engaging issues in business.

Does the firm take graduates directly?

Yes. Port Jackson Partners has an annual graduate recruitment program. Visit our website www.pjpl.com.au for further information.

ABOUT THE ORGANISATION

ADDRESS Level 35, 50 Bridge Street, Sydney NSW 2000

CONTACT Pedro Perez, 02 9225 8000, pedro.perez@pottinger.com

OFFICE LOCATIONS Sydney

AREAS Corporate advisory (corporate strategy, M&A, capital advisory)

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Pottinger holds a unique position in the advisory market, in that we provide genuine, in-depth, insightful yet practical strategic advice, while being highly experienced in the execution of large-scale M&A. This means that our advice is heavily underpinned in both strategic rationale and commercial wisdom.

What does the firm look for in a potential employee?

Strong character – integrity and honesty, genuine care for the work that they are doing; along with people who understand the importance of the advice that Pottinger provides to clients. Above all, we are looking for people who are genuinely passionate about what they do.

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

Be yourself, be honest. While you should prepare well, we are looking for people who have in essence been preparing throughout their degree – and this will be evident in their course selection, their results, their extra-curricular activities, and in the conversations we have with them.

How does the firm encourage employees to learn and develop?

We provide industry-leading training and education support, along with very direct, tangible, client-engagement work opportunities.

Does the organisation engage in pro bono or volunteer activities?

While we are strong financial supporters of charitable and other work, we believe that we can add the most value through our advice and advocacy.

How are the skills and interests of a law student relevant to your organisation?

We view law as a great background for students to have as it teaches rigour in research and discipline in studies. The knowledge and practice that students gain from law is useful in a range of aspects of the projects that we undertake.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Apply on our website. Dates are yet to be finalised, but pre-registrations will open in around June, and applications in July/August.

What does the organisation look for in a intern?

We look for exactly the same qualities in all of our employees, regardless of their age or experience.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes

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

Apply on our website, at the start of the academic year.

What does the firm offer its graduates?

Our graduate program includes an intense development program; we emphasise this being highly practical in nature and weaved through the graduate's work. Graduates are expected to actively contribute to the thinking around projects they are on from the outset.

ABOUT THE ORGANISATION

ADDRESS Level 16, 2 Chifley Tower, Chifley Plaza, Sydney, NSW 2000

CONTACT Ciara Clerkin, ph: (02) 9324 2784, email: ciara.clerkin@ubs.com

OFFICE LOCATIONS Sydney, Perth, Melbourne, Brisbane

AREAS UBS provides comprehensive investment banking, asset and wealth management services by combining local insight and credentials with the firm's global franchise.

QUESTIONS ABOUT THE ORGANISATION

Does the organisation engage in pro bono or volunteer activities?

The UBS Australia Foundation manages our community partnerships, corporate and matched giving and volunteering. It is funded by each of our local businesses so we all have a vested interest in its success and encourage staff to get involved.

With this in mind our guiding themes are Education – assisting the most disadvantaged kids to get access to quality education resources and Building stronger communities – ensuring that we contribute to healthy inclusive communities.

Employees get involved through Workplace Giving. In 2012 UBS and our employees donated approximately \$1mill to 80 different charities.

45% of employees in Australia dedicate their time to volunteering in UBS organised events including school student mentoring, assisting local homeless services, Red Cross blood drives and skilled volunteering opportunities.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this organisation this year?

Applications for the UBS 2013-14 internship program will open in May. Students apply online via www.ubs.com/graduates and submit a cover letter, updated CV and academic transcripts along with completing an application form.

Application deadlines as follows:

- 2013-14 Intern Program – Melbourne: 27th June 2013
- 2013-14 Intern Program – Sydney: 25th July 2013

Applications are encouraged from all degree disciplines.

What does the organisation look for in an intern?

We are looking for interns with a range of perspectives, experiences and skills - people who can bring something different to our organization. Of course, academic credentials are important, but these need to be coupled with excellent communication skills, creativity, perseverance and tenacity. You will also need an ability to learn and think quickly, alongside

the determination to excel. In return, we offer excellent career opportunities designed to match your ambition and potential.

What work does the organisation offer an intern?

We offer a ten week structured summer internship program, which is a vital tool in our graduate hiring process. You will work alongside some of the brightest and best, learning about our organization, a specific business area, our clients and the products and services we offer. A variety of events and workshops ensure your experience is packed with learning, training and networking opportunities. Evaluation is a serious element of the program and successful interns will be offered a graduate position for the following year.

Our summer internship program runs from late November until early February each year.



Social Justice & Public Interest

Social Justice is tossed around the Law School as a bit of a buzzword. Even those students considering alternative uses for their law degree may not be confident of its parameters or the opportunities available. The pursuit of a career in the field of social justice typically stems from a desire and motivation to contribute to society. The field is varied and may involve challenging the legal system, government and more generally, advocating for change in our community. In Australia, examples of areas of law that most commonly diminish civil liberties are laws that govern the seeking of asylum by refugees, laws relating to terrorism and those that relate to indigenous people. These areas, and others, can be explored via many different frameworks such as legal aid, local community centres, pro bono practices, advocacy bodies, think tanks, political parties and Law Reform Commissions.

At an international level, social justice organisations such as Human Rights Watch, and those which are government affiliated such as AusAID, raise awareness of issues, expose non-observance of international agreements and inform the community about breaches of human rights through their publications and media releases. The primary objectives of international social justice organisations are to develop the rule of law, protect the rights of the disenfranchised, and regulate the actions of those in control. These global organisations typically employ a range of personnel which includes field workers, delegates and administrative staff. Field work involves working at the grass roots, often with vulnerable clients, and includes engaging with different legal systems in advocacy work to bring oppressors to justice. The aims of advocacy is to lobby governments to reform their laws to ensure that individuals' rights are clearly defined and respected.

First, we thought that we would let some of those who inspire us tell you how you can use your degree to help shape the public sphere. We are very fortunate to have Emeritus Professor Ron McCallum AO, Fairfax Media Group General Counsel and Company Secretary Gail Hambly, and Dr Kiran Grewal as contributors to this year's Guide. Second, we have asked some of the organisations doing interesting and valuable work domestically and internationally to provide you with practical information about the opportunities available to law students. Ultimately, we hope that you use this Guide as a launching pad to explore the diverse ways in which law students can broaden their horizons and contribute to the community in a meaningful way.

Gail Hambly

GENERAL COUNSEL & COMPANY SECRETARY OF FAIRFAX MEDIA

Gail is Group General Counsel and Company Secretary of Fairfax Media. Gail is also Chairman of Copyco Pty Limited, a Director of Belvoir Limited, a Director of Trade Me Group Limited, a member of the Advisory Board of the Centre of Media and Communications Law at Melbourne University, a member of the Media and Communications and Privacy Law Committees of the Law Council of Australia and a director of the Sydney Story Factory – a not for profit organisation which provides education services with a special focus on disadvantaged children in Sydney. Gail holds degrees in Law, Science and Economics.

I did my Law degree after first completing degrees in Science and Economics and working in those areas. I was interested in Law while still in high school but stupidly thought, what was then a five year degree was too long.

I did my Economics degree full time and my first real job was with the Department of Treasury in Canberra. The job was really interesting but I didn't like living in Canberra. I was, and still am, interested in the political process and government but I realised that the best government jobs were in Canberra - especially in economics.

I did my science degree part time and worked in research. I kept thinking about the law and eventually enrolled part time in the graduate programme at UNSW. I loved it from day one. I really liked the intellectual challenge, the importance the rule of law plays in a healthy functioning society and its importance to individual rights and freedoms.

I also enjoyed learning and thinking about the historical development of the law and its philosophical underpinnings. Not unimportantly, I also expected that as a lawyer I could earn a decent income and be financially independent.

I did most of my degree part time while working and finished the last year full time. I then worked as a Federal Court judge's associate for a year and then joined what was then Freehills.

I initially went to Fairfax Media on secondment from Freehills to set up the corporate legal function and restructure the Company Secretariat area. I had certainly not planned to work in house and I took a lot of convincing to stay but it was absolutely the right decision.

My role is very broad and in any day it can include advice on stories or the litigation that has arisen from them, advising the Board on its ASX and Corporations

law obligations, reviewing contracts, preparing submissions on law reform and working on the strategy of a media business in the heart of structural change of the industry. It is hugely intellectually stimulating and very important that we make the right decisions to ensure that we maintain a vibrant, independent quality media in this country.

I am the director of Trade Me Ltd which is an ASX and NZX listed company, director of a number of companies where Fairfax has a joint venture stake and a director of the Belvoir Theatre Company and the Sydney Story Factory- both not for profit organisations. Being a director on each of these is an opportunity to make a broader contribution to companies I believe do interesting and important work.

The role of a director is to provide assistance and advice to management and hopefully to add a depth of different experience and expertise. If I could give advice to a new law graduate wondering about what next it would be - work hard to enjoy what you do - whatever it is and be prepared to take a chance on the unexpected. Career planning is probably a good idea (for other people anyway) - but don't let it limit you if something comes up that is outside the plan.

Ron McCallum AO

EMERITUS PROFESSOR AT THE UNIVERSITY OF SYDNEY

INTERVIEW WITH EMERITUS PROFESSOR RON MCCALLUM AO

Professor Ron McCallum has taught Administrative Law, Public Law and labour law at the University of Sydney Law School. He has also taught labour law at the Osgoode Hall Law School at York University, Ontario Canada, and at Duke University, North Carolina United States of America. Professor McCallum is the first totally blind person to have been appointed to a full professorship in any field at any university in Australia.

In the 2006 Queen's Birthday honours list Professor McCallum received the designation of Officer in the Order of Australia for his services to tertiary education, for industrial relations advice to governments, for assistance to visually impaired persons and for social justice. Professor McCallum was also the inaugural president of the Australian Labour Law Association. As President, in September 2009 in Sydney, he hosted the XIX World Congress of the International Society for Labour and Social Security Law. From September 2006 to September 2009, Professor McCallum served as the Asian regional Vice-President of the International Society for Labour and Social Security Law. Professor McCallum was unanimously elected as 2010 Chair of the United Nations Committee on the Rights of Persons with Disabilities.

On 1 September 2010, Professor McCallum was re-elected in New York to the Committee of experts for a four year term which will conclude on 31 December 2014.

“ Studying law... teaches clear thinking; enables one to sift relevance from irrelevance; and perhaps of most importance it bespeaks fairness in both procedure and in practice.

Why did you choose to study law?

I did not come from a wealthy family and my Mum was a war widow. Initially, I wanted to be a high school history teacher, but I actually got the marks to get into both Melbourne and Monash law schools and I chose Monash.

Did you know early on in your law degree that you would enter academia? What about academia appealed to you?

In my fourth year at Monash I wanted to have a day free from classes, and the way I chose to achieve this was to take Industrial Law (which is now called labour law) as one of my electives. I would have loved being a labour law barrister. At that time, 1970-1971, there were no PC or lap-top computers and no computer-based adaptive technology which now enables blind persons to have read out to them in synthetic speech, the words which appear on the computer's screen. I realised that if I tried to be a barrister that I would be ambushed by the other side bringing in written documents at the last minute which I could not speedily read.

I saw an academic career as a good option for I could set the reading for the course, and complete it by having family, friends and students read the material into tape recorders for me. I was also very interested in ideas, and especially about justice at work, so an academic career looked a good one for me. If I was 23 again and had the modern technology, I would be a barrister.

You have studied and taught overseas, how has this experience assisted you professionally?

I realised in 1971 that I would have to convince a university to employ me if I wished to take up an academic career. I thought that the best way of convincing a university law school to hire me was by going overseas and getting a good overseas degree. I was indeed fortunate to obtain a Canadian Award under the Commonwealth Scholarship and Fellowship Plan, which enabled me to obtain an LLM degree by major thesis in labour law from Queen's University, Canada. This overseas study got me a tenurable position at Monash and eventually led to be getting a full professorship here at the University of Sydney in 1993.

You are involved in many associations, societies and committees. How has your law degree enabled you to engage in issues, such as disability rights, that are important to you?

I think that studying law is excellent training for many careers. Above all, it teaches clear thinking; enables one to sift relevance from irrelevance; and perhaps of most importance it bespeaks fairness in both procedure and in practice. I was indeed fortunate to have been nominated by the Australian Government to serve on the United Nations Committee on the Rights of Persons with Disabilities (CRPD Committee). After my nomination, I had to go through an election at the

United Nations in New York, but I found myself an inaugural member of the CRPD Committee. Then one year later I became its Chair in February 2010, but my term as Chair concludes on 15 April this year. The primary function of the CRPD Committee is to monitor the implementation world-wide of the United Nations Convention on the Rights of Persons with Disabilities. This has been an extraordinary learning experience for me, and hopefully the work of the CRPD Committee may play a small part in improving the lives of my sisters and brothers with disabilities around the world.

I would suggest that even if you are unsure about what you might wish to do, get yourself admitted to legal practice as this will stand you in good stead in your future.

You are involved in international and domestic legislative development, review and compliance. What about this was attractive to you?

As a labour law professor for many years, I found that governments sought out my expertise to assist with the development and enactment and implementation of labour legislation. My legal training was central to this work. The latest report in which I was involved, was in reviewing the operation of the Fair Work Act in 2012. We were a panel of three: retired Justice Michael Moore; Reserve Bank Board member Dr John Edwards and myself.

Do you have any tips or advice for law students who are unsure about what to do after graduation?

I hesitate about giving advice to students, more especially now that my own children are of student age. However, I would suggest that even if you are unsure about what you might wish to do, get yourself admitted to legal practice as this will stand you in good stead in your future. I raced off to graduate school in Canada before being admitted, and I had to gain admission later in life. Finally, I would add from my time in legal practice that the most important quality which lawyers (and all persons for that matter) possess, is their integrity. Whatever happens, hold onto your integrity and cherish life as a human being in our extraordinary world.

Kiran Grewal

HUMAN RIGHTS WORKER

Ever since I started my law degree I knew I wanted to work in human rights. However how exactly I could do that remained a mystery: the UN and large human rights organisations all seemed so far away. Meanwhile in Australia human rights work was (and remains) quite limited.

As a result I started on the more conventional path, as a graduate at Blake Dawson Waldron. A mooter at uni, I found my way into litigation and started working in the firm's immigration law practice. It was a great experience and I loved the court work: conducting hearings in the Administrative Appeals Tribunal, presenting motions in the Federal Court. But it didn't sit well with my conscience. After being so determined to work in human rights it was hard representing the government as our immigration policy became more and more un-humanitarian. I decided I had to escape the corporate world before the money and lifestyle became too irresistible and I, too complacent. So, after two and a half years I took a 2/3 pay cut and went back to being a lowly student.

It was while in France in the second year of my PhD that my opportunity to get into the human rights world presented itself. A friend told me that Amnesty International's legal department was looking for interns. It was unpaid but also the opportunity of a lifetime so I put in an application, knowing it was a long shot. About 5 months later, out of the blue, I got a call from London saying I had been accepted! What followed was a year of amazing experiences (first as an intern and then as the Assistant Legal Adviser on Gender), ranging from lobbying country delegates at the International Criminal Court's annual meeting in the Hague (my boss' advice on how best to do that? "Target them in the toilets, they are a captive audience there!") to belly dancing in a derelict building at a gay rights activists' house party with – so she told me – the only Roma transsexual in Kosovo.

Going on mission to Kosovo also made me realise that I didn't want to be sitting in London talking and writing about human rights. I wanted to be 'out there' engaging with the people for whom human rights were literally a matter of life and death. Once again, an opportunity randomly presented itself when I met a woman at a human rights event in London. A fellow Australian, she had just come back from Sierra Leone where she had been a trial monitor at the UN war crimes court and was looking for someone to replace her. Without even knowing where Sierra Leone was on the map, I jumped at the chance and within a couple of months I was winging my way south for my first trip into Africa.

There were so many extraordinary experiences (positive and negative) in Sierra Leone that it is impossible to even begin to describe them. However after 3 months I decided to leave: my faith in human rights, the

international community and my own personal ability to 'do good' severely damaged by what I had seen in practice. I returned to Sydney humbled, unsure what to do next, and settled back into finishing my PhD. As my scholarship dwindled I took up an offer to do some university tutoring and discovered how rewarding teaching could be. My ego sufficiently battered to realise that I wasn't single-handedly going to fix the world's problems (!), I discovered in teaching the opportunity to engage with others, offer them a way to think critically about the world and in turn help them develop useful tools to go out there and make their own contribution. When a job came up as a lecturer in human rights at the University of Sydney I jumped at the chance.

And then 'the field' started to call me back... I returned to Sierra Leone and Kosovo in 2011: an important process for me to show those who had welcomed me into their country that I had not forgotten them. And in 2012 I started as the research manager on a 3-year torture prevention project working with police and military in Nepal and Sri Lanka. In many ways this is my dream job, combining research and practice. It is also extremely challenging: living away from family and friends, working on a disturbing topic, dealing with very different and sometimes very difficult cultural and social contexts and with people who have little interest in changing the status quo. Ultimately, for me, the rollercoaster is worth it to feel like I am at least trying in some small way to make a difference.

So, as I write this sitting in a café in Colombo, I am wondering what advice I would give someone interested in following the human rights path. To be honest, a big part of it is luck. Yet it is also about a leap of faith that allows you to take opportunities as they arise. Most importantly, it requires a willingness to put yourself completely out of your comfort zone. It is only by getting out 'into the field' that you really understand the complexity involved in working in human rights. And acquire a few good stories to tell your grandkids in the process...

Advocacy Forum – Nepal

ABOUT THE ORGANISATION

ADDRESS Shantiniketan marg 94/14, Gairidhara, Kathmandu, Nepal, P.O. Box 21798

CONTACT Dr. Hari Bansh Tripathi - Director, Tel. +977-1-4004007/8

OFFICE LOCATIONS Central Office in Kathmandu with outreach in 20 districts across the country. Central office is located in Gairidhara, Shantiniketan Marg 94/14, Kathmandu, Nepal

NUMBER OF LAWYERS/PARTNERS 25

AREAS Advocacy for human rights, the rule of law, judicial reform, transitional justice and documentation and monitoring of human rights violations.

QUESTIONS ABOUT THE FIRM

What is unique about this firm?

We adopt innovative measures to carry out our campaign against impunity and prevention of torture, which has been hailed by several international organizations from time to time.

What significant work has the firm done recently?

Recently, AF helped a torture victim to submit a case to the UK government under universal jurisdiction. The trial of the alleged perpetrator is scheduled for June.

What does the firm look for in a potential employee?

Relevant academic qualification and experiences in human rights, besides his/her commitment to the cause of justice and the rule of law.

How does the firm encourage employees to learn and develop?

AF encourages the candidate to learn and develop by assigning substantive work and by engaging in research in different related areas during his/her association with AF.

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

The firm provides pro bono legal aid service to indigent detainees.

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

Positive advice and moral support for professional growth.

INTERNATIONAL OPPORTUNITIES FOR AUSTRALIAN STUDENTS

Why are Australian students and graduates valued at your international offices?

Because they bring some comparative experience and expertise which are mutually rewarding.

Does your firm offer any support for the travel and living expenses of Australian clerks/graduates? No.

QUESTIONS ABOUT CLERKSHIPS

How many clerks did the firm take last year?

Nearly 6 or 7 from different countries for varying periods of time.

What does the firm look for in a clerk?

Knowledge, competence, dedication, commitment and punctuality.

What work does the firm offer a clerk?

Research work or other project related works on different issues of human rights.

Does this firm intend to offer clerkships to students outside their penultimate year? No.

QUESTIONS ABOUT GRADUATE POSITIONS

Does the firm take graduates directly?

Yes, Advocacy Forum provides opportunities to both national and international students to work as volunteers/interns.

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

Applications can be submitted by:

- Filling in the application in Word format and emailing it to info@advocacyforum.org.np
- Filling in the Online Internship Form below (Highly recommended). www.advocacyforum.org/work-with-us/internships.php

What does the firm offer its graduates?

Interns are advised to explore on their own sources of funding for their stay and internship at AF.

What is the anticipated graduate intake this year?

Not decided as yet.

Amnesty International Australia

ABOUT THE ORGANISATION

ADDRESS Level 1, 79 Myrtle St, Chippendale NSW 2008

CONTACT Holly Fingland - Activist Support Coordinator, 02 8396 7670, aiansw@amnesty.org.au

WEBSITE www.amnesty.org.au

OFFICE LOCATIONS We have action centres in Sydney, Canberra, Melbourne, Hobart, Adelaide, Perth and Brisbane plus over 160 action groups based in communities all over Australia.

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Amnesty International is a worldwide movement of over 3 million people in 150+ countries campaigning to protect human rights. We have a vision of a world in which every person enjoys all of the rights stated in the Universal Declaration of Human Rights and other international human rights standards. When those human rights are violated, we:

- Search out the facts
- Expose what is happening
- Mobilise people to put pressure on governments and others to stop the violations.

Around the world we protect people and communities who come under attack, encourage governments and others to respect human rights and raise awareness of the international standards that protect us all.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer a wide variety of unpaid internships and volunteer opportunities across a diverse array of disciplines, including: community activism, refugee casework, human rights casework, media and communications, government relations, governance, IT, finance, administration.

Is there a formal application process?

All internships are advertised on our website at www.amnesty.org.au/get-involved/internships.

Volunteer positions also arise from time to time and will be advertised here: www.amnesty.org.au/nsw/volunteer.

Applicants are asked to submit CVs and cover letters addressing specific selection criteria as advertised.

We recommend anyone interested in volunteering or internships attend one of our 'Get Active' information evenings, 6pm – 7:30pm on the third Monday of every month at our Action Centre in Chippendale.

How many people do you accept to each position annually?

Our Sydney action centre accepts over 100 interns/volunteers in diverse and ever-evolving positions every year.

What are the benefits of taking a position at your organisation?

Our internships and volunteer roles are a great way to get hands-on experience at the world's largest human rights organisation. We provide ongoing training and guidance, and you will get to work directly with like-minded people and experts in the field.

Tara Imrie

REFUGEE CASEWORK INTERN, AMNESTY INTERNATIONAL AUST.

I have a Bachelor of Psychology from the University of Sydney and a Bachelor of Laws from the University of Technology, Sydney. I've done volunteer work at Redfern Legal Centre since 2010, a community legal centre dedicated to social justice and human rights, where I have assisted many vulnerable and disadvantaged people with legal problems. I also did a 6 month legal research internship at the University of Amsterdam on human and animal rights, and I'm a Human Rights staff writer for Right Now, an Australian human rights online publication. I've been a child protection caseworker for the NSW Government in the past.

I started volunteering at Amnesty International in Amsterdam, Netherlands when I was on exchange there in 2011. As I couldn't speak Dutch, I did basic tasks. When I moved back to Sydney in 2012, I wanted to expand on this experience and use more of my skills by helping out with Amnesty International Australia. I went to a "Get Active" evening to find out what I could do. As well as joining a few local action groups like the Newtown Group and Refugee Network, I started a local action group of my own called the NSW Legal Network. In my role as Convener for this network, I recruited volunteers to assist me and we organised events to get people interested in the law engaged with human rights issues.

I started working as a Refugee Caseworker Intern for Amnesty International in January 2013. It is a very fulfilling and interesting internship. My daily work includes things such as working directly with asylum seekers and other organisations involved with them, monitoring issues of concern for asylum seekers in Australia, researching and writing country information reports to assist asylum seekers with their refugee claims, general casework and going to visit clients at Villawood Detention Centre. I've learnt a lot about asylum seekers and refugees and the issues that affect them in Australia, and I am now very keen to help out more in this area.

I would definitely encourage people to get involved with Amnesty International. If you want to have a career in the field of human rights/refugee issues, it is essential to do A LOT of volunteer work, and Amnesty International Australia is a very positive and supportive working environment. Volunteering for Amnesty can lead to a lot of other opportunities in Australia and internationally, and it is very rewarding to work with many other like-minded people in defending human rights worldwide.

Tara Imrie, Refugee Casework Intern, Amnesty International Australia. tara.imrie@gmail.com

Arts Law Centre of Australia

ABOUT THE ORGANISATION

ADDRESS The Gunnery, 43-51 Cowper Wharf Road, Woolloomooloo, NSW 2011

CONTACT Jenny Arnup, (02) 9356 2566 artslaw@artslaw.com.au

WEBSITE www.artslaw.com.au

OFFICE LOCATIONS Sydney

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

The Arts Law Centre of Australia is a national, not-for-profit community centre which seeks to provide legal services to artists and arts organisation. In addition, it seeks to engage with Indigenous artists through the 'Artists in the Black' program. The centre advises clients on a number of arts related legal issues, including contracts, copyright, moral rights, trade marks, business names and structures, defamation, insurance and employment.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Law students may apply to be daytime volunteers, interns or note-takers at the centre.

What would work at your organisation typically involve?

Daytime volunteers provide invaluable assistance to the legal team at the Arts Law Centre. They are required to undertake legal research, communicate with clients, compose written instructions to be reviewed by lawyers and perform administrative tasks.

Is there a formal application process?

If you are interested in a volunteer position, please fill out the online application form (www.artslaw.com.au/contact/volunteer/) and attach your resume and current academic record.

What do you look for in an applicant?

We welcome applications from law students in their final years and recent law graduates. It is required that they have completed either intellectual property or media law.

When are applications taken, and what are the stages involved in the application process?

Applications are accepted at any time of the year. Shortlisted applicants will be kept on file until a position becomes available and will then be interviewed.

How many people do you accept to each position annually?

This varies depending on the capacity and availabilities of our current daytime volunteers however, there are generally opportunities for at least 6 new daytime volunteers annually.

PERSONAL PROFILE

Lauren Fong, Daytime Volunteer

I am currently in my final year of a combined Communication/Law degree, specialising in film, radio and screen-writing. I have been a legal volunteer at the Arts Law Centre of Australia for over a year, and have been highly impressed by the valuable, high-quality service that the centre provides to artists, art organisations and Indigenous communities. I have had the opportunity to consult with clients, perform research on topical issues to be used in government submissions and compose case notes for the centre's website. I also work closely with a number of legal staff, and am able to improve my theoretical understanding of the law through practical application.

At the Arts Law Centre of Australia, I have been able to develop my professional skill set whilst combining my dual passion for the arts and the law. The work is intellectually stimulating and highly rewarding. Ultimately, I believe that my varied experience at the Arts Law Centre has provided me with a strong foundation upon which to build my career in the law.

The Aurora Project

ABOUT THE ORGANISATION

ADDRESS 100 Botany Road, Alexandria 2015

CONTACT Kim Barlin, (02)9310 8413, Kim.barlin@auroraproject.com.au

WEBSITE www.auroraproject.com.au/nativetitleinternshipprogram

OFFICE LOCATIONS Alexandria, NSW

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

The Aurora Native Title Internship Program places legal, anthropology and some social science students and graduates in unpaid internships at Native Title Representative Bodies (NTRBs) and other organisations working in native title, policy development, human rights and social justice, all with a focus on Indigenous affairs. The program not only provides much needed assistance to host organisations but also promotes career opportunities by raising awareness of the NTRB system and attracts students and graduates to work in the sector. The quality of the students is demonstrated by the eagerness of NTRBs and other hosts to retain alumni of the program on a longer-term basis.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Unpaid 5 to 6 week full-time internships.

What would work at your organisation typically involve?

We match interns to organisations working in native title, land rights, policy development, social justice and human rights – all with an Indigenous focus.

If you have an interest in land rights, policy development, human rights and/or social justice focusing on Indigenous affairs, then the Internship program is a great opportunity to experience what it is like to work in this area.

Is there a formal application process?

Yes, online via the website at www.auroraproject.com.au/applyforinternship.

What do you look for in an applicant?

Interns placed through the Internship Program need to have:

- A strong academic record
- An interest in the area of native title, social justice and Indigenous affairs
- Strong cultural awareness and sensitivity
- Good interpersonal and communication skills
- Commitment to the minimum internship length.

When are applications taken, and what are the stages involved in the application process?

Applications are open for one month online via the website annually in March and August.

How many people do you accept to each position annually?

Approximately 100 placements are arranged each round at over 75 organisations working in native title and Indigenous affairs more generally, throughout Australia

What are the benefits of taking a position at your organisation?

If you have an interest in land rights, policy development, human rights and/or social justice focusing on Indigenous affairs, then the Internship program is a great opportunity to experience what it is like to work in this area. The program not only provides much needed assistance to under-resourced host organisations but also promotes career opportunities by raising awareness and attracts students and graduates to work in the area of Indigenous affairs.

Community Legal Centres NSW

ABOUT THE ORGANISATION

ADDRESS Suite 805, Level 8, 28 Foveaux Street, Surry Hills NSW 2010

CONTACT Alastair McEwin, Director, alastair_mcewin@clc.net.au (email only), Ann Petrou, Administrator, ann_petrou@clc.net.au Tel: 02 9212 7333

WEBSITE www.clcnsw.org.au

OFFICE LOCATIONS Surry Hills, NSW

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Community Legal Centres NSW Inc. (CLCNSW) is the peak body for CLCs in NSW. We are resourced by a small State Office which is funded by the NSW Government and Public Purpose Fund. CLCNSW has 40 member organisations including generalist and specialist CLCs. The State Office plays a critical role in the law and justice sector in NSW. It supports and represents CLCs in a range of government and community forums. The State Office works closely with the NSW CLC sector to advance the work of CLCs.

CLCNSW itself does not provide legal advice to members of the public. The office is able to assist those seeking legal advice by referrals to an appropriate legal service provider.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid volunteer and internship opportunities to law students, with a focus on CLC law reform and capacity building work.

Law students may be able to undertake part of their PLT with CLCNSW if this is approved by the PLT provider; the work would usually be in the area of law reform. As we do not offer legal advice, we are unable to supervise PLT students in this respect.

For opportunities in CLCs, refer to www.clcvolunteers.net.au.

This is a national database of community legal centres with information about current volunteering opportunities at a CLC.

What would work at your organisation typically involve?

CLCNSW, through its State Office, provides services to community legal centres as a group and to individual centres, in the areas of network support and development, communications and information, legal policy development and advocacy, and sector development. CLCNSW coordinates strategic direction and development for the sector as a whole, liaises and negotiates with Government on relevant legal and equity issues as well as funding and program issues.

What particular attributes do you think define your employees?

Employees at CLCNSW have a passion for ensuring all in the community have access to justice.

Is there a formal application process?

Any person wanting to volunteer should contact CLCNSW in the first instance. If any positions are currently available, they will be asked to submit their CV and they may be asked to come in for an interview.

What do you look for in an applicant?

We look for the following:

- An interest in social justice
- An understanding of the barriers to access to justice

When are applications taken, and what are the stages involved in the application process?

See above under 'formal application process'.

How many people do you accept to each position annually?

We accept volunteers and interns throughout the year, but usually only one at each given time.

What are the benefits of taking a position at your organisation?

The benefits of volunteering at CLCNSW are that the student will gain exposure to the work of CLCs and the broader justice system.

Human Rights in China

ABOUT THE ORGANISATION

Human Rights in China (HRIC) is a leading international Chinese human rights NGO with offices in New York and Hong Kong. Human Rights in China promotes and support international human rights in China in many different ways:

- Advocating human rights issues by talking to governments and the UN.
- Helping human rights defenders amplify their voices by bringing attention to their cases.
- Informing journalists, government and UN representatives, corporations and other organizations about important human rights issues.
- Sharing information and strategies with activists and NGOs around the world.
- Creating tools and resources to turn research into action.

Some projects that interns have worked on in the past include advocacy for individuals, research on systemic issues, and preparation for workshops and other events:

- Compiling an archive of oral histories from the 1989 Tiananmen Square crackdown in China.
- Researching and preparing for the United Nations Human Rights Council sessions, including advocacy papers and backgrounders.
- Gathering facts and preparing submissions on political prisoners for the UN Working Group on Arbitrary Detention.
- Editing and writing for the quarterly English-language journal, China Rights Forum.
- Reorganizing and updating the online Chinese-language Human Rights Resource Center.
- Layout and design for various research and advocacy products.
- Updating and drafting issues backgrounders on thematic topics, such as labor rights, business and human rights, and militarization.
- Preparing for a workshop gathering activists and

academics to discuss ethnic minority issues in China.

- Providing support for advocacy and parallel reports to UN treaty bodies, including the Committee on the Rights of the Child, the Committee for the Elimination of All Discrimination Against Women, and the Committee on Economic, Social and Cultural Rights.

Law Program interns work on current HRIC projects that require a combination of field, legal and web research, and analytical writing for various audiences, such as the public, media, or supervising staff at HRIC.

Qualifications

- Candidates must be currently enrolled in a law program.
- Demonstrated commitment to and a knowledge of international human rights.
- Excellent writing and communication skills.
- Strong research skills and knowledge of Westlaw and LexisNexis.
- Relevant coursework, e.g. international human rights law, international law, international trade, Chinese law, or clinical experience.
- Preferred proficiency or fluency in Mandarin.
- Extremely organized, self-motivated, and reliable.

Interns are expected to make a commitment for the duration of the semester, or for a minimum of 10-12 weeks during the summer. The supervisor and intern will set up the intern's weekly schedule at the start of the internship. Interns receive a lunch stipend. Depending upon the requirements of the intern's home institution, academic credit for the internship may be arranged.

Applications must be received by (Northern Hemisphere): March 1 for Summer, June 1 for Fall, October 1 for Spring (Northern Hemisphere). Mail in a cover letter, a resume including relevant coursework, and a brief writing sample to internships@hrichina.org

Interights

ABOUT THE ORGANISATION

Interights is the international centre for the legal protection of human rights based in London. Their work focuses on strategic human rights litigation: building the capacity of lawyers and judges to ensure that human rights standards are protected and promoted effectively in domestic courts and before regional and international bodies.

Fellowships, internships and volunteer positions are advertised on their website: www.interights.org/vacancies/index.html

International Service for Human Rights

ABOUT THE ORGANISATION

The International Service for Human Rights (ISHR) operates on an international level facilitating the work of human rights defenders by supporting their capacity to operate within the relevant systems. The support provided can include:

- Carrying out trainings on the UN and regional human rights mechanisms
- Organising workshops at regional or sub-regional forums
- Facilitating NGO networking and discussion on issues related to human rights defenders
- Providing strategic advice to highlight opportunities for lobbying and engagement at the international and regional levels
- Providing human rights defenders with information on their rights as defenders, and the mechanisms that exist to protect them

- Giving financial and technical support to a limited number of organisations, for specific activities at national and regional levels.

ISHR has trained more than 5,000 human rights defenders from all over the world.

ISHR recruits all year long and interns participate in ISHR's work in both Geneva and New York. Internships are full-time or part-time internships and from 3-6 months. The program involves working with the UN monitoring team, the Regional and National Human Rights Defenders Program team, the training team, the communications team, the finance and administrative team and the fundraising team.

For further information see: www.ishr.ch/internship-program

Liberty

ABOUT THE ORGANISATION

Liberty is the National Council for Civil Liberties in the UK. Liberty campaigns to protect basic rights and freedoms through the courts, in Parliament and in the wider community. This is achieved through a combination of public campaigning, test case litigation, parliamentary lobbying, policy analysis and the provision of free advice and information.

There are two main types of volunteering role available:

- Administrative support – day-to-day work of operations, membership, campaigns and/or media teams.
- Advice and Information – requires a law degree and involves responding to written queries from the public about their rights.

Volunteers generally must have:

- Proficiency in the use of Microsoft office
- Experience in advice provision services
- Experience working in a not-for-profit organisation (paid or unpaid)
- Knowledge of UK human rights law
- Commitment to, and understanding of, Liberty's broad campaigning objectives, including equal opportunities

- Excellent communication skills, both written and verbal
- Excellent online research skills

All volunteering roles are based in London, and require a commitment of at least one day a week for a minimum of three months. The organization cannot assist with travel arrangements, work permits or accommodation. Positions are advertised on www.liberty-human-rights.org.uk/about/volunteer/index.php

ABOUT THE ORGANISATION

CONTACT Shona Cools - Chief Executive Officer, m: 0403 324 897, e: shona@linkz.net.au
NSW Contact: Shannon Longhurst - NSW State Co-ordinator, E: nsw@linkz.net.au

WEBSITE linkz.net.au

OFFICE LOCATIONS Linkz is a volunteer run organisation, and as a result does not have an office.

Linkz works in a number of remote Indigenous communities in the Northern Territory and Western Australia. The volunteers who participate in our programs are from NSW, QLD, VIC and WA.

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Linkz Incorporated is a not for profit organisation that has been established to foster connections and partnerships between Indigenous and non-Indigenous Australians, building a culture of social inclusion, equity and participation. As a youth-led organisation our focus is on engaging with children, young people and their communities across Australia and particularly those living in regional and remote areas.

Through our student volunteer program we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.

Our focus is on engaging with children, young people & their communities across Australia and particularly those living in regional and remote areas ”

Linkz believes this can be achieved by:

- Building shared pride in Aboriginal culture and knowledge for Indigenous and non-Indigenous Australians – by acknowledging it and promoting it as part of the broader Australian identity;
- Providing communities, and in particular young people, with the opportunities they need to build the skills to identify and create localised solutions;
- Offering resources to address the lack of available services in regional and remote Indigenous communities;
- Increasing the frequency and quality of positive interactions and learning's between Indigenous and non-Indigenous Australians;
- Providing opportunities for personal development through volunteering;
- Creating unique Australian-based volunteer opportunities for young people;

- Utilising the 'ripple effect' to encourage and support volunteers to share their experiences with the broader community;
- Unlocking opportunities through education, learning and cross-cultural exchange

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer volunteer opportunities to students, through our Linkz Odyssey Program. The Linkz Odyssey Program is a multifaceted initiative which aims to deliver sport, recreation and youth services to remote Indigenous communities. These services are aimed at minimising the impact of "at risk" behaviours and social issues for young people and their communities, focusing on prevention, diversion, education and development.

Harnessing the skills of volunteers enables the program to provide critical services to remote communities whilst simultaneously providing opportunities for the personal and professional development of Australian youth more broadly.

What would a volunteer placement with Linkz typically involve?

Participating as volunteer in the Linkz Odyssey Program involves three stages:

- Training: You will be expected to attend training sessions to prepare you for your placement, including cultural training at a broad and specific level, as well as sport and recreation training.
- Volunteer Placement: You will work and live within a remote Indigenous community, in either WA or NT, for 2-7 weeks. During this time you will be responsible for delivering sport, recreation and youth services.
- Evaluation: Following the program you will be required to provide feedback to Linkz on your experience, to assist us with evaluating our programs.

Is there a formal application process?

Yes.

When are applications taken, and what are the stages involved in the application process?

We typically have two recruitment rounds each year (March/April and September/October). The application process involves submitting an online application form and, if shortlisted, attending a group interview.

How many people do you accept to each position annually?

The number of volunteers we take each year varies based on community requests for our services. However, we typically work with between 40-80 volunteers per year.

What are the benefits of volunteering with Linkz?

Many existing volunteer programs aim to engage individuals that have a specific skill and often struggle to identify suitably qualified personnel. The Linkz Odyssey Program works in the reverse by identifying a group of people who are available and willing to volunteer and then working with these individuals to build the skills needed.

In addition the benefits of the program are further capitalised by encouraging program volunteers to share their experiences with others. In a practical sense program volunteers are encouraged and supported to take their newly acquired skills into workplaces and organisations across the country. At the same time the program also aims to develop advocacy skills with volunteers being encouraged to talk about and share their experiences. Their first-hand experience allows them

to develop a genuine understanding of Indigenous culture and breaks down many of the negative myths surrounding our Indigenous people. In this way the volunteers themselves become a powerful tool for education and change, capable of challenging the attitudes and perceptions of those around them.

“ *Harnessing the skills of volunteers enables the program to provide critical services to remote communities whilst simultaneously providing opportunities for the personal and professional development of Australian youth more broadly.* ”

Katherine Patterson

LINKZ.INC PROGRAM PARTICIPANT

“The Linkz program differs greatly from any professional legal internship or volunteer position you may do. Linkz gives volunteers the rare privilege to work with communities on a very personal level. This fosters an unique environment, which enables volunteers to form their own opinions about past, current and future governmental policy decisions and about the Indigenous way of life. In relation to Law, it helps connect many of the concepts you will learn in classes such as criminal procedure and allows a much clearer understand the importance of a strong and honest client, lawyer relationship. Overall, my time with Linkz was a rewarding and really emotionally grounding experience, which really gave me back just as much as I put in.”

Katherine Patterson is a JD Student at Sydney University and participated in a Linkz Odyssey program in June/July 2012.

Marrickville Legal Centre

ABOUT THE ORGANISATION

ADDRESS 338 Illawarra Road, Marrickville NSW 2204

CONTACT 9559 2899

What kind of work does MLC do?

Marrickville Legal Centre is a community legal centre that provides free legal advice, representation and assistance to the local community.

It opened in 1979, predominantly staffed by volunteers. It was precipitated by the needs of the local Greek community, who needed legal advice but were unable to afford legal fees. Many law students had Greek heritage, so were able to provide advice in Greek to the community.

From these origins, the Marrickville Legal Centre has targeted the diverse needs of the community. It has a particularly strong reputation for working with people from non-English speaking backgrounds, immigrants, children and young people.

MLC has been instrumental in establishing a number of other advocacy organisations, such as the Immigration Advice and Rights Centre in 1986, the Inner West Tenants' Advice & Advocacy Service in 1995 and the Inner West Domestic Violence Pro-Active Support Service in 2009.

As well as providing legal advice, MLC also provides tenancy services, domestic violence support, an evening legal advice service and a state-wide youth legal service.

Their highest priority is meeting legal needs for some of the most disadvantaged members of the community.

What employment/volunteer opportunities are available at Marrickville Legal Centre?

Volunteers are integral to the functioning of the Centre, and there is an application process, which is outlined on their website.

Volunteers staff the front office and respond to the public and clients. They are required to ascertain the nature of enquiries, make appointments for legal services and advice, provide information about options and make appropriate referrals.

They are also required to assist with general administrative and reception work. Volunteers will build up skills in casework file maintenance, public contact, assisting people in crisis, and increasing knowledge of the application of the law.

The intake of legal assistants occurs twice yearly, in March and July.

To apply, students must send an application specifically numbering and addressing each of the selection criteria listed on their website, and their CV via email.

Volunteers must have completed at least two years of a combined undergraduate law degree or one year of a graduate law degree, demonstrate understanding of social justice and volunteering, demonstrated understanding of legal ethical issues, a minimum availability of one half-day shift per week for 6 months, excellent communication skills and ability to work in a team.

“The highest priority is meeting legal needs for some of the most disadvantaged members of the community.”

Maurice Blackburn Lawyers

ABOUT THE ORGANISATION

ADDRESS Level 20, 201 Elizabeth St, Sydney NSW

CONTACT Alyssa Rusciano, HR Coordinator, (03) 9605 2745 – arusciano@mauriceblackburn.com.au
www.mauriceblackburn.com.au and www.wefightforfair.com.au

OFFICE LOCATIONS NSW/ACT - Sydney CBD, Canberra and Parramatta. Victoria - Melbourne CBD, Dandenong, Frankston, Geelong, Greensborough, Reservoir, Ringwood, Sunshine, Wangaratta, Mildura and Traralgon. Queensland - Brisbane CBD, Browns Plains, Cairns, Caboolture, Ipswich, Mackay, Maroochydore, Rockhampton, Southport, Strathpine and Townsville. WA - Hamilton Hill.

PRACTICE AREAS Asbestos Diseases, Class Actions & Major Cases, MB Commercial, Employment & Industrial Law, Medical Negligence, Road Accident Injuries, Public Liability, Superannuation & Insurance Claims, Wills & Probate, Work Related Injuries

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

At Maurice Blackburn, we are interested in making a genuine difference to real people who need help. We do this by providing long-term solutions that help our clients in the long run - not just in the short term. We fight hard for an extra bit more, because our lawyers recognise that a fair outcome is worth fighting for. At Maurice Blackburn, we fight for fair.

Do you offer paid or unpaid job, internship or work experience opportunities to law students? No.

What would work at your organisation typically involve?

Our Seasonal Clerkship program is designed to give you a broad overview of all aspects of plaintiff law and to provide you with real, practical experience. Seasonal Clerks will have the opportunity to work on active client files with their allocated supervisor and buddy. You will meet real clients, work on client correspondence, research tasks and depending on your practice area attend mediations, conciliations and settlement conferences.

Our program involves one rotation in a particular practice area, within our Melbourne or suburban offices. This experience enables seasonal clerks to become significantly involved and develop an in depth knowledge of the area of law. The program also includes seminars and information sessions, which allow you to develop an understanding of all practice areas of the firm.

What particular attributes do you think define your employees?

At Maurice Blackburn we are honest, fair and committed to social justice and the rights of ordinary working people. Our experienced, empathetic team understands the complex issues faced by people who are injured or who suffer losses due to the illegal or unethical behaviour of others. We are committed to achieving just results. Our values are Justice, Fairness, Tenacity & Compassion.

Is there a formal application process?

Yes.

What do you look for in an applicant?

We seek those who display a genuine alignment with the values of our firm and commitment to social justice and defense of underprivileged groups. We are interested in why you want to practice plaintiff law and your knowledge of our areas of practice. We seek people with sound academic achievements in law, an understanding of commercial awareness, communication skills and are well placed to assist our clients and become actively involved.

- A genuine interest in plaintiff law, including knowledge of our areas of practice
- Sound academic achievements in law
- Superior communication skills
- A demonstrated ability to interact effectively with people at all levels
- An empathy for diversity and social justice.

When are applications taken, and what are the stages involved in the application process?

For clerkships, applications will need to incorporate a cover letter, resume and academic transcript, along with standard questions to be answered as part of the application form. We hold one round of interviews and an information session for clerks to find out more information about the firm to be held in late September.

What other opportunities and experiences does the firm offer its clerks e.g. travel opportunities or extra-curricular activities?

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 Employee Assistance Programs (EAP) and weekly fruit deliveries
- Social activities including monthly Friday-night drinks
- Involvement in community programs and our social justice practice, and
- For women, the opportunity to participate in our Women's Law Section. Initiatives include mentoring programs for female secondary students and supporting women's rights and refugee organisations.

New South Wales Council for Civil Liberties

ABOUT THE ORGANISATION

ADDRESS PO Box A1386 Sydney South NSW 1235, Suite 203, 105 Pitt Street, Sydney, NSW 2000

CONTACT Caitlin Dixon, Office Coordinator, (02) 8090 2952, office@nswccl.org.au

WEBSITE www.nswccl.org.au

OFFICE LOCATIONS Sydney

QUESTIONS 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. Our aim is to secure the equal rights of everyone (as long as they don't infringe the rights and freedoms of others) and oppose any abuse or excessive power by the State against its people. NSWCCL is an NGO accredited with special consultative status with the United Nations Economic and Social Council (ECOSOC).

NSWCCL attempts to influence public debate and government policy on a range of human rights issues. We try to secure amendments to laws, or changes in policy, where civil liberties are not fully respected.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

NSWCCL offers unpaid opportunities such as internships, trainee placements, volunteer positions and membership of committees.

What would work at your organisation typically involve?

Under the supervision of a committee member, interns and volunteers may be involved in:

- Submissions to government and other organisations on proposed legislation or policy issues
- Commenting on civil liberties issues in the media
- Work with other NGO organisations
- Participating in conferences and forums
- Conducting court cases
- Assisting individuals with complaints about infringement of civil liberties
- Producing publications
- Other work as required by the organisation
- Members of NSWCCL are entitled to join and participate in a variety of sub-committees in various specialist areas such as criminal justice, civil and indigenous rights, bill of rights, censorship, children and young people.

Is there a formal application process?

No – applicants are invited to submit their resume and a cover letter, and if found suitable are generally invited to discuss opportunities available.

What do you look for in an applicant?

We are looking for people who have an interest in civil liberties and human rights law, research skills, good communication skills and the ability to work independently and creatively.

When are applications taken, and what are the stages involved in the application process?

Applications for membership of NSWCCL and to join subcommittees can be made at any time. Applications for internships and placements should be made at least 6 weeks in advance of the proposed start date of the position.

Applicants for placements and internship positions should send a cover letter together with a copy of their CV to office@nswccl.org.au specifying the type of position sought.

How many people do you accept to each position annually?

Generally there is a maximum of 2 interns or placements at any one time.

What are the benefits of taking a position at your organisation?

Students will have the opportunity to develop their legal research skills, submission writing skills and problem solving skills, and to be challenged academically and personally on a range of topical issues. Placements and internships can qualify for course credits with some courses.

Public Interest Law Clearing House

ABOUT THE ORGANISATION

CONTACT (02) 9114 1793, info@pilchnsw.org.au, www.pilchnsw.org.au

What is the focus of your organisation?

PILCH is a pro bono clearing-house for legal matters in the public interest.

We refer matters to PILCH members where they meet PILCH's criteria. The matter must:

- Raise matters of broad public concern; or
- Particularly impact on vulnerable, disadvantaged or marginalised groups; and
- The individual cannot reasonably be expected to afford to pay for legal services.

PILCH sits in a unique position in the legal sector, bridging the gap between Legal Aid and CLCs, and the private profession. ”

PILCH is involved in a number of projects that tackle issues at a systemic level. Our current public interest projects include:

- Offshore Asylum Seeker Project (OASP) – assists offshore asylum seekers seeking judicial review of their negative independent merits review decision with advice and representation in the Federal Magistrates Court;
- Pro Bono Animal Law Service (PALS) – conducts law reform, awareness raising and strategic litigation to address systemic issues of animal cruelty. PALS will refer matters which have a broad strategic impact on animal protection or provide legal support to animal advocates. Will not assist in matters relating to companion animals.
- NGO Works – utilises the corporate and commercial skills of our members to provide legal assistance to not-for-profit organisations with a public interest objective; and
- Natural Justice Project – is about ensuring people's access to procedural fairness and assistance in matters of administrative law. PILCH assists individuals with submissions to the Department of Immigration and Citizenship where they have been issued a Notice of Intention to Consider Cancellation of their visa. Under this project PILCH also assists members of the Stolen Generation and Forgotten Australians in obtaining

documentation regarding their forced removal.

What employment and volunteer opportunities are available at PILCH?

PILCH sits in a unique position in the legal sector, bridging the gap between Legal Aid and CLCs, and the private profession. PILCH is able to develop links between research (through our member universities) and practice.

What does PILCH look for in potential employees?

A commitment to human rights and social justice, an understanding of the issues that affect vulnerable, disadvantaged or marginalised groups, excellent research skills, resourcefulness and capacity to problem-solve and a great sense of humour.

Social Justice Students

PILCH hosts up to ten Social Justice Student Placements per semester through the Social Justice Clinical Course run by Sydney University Law School.

The aim of the student placement is to expose students to alternative strategies for achieving social justice. Students will develop practical skills through working on systemic issues, learning and implementing several strategies by engaging in a campaign on a particular topic. Student will develop understanding and skills in community legal education, community development, media engagement, lobbying and avenues for administrative review such as complaints and reviews.

PILCH also has a volunteer program, an intern program, and takes law students undertaking their PLT requirements. Further information is available online.

National Pro Bono Resource Centre

ABOUT THE ORGANISATION

ADDRESS The Law Building, UNSW, Sydney NSW 2052

CONTACT Daniel Jacobs - Project Officer: 02 9385 7381, info@nationalprobono.org.au

WEBSITE www.nationalprobono.org.au

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

The Centre is an independent, non profit organisation that aims to encourage pro bono legal services throughout the legal profession, support lawyers and law firms to make it easier for them to provide high quality pro bono legal services, and work with the profession and the community sector to match services with the clients and groups most in need of assistance.

The Centre also manages the Social Justice Opportunities website (www.sjopps.net.au), which is a resource for law students and new lawyers that provides information on volunteering and finding a job in the social justice sector, including current listings.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer volunteer placements and accept applications at any time, however we generally only do an intake 2-3 times per year. Contact us for current dates.

Jobs come up from time to time, but as a small organisation this is relatively rare. Any jobs that become available will be listed in the 'Latest Opportunities' section of Social Justice Opportunities (www.sjopps.net.au) and on the National Association of Community Legal Centres job board (www.clc.net.au/JobAds).

What would work at your organisation typically involve?

We do not provide legal assistance directly to clients or broker pro bono referrals, so most of the work with us involves research, policy work, drafting submissions and the like. As with any organisation, one of the best ways to find out more about us is to look through our website (www.nationalprobono.org.au), paying particular attention to our recent publications (listed under 'Our Publications').

What particular attributes do you think define your employees?

We like our volunteers to rock, and not suck. If you can manage this delicate balancing act then our Centre may be right for you.

When we look for volunteers, we are (much) less interested in marks than in any indication that applicants are dedicated to social justice. The best way this can be demonstrated is by previous experience volunteering, whether at a legal organisation or not.

How many people do you accept to each position annually?

Depends on our workload, but typically 2-4 students/new lawyers from outside UNSW (where we are located) each year.

“When we look for volunteers, we are (much) less interested in marks than in any indication that applicants are dedicated to social justice.”

Refugee Advice & Casework Service

ABOUT THE ORGANISATION

ADDRESS Level 12, 173-175 Phillip St, Sydney, NSW 2000

CONTACT (02) 9114-1600, (02) 9114-1794, admin@racs.org.au, www.racs.org.au

RACS is the oldest community legal centre that specialises in providing advice to asylum seekers. It is a not-for-profit incorporated organisation that relies on funding from the Department of Immigration and Citizenship, donations from the community and extensive volunteer support.

What kind of work does RACS do?

Nationally, RACS works to provide expert legal advice, case management and representation to asylum seekers who are applying for Protection Visas, in order to help them remain in Australia. They also provide referrals in relation to broader social concerns, such as health, welfare, accommodation, education, training and language development. RACS also provides community briefing sessions for the wider community. Furthermore, RACS also participates in policy research and development and law reform debates, particularly as it relates to the rights of those seeking asylum in Australia. This occurs via advocacy at the Department of Immigration and Citizenship and the Refugee Review Tribunal liaison meetings. They also make submissions to the Senate Legal and Constitutional References Committee.

RACS works with a number of other organisations, including: the Red Cross; Amnesty International; the Asylum Seekers Centre (ASC); the House of Welcome; the Legal Aid Commission of NSW; and the Refugee Council of Australia (RCOA).

What kind of employment/volunteer opportunities are available?

All employment positions are listed on their website. RACS also has a student volunteer program, with 8-10 volunteers working approximately one day a week over a period of 6 months.

Duties of volunteers include country and legal research, assistances in preparation of submissions, delivery of documents to the Refugee Review Tribunal and the Departments of Immigration & Citizenship and Multicultural and Indigenous Affairs, as well as other office and administrative tasks.

To apply for a student volunteer position, students must be in their final year or undertaking their PLT. The application process is listed on the RACS website.

Redfern Legal Centre

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, referral, 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 police and other government agencies.

Do you offer (paid or unpaid) job opportunities?

Paid positions are advertised on our website www.rlc.org.au. We have volunteer opportunities for legal assistants, PTL students, and solicitors.

What would work at your organisation typically involve?

Volunteer Legal Assistants provide legal support to the caseworkers at the centre through legal information & referrals; working on casework files and general administrative duties.

Volunteer Solicitors' duties include staffing a telephone and face-to-face shift on a weekly or fortnightly basis, interviewing and providing advice, accurately recording advice 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 supervision of a solicitor.

Is there a formal application process?

There is a formal application process; please visit our website www.rlc.org.au for details.

ABOUT THE ORGANISATION

ADDRESS GPO Box 4296, Melbourne VIC 3001

CONTACT Emma van den Bok, emmavandenbok@hotmail.com

OFFICE LOCATIONS Reprieve is based in Melbourne but we place interns in offices in the USA and Asia

AREAS Legal and humanitarian assistance to those facing the death penalty, and human rights.

QUESTIONS ABOUT THE ORGANISATION

What is unique about this organisation?

Reprieve is an organisation that works against the death penalty. It helps provide legal and humanitarian assistance to those facing the death penalty, to advocate against the death penalty and to raise awareness of human rights.

We place volunteers in the United States and Asia to help provide legal representation and humanitarian assistance to those facing the death penalty, for periods of three months or more.

Since our first placements in November 2001, we have now sent more than 70 volunteers to nine offices in six US states. The program continues to grow each year, attracting a mix of students and professionals from a mix of legal and non-legal backgrounds.

What does the organisation look for in a potential volunteer?

Our volunteers strongly oppose the death penalty and are committed to social justice. They are mature and self-sufficient enough to perform the demanding work and live in a foreign country. No formal qualification is required. Applicants are assessed on their individual merit.

Overseas volunteers are entirely self-funded. While we place, train and try to assist our volunteers wherever possible, we do not have the resources to financially support them.

How does the organisation encourage volunteers to learn and develop?

Our volunteers conduct extensive research, manage and file voluminous materials, cover capital trials, visit prisons and meet with witnesses and families all in order to keep people from execution.

The internships are challenging as our volunteers work long hours in high pressure professional environments. There is an expectation that interns are available to respond swiftly and productively to the dynamic demands of local lawyers. Our volunteers retain their composure and commitment at all times.

A Reprieve Australia Internship is a richly rewarding experience. Your work will make a difference for people on death row; you will be able to substantially contribute to the preparation of their defence and see that the death penalty is scrutinised and

opposed. It is an extraordinary opportunity and responsibility.

Outside of work, what does the organisation offer its volunteers?

The centres that volunteers are placed at are extremely grateful and all share such similar values that you will become part of a very close knit group that it more than willing to help you out, which is important when being in a foreign country.

There are also generally other interns that will be working with you at the same time, which is great for support and building friendships.

Without volunteers, many of these offices would not be able to operate and do their great work as effectively as they do with the help of volunteers.

INTERNATIONAL OPPORTUNITIES FOR AUSTRALIAN STUDENTS

Which offices currently recruit Australian students for internships (vacation schemes) or graduate programs?

Asian offices and states in the Southern United States.

Why are Australian students and graduates valued at your international offices?

Without volunteers, many of these offices would not be able to operate and do their great work as effectively as they do with the help of volunteers. You will see that most of the offices are significantly underfunded, and you will realise how important the help of interns really is.

Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

No - it is all self funded.

QUESTIONS ABOUT INTERNSHIPS

How do students apply for internships to this firm this year?

You must apply for this internship directly through Reprieve Australia (see instructions below for faculty funding application process).

The internship program is only available to members of Reprieve Australia. You must join the organisation before making an intern application (student membership is AUD \$20 per year).

For more information go to the Reprieve internship website (www.reprieve.org.au) or apply directly to contact@reprieve.org.au. Your application must include:

- A curriculum vitae
- A sample of research writing
- Letter explaining your interest in an internship at a capital defence office and addressing the above eligibility criteria.

Applicants will then be contacted by Reprieve Australia for an initial interview in Australia.

After this interview, in the event the applicant is found suitable, all documentation concerning the applicant including a report from the Reprieve Australia interviewer, will be forwarded to the intern coordinator in the United States who will then interview the candidate by telephone before making a final decision on suitability. Candidates may be interviewed more than once before a suitable placement is found.

What is the anticipated internship intake this year?

There is no cap on numbers. The more volunteers, the better!


What does the organisation look for in a volunteer?

Aside from what has already been mentioned, Reprieve looks for:

- A strong commitment to the abolition of the death penalty
- Maturity and independence
- Initiative
- Ability to work in a team
- Skills in interpersonal relations
- Organisation skills
- Driver's licence
- Computer skills.

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

Yes. Anyone at any stage of their degree can apply, keeping in mind that the internship must be for a minimum of three months.

 *Your work will make a difference for people on death row; you will be able to substantially contribute to the preparation of their defence and see that the death penalty is scrutinised and opposed.*

ABOUT THE ORGANISATION

ADDRESS 85 Campbell Street, Surry Hills NSW 2010

CONTACT Andrea Christie-David, 02 8202 1500, andrea.christie-david@salvoslegal.com.au

WEBSITE www.salvoslegal.com.au

OFFICE LOCATIONS NSW: Surry Hills, Auburn, Lakemba, Campsie, Parramatta, Miranda QLD: Stafford, Goodna, Mt Gravatt

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

To provide pro bono legal assistance to vulnerable and disadvantaged members of the community.

Do you offer paid or unpaid job, internship or work experience opportunities to law students? Unpaid work experience.

What would work at your organisation typically involve?

Providing legal advice, assistance and representation in the following practice areas: immigration, criminal, family, debt, family, neighbourhood disputes, centrelink, child protection, and housing.

What particular attributes do you think define your employees? Passionate, professional and committed.

Is there a formal application process? Yes. www.salvoslegal.com.au/careers

What do you look for in an applicant?

Previous volunteer experience, legal experience and other language abilities.

When are applications taken & how many people do you accept to each position annually?

We accept applications anytime throughout the year and at any given time we have around 150 volunteers in NSW, numbers recruited annually depends on turnover and demand.

What are the benefits of taking a position at your organisation?

Invaluable experience with client interaction, office administration and file management, whilst being mentored and supervised by experienced practitioners.

PERSONAL PROFILE: NICOLA GORTON

I started the Salvos Legal internship in the Humanitarian firm straight after I had completed the requirements for a practicing certificate. A semester spent volunteering at a Community Legal Centre and eight months of practical legal training at the Consumer Trader and Tenancy Tribunal probably helped me get the internship. I also had a keen interest in improving

access to justice for people who normally wouldn't be able to access legal professionals.

From my very first day at Salvos Legal, I was utilising the professional skills learned at the College of Law. I interviewed a client, and then researched and wrote a letter of advice on an immigration matter. During the four months spent at Salvos Legal, I was able to gain experience in many different areas of law which enabled me to test my interest in areas of practice for the future. I had experience working on matters in areas including: migration, contract, criminal, family, social security, debt and housing. Matters within each area of law were varied, and often complex with overlapping or multiple legal and personal issues facing each client. For example, a humanitarian visa application may be in jeopardy because of a criminal charge.

The experience at Salvos Legal was invaluable in terms of developing practical skills in: interviewing clients, client conferences, research, letters of advice, preparation of court documents, court filing and service, and court appearances.

The work is very hands-on and volunteers get carriage of matters (albeit supervised by a partner) which gives excellent experience in developing file and time-management skills. I learned something from everyone during my time at Salvos Legal: whether it was developing a good rapport with co-workers to work collaboratively on something, or the interpersonal and organizational relationships, accountability to clients and the partners, and learning and sharing knowledge with peers. Most importantly, the mentoring from the partners and managing partner were of the highest caliber. Their wealth of knowledge and experience, high standards of professional practice and passion for humanitarian work sets the bar high. The more you put into it the more you get out of it, and there's nothing more rewarding than getting a positive outcome for a client. The clients of Salvos Legal with their compelling stories and complex legal issues provide a good incentive to work hard, even though you may not be around long enough to see the end result of all of your matters.

Salvos Legal are gaining an excellent reputation in the legal industry for their humanitarian work. It was apparent when my internship ended and I was interviewing for a paid position that the humanitarian work of Salvos Legal is becoming well-known and widely respected in the legal industry. Both peers and prospective employers have shown an enormous amount of respect for the Managing Partner, Luke Geary and the other partners and associates of Salvos Legal. This factor together with the practical experience gained in such a wide-ranging practice areas makes the experience quite unique, and I don't underestimate the influence of Salvos Legal in ultimately helping me to get a great position.

Teach for Australia

ABOUT THE ORGANISATION

ADDRESS Level 1, 103 Flinders Lane, Melbourne, Vic, 3000

CONTACT Jack Talbot, (03) 8640 4524

WEBSITE www.teachforaustralia.org

OFFICE LOCATIONS Melbourne CBD

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Teach For Australia is an innovative organisation which aims to address one of Australia's most pressing social issues - educational disadvantage. To achieve our goal of an Australia where all children have excellent educational opportunities requires change from every level of society. Such change must be led by people impassioned by social justice and the belief that all children have the ability to learn.

Teach For Australia recruits highly skilled, driven graduates and young professionals from non-education disciplines and prepares them to teach in some of our most disadvantaged high schools for a period of two years.

Teach For Australia is focused on developing leaders: as you learn to teach, you will also learn to lead. Leadership training encourages the graduates to take the skills gained through the program into a wide array of sectors. Some will stay on in the classroom as teachers, while others will take on leadership roles in the broader school community and education sector, in business, law, government social policy and beyond.

As a Teach For Australia Associate, you become part of a lifelong, global movement of more than 30,000 leaders. These are competent, passionate, socially aware people, who share a powerful common experience and a single, ambitious goal of overcoming educational disadvantage.

Teach For Australia is partnered with the well-established Teach for America and Teach First (UK) programs that have developed some of the greatest change-makers in education and social enterprise today.

Teach For Australia has strong support from a number of high-profile corporate partners such as The Boston Consulting Group, McKinsey & Co, Corrs Chambers Westgarth, Allens, and Ernst & Young. We are also supported by Federal and State Departments of Education and other school sectors across the country.

- Selective two year program
- No education degree or experience required, earn a Postgraduate Diploma in Teaching
- Full salary and benefits
- Teach in a disadvantaged school, positively impact the lives of your students and their communities
- Top teaching and leadership training

It is two years that will last you and your students a lifetime.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

The Teach For Australia program is fully paid. Associates receive a salary which is equivalent to that of a teacher at the same level in the same region.

What would work at your organisation typically involve?

Teaching as a secondary school teacher in an educationally disadvantaged school in Australia for a period of two years and undertaking an innovative and rigorous leadership development program.

What particular attributes do you think define your employees?

We seek to recruit graduates who are motivated by the belief that all children can learn and succeed and are driven, passionate and engaged.

Is there a formal application process?

Applicants must submit an online application via our website by Sunday 19 August, 2013. For application requirements, please visit our website.

What do you look for in an applicant?

The key attributes we look for are as follows:

Achievement: Have you gained significant, measurable results in school and university, extracurricular activities, and/or work? Have you demonstrated leadership and achievement in your endeavours?

Commitment to impact: Are you eager to bring about change and make a difference in the lives of the students you teach? Do you passionately and actively believe in the power of education?

Communication and influencing ability: Are you a clear and confident communicator, and are you able to influence and motivate others? Do you have maturity and presence? Are you an active listener? Do you want to build these skills?

Problem solving: Are you able to think critically, analyse information and generate relevant solutions to problems?

Organisational and planning ability: Are you able to plan, organise and prioritise your activities to effectively meet deadlines?

Resilience: Are you willing to work hard, with resilience and optimism to overcome obstacles? Do you relish a challenge and are you driven to succeed?

Humility and Learning: Do you show respect towards the perspectives and experiences of others, particularly those from different backgrounds? Are you open to learning from others and do you seek out opportunities to do so?

When are applications taken, and what are the stages involved in the application process?

The Teach For Australia selection process is as follows:

Step 1: Online application

Step 2: Phone Interview

Step 3: Selection Day

Applications to Round 2 of our selection process will open shortly and close on June 9th, 2013.

How many people do you accept to each position annually?

This year we are seeking to recruit 50 graduates and young professionals to form our next cohort of Associates.

What are the benefits of taking a position at your organisation?

The Teach For Australia program is a unique opportunity to empower others and to make a real difference while furthering your own personal and professional development. It is a world-class leadership development program that offers the opportunity to be part of a local and global network of passionate, like-minded individuals.

Hugh Bachmann

TEACH FOR AUSTRALIA ASSOCIATE 2011/2012

My name is Hugh. A few years ago I was a bit like you. As a fledging law student lost in the labyrinth of legal precedent and the ton-shuffle of law school; like a thirsty man wondering the desert looking for water, I was yearning for a revelation. After several rounds of interviews, and an excitable phone conversation, I decided to defer my studies, forfeit my scholarships and head interstate on the most invaluable and life changing experience of my life. I solicit (terrible joke) you to do the same.

I chose to become a Teach For Australia Associate for three key reasons. Firstly, I am passionate about confronting and closing the gap. While it is often easy to look disadvantage within one's own backyard, TFA provides a fantastic opportunity to make a difference in the lives of the most disadvantaged and disenfranchised youth within Australia.

Secondly, I was looking for a program that would facilitate rapid person growth and development. At the coalface, I have experienced the everyday issues facing teachers, families, schools and communities. It has radically transformed my opinions about the education system, and forever instilled a deeper sense of empathy. Subsequently, I am more keenly aware than ever that the opportunities experienced by students at the school I currently teach at are vastly disparate to those of students attending better performing, or privately funded schools. I find it astonishing, and somewhat heart-breaking that this perverse difference remains prevalent and on the rise.

Thirdly, I wanted to ensure adequate career development. A Director for Goldman Sachs has been providing me with tailored and invaluable leadership development. Furthermore, the networks and support

of the organization played an influential role in securing me a Business Analyst job for 2013 in a top-tier management consulting for back in Sydney. Without a program of this nature, however, I may never have had such an invaluable and life changing experience.

Currently, I am teaching Year 11 and 12 Legal studies (Yes – all those long law lectures and late nights submitting assessments were worth it). Year 10 Economics and Year 8 History. I am an Associate Year Level Co-Coordinator, which sees me play a larger role in student wellbeing and conflict resolution. I have strived to create more opportunities for the students. In my classroom I have strived to consistently maintain high expectations, to meticulously track student performance and to instil a passion for education. Furthermore, I have sought to bring learning to life, be it through orchestrating an excursion to Barwon Maximum Security Prison, or organizing the infamous Underbelly Solicitor Andrew Fraser to speak with my legal students. This has now culminated in the development of a Youth Leadership Development Program that will see ten Year 11 students travel to Vietnam as the first World Vision School Ambassadors. Once you acknowledge that teachers are the main variance in student achievement (approximately 30%), what you know, do and care about become incredibly powerful in the learning equation.

In a nut-shell – TWO years of community service, TWO years of personal growth via a steep learning curve, TWO years to open your eyes up to the somewhat confronting and ugly realities faced by young Australians and TWO years of personal development that involves rigour, empathy and leadership will make you highly employable. TWO words – DO IT!

ABOUT THE ORGANISATION

ADDRESS 6 Loughmore Lane, North Melbourne VIC 3051
CONTACT Kate Mills (Recruitment) E: info@teachabout.com.au
WEBSITE www.teachabout.com.au

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Teachabout is an emerging not-for-profit organisation that runs a school holiday program for kids in the remote Aboriginal community of Minyerri. Teachabout aims to run activities in which learning is empowering, encouraging and enjoyable. Our philosophy is that if kids learn in a positive, supportive and culturally respectful environment then they will have the confidence to participate and succeed in further education opportunities, whatever they may be.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Teachabout is a volunteer-run organisation.

What would work at your organisation typically involve?

We are continually looking for the right people to contribute to our organisation. We recruit for school holiday program activity leaders, finance, media/communications, marketing, IT, policy and anyone who has ideas and wants to contribute to the organisation in some way.

What particular attributes do you think define your employees?

Our volunteers are passionate, understanding, creative, hardworking, considerate, supportive and able to work together as a team.

Is there a formal application process?

The application process varies depending on the positions that are being filled. Activity leader recruitment has a formal process. Please contact us for more information.

What do you look for in an applicant?

- Passion for education, development and/or working with children
- Enthusiasm
- Ability to demonstrate cross-cultural awareness
- Understanding of Aboriginal and Torres Strait Islander culture and affairs
- Ability to work well as a member of a team
- Creative thinking

When are applications taken, and what are the stages involved in the application process?

Applications are currently taken bi-annually. There are usually two stages to the interview process. During the first stage, applicants are interviewed by two members of the Teachabout management committee. This is followed by a group interview for those who progress. We are in the process of looking a continuous recruitment approach. In any case, we will accept expressions of interest at any time of the year.

How many people do you accept to each position annually?

As required. Typically 2-6 positions are filled across the organisation annually, depending on need.

What are the benefits of taking a position at your organisation?

- Working with youth volunteers from a range of backgrounds
- Experience working in and with a remote Aboriginal community
- Professional development, including but not limited to first aid training, ESL training and cultural awareness training
- Experience working with children

“ Teachabout aims to run activities in which learning is empowering, encouraging & enjoyable.

ABOUT THE ORGANISATION

ADDRESS GPO Box 2824 Canberra ACT 2601

CONTACT National Office Number: 02 6173 3222, Queries: admin@unwomen.org.au

WEBSITE www.unwomen.org.au

OFFICE LOCATIONS Canberra, ACT

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

The Australian National Committee for UN Women represents UN Women in Australia. The National Committee raises funds for projects promoting gender equality throughout the world and advocates for greater awareness of gender equality issues in Australia. The key thematic focus areas of the organisation are; ending violence against women, increasing women's political participation, women's economic empowerment and including women in conflict resolution and peace building processes.

The National Committee runs three major campaigns throughout the year, the largest being International Women's Day (celebrated globally on March 8). This year more than 35,000 people attended more than 380 events around the country, raising funds to help women experiencing violence in Papua New Guinea access critical services.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Yes. The National Committee has a small staff team located in Canberra. We also regularly recruits for internship rounds and has volunteer Chapters in most capital cities where individuals can register their interest in becoming more involved (more information available on our website). We also have a volunteer register for anyone interested in volunteering at our National Office in Canberra.

What would work at your organisation typically involve?

As a small organisation, staff, interns and volunteers have the opportunity to become very involved in our campaigns, advocacy and fundraising activities. Work would typically involve tasks that focus on strategy, research and development of campaign materials, event management, policy development and government relations. You have the opportunity to take responsibility for and get experience in significant projects and bring your creativity and innovation to the job.

What particular attributes do you think define your employees?

As is the case with most non-government organisations, our employees are incredibly passionate about their work. Our employees come from a range of different fields (business, law, finance, media, and social work) and bring their expertise and a passion for gender equality to their roles.

What do you look for in an applicant?

A commitment to and passion for gender equality and a professional attitude and enthusiasm to support our work.

When are applications taken, and what are the stages involved in the application process?

Staff positions and internships are advertised at various times in the year so it pays to keep an eye on our website and sign up for regular updates.

What are the benefits of taking a position at your organisation?

The Australian National Committee for UN Women is a unique organisation in that our work supports the UN Women projects globally, yet we also have the opportunity to work very closely with communities, government, NGO sector and business locally to increase awareness about gender equality.

Working with the National Committee for UN Women, you will have the opportunity to contribute to projects that have a global effect and know that you are making a positive difference.

You have the opportunity to take responsibility for and get experience in significant projects and bring your creativity and innovation to the job.

ABOUT THE ORGANISATION

ADDRESS 280 Pitt St, Sydney NSW

CONTACT Nic Nelson, 0422 768 959, nnelson@unicef.org.au

WEBSITE www.unicef.org.au

OFFICE LOCATIONS Sydney

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

UNICEF is the United Nations Children's Fund.

UNICEF's vision is of a world where the basic rights of every child will be met.

UNICEF works in over 190 countries to promote and protect the rights of children. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, clean water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and HIV.

In Australia, UNICEF advocates for the rights of all children to be realised and works to improve public and government support for child rights and international development.

UNICEF has the global authority to influence decision-makers, and the variety of partners at grassroots level to turn the most innovative ideas into reality. That makes UNICEF unique among world organisations, and unique among those working with the young.

All our work is funded by the voluntary contributions of individuals, businesses, foundations and governments – not by the United Nations. Through contact with UNICEF, the lives of millions of children have been changed for the better.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships, with quarterly intakes into the Advocacy Team. Each quarter sees us recruit one intern, so the competition is intense, but the intern role is equally challenging and important. There are also Communications Internships, but this may not be as relevant to Law Students.

What would work at your organisation typically involve?

The organisation has a broad range of functions: fundraising, advocacy, administration, finance and communications.

What particular attributes do you think define your employees?

The one universal quality for UNICEF employees is a steadfast desire to see the situation of children's rights improved across the world. It's important for all of us to be committed to those

principles of human rights and the eradication of poverty across the world. The work at UNICEF is diverse and challenging, so motivation and principle are key to achieving results.

Is there a formal application process?

Yes.

When are applications taken, and what are the stages involved in the application process?

Internship applications are taken quarterly. The stages involved are: application review, shortlist, interview and internship offer.

Other position application processes vary.

How many people do you accept to each position annually?

For internships in Australia: 1 per intake of interns. Intakes are quarterly.

For jobs with UNICEF global (working in the field on programs or at Headquarters): there are numerous opportunities, but most of the time a Master's degree and 10 years of experience is required. If you want to get into aid work for the UN, in any form, it is best to develop your skills either with big organisations first; or to develop them with small organisations and gain a reputation. It is amazingly rare to get a job working for UNICEF as a graduate. It takes time but is worth it, it makes you want to get up every morning and go to work.

What are the benefits of taking a position at your organisation?

The ability to make a real difference in the world; to work for a prestigious and well connected international organisation that has reach into over 190 countries; the networks that come from working for UNICEF; the opportunities to travel and to know that you are contributing to the world's largest child rights agency. That's a pretty special thing to be able to say.

ABOUT THE ORGANISATION

ADDRESS 2 Paddington Street, Paddington NSW 2021

CONTACT Emily Cordes, 02 9357 0723, info@voiceless.org.au, www.voiceless.org.au

OFFICE LOCATIONS Sydney

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

Voiceless is an independent, non-profit think tank focused on raising awareness of animals suffering in factory farming and the kangaroo industry in Australia. Our vision is for a world in which animals are treated with respect and compassion. The law is central to our mission. Most importantly, we are working to grow the discipline of animal law and give better legal protections to factory farmed animals and kangaroos in Australia.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships and volunteering opportunities for students in their penultimate or final year of law studies.

What would work at your organisation typically involve?

Animal law is different to other types of law. Rather than represent a client within the framework of the law, Voiceless works to improve the lives of animals by changing the framework itself. Our interns gain insight into the process of legal reform and political debate while assisting us in the following ways: assisting the Legal Counsel with the preparation of legislative submissions, research projects, ranging from broad observations to specific data collation, contacting government and industry representatives, conversion of research into reports for publication, writing and editing various opinion pieces, contributing to online discussion forums.

What particular attributes do you think define your employees?

Voiceless is a highly specialised and unique workplace. All of our employees are passionate about animal protection, very dedicated and well informed about the issues. The culture of our workplace is quite unlike that of a corporate firm and while all our employees are encouraged to be outspoken and critical, they are simultaneously required to work cooperatively as part of a close knit team.

Is there a formal application process?

No, students are welcome to send their CV and a cover letter to info@voiceless.org.au. Applications are considered on an individual basis year round by our Legal Counsel. They should have excellent research and writing skills and be able to work both independently and within a small team.

When are applications taken, and what are the stages involved in the application process?

Applications are taken throughout the year. Once our Legal Counsel has received and reviewed a CV and cover letter, prospective interns and volunteers are interviewed and successful applicants are offered vacant positions.

How many people do you accept to each position annually?

We take a total of around four legal interns per year, and volunteers as opportunities arise.

What are the benefits of taking a position at your organisation?

An internship or volunteering role at Voiceless offers specialist and valuable experience as we are one of the only organisations in Australia with a full-time animal lawyer. Legal interns and volunteers who take up positions here are uniquely exposed to the practice of animal law, skills which they are able to get with very few organisations.

As we are a small organisation, interns and volunteers also undertake a wide range of high level tasks and are granted a level of freedom not often enjoyed at larger firms. Most importantly, Voiceless offers volunteers and interns the chance to work alongside passionate animal advocates and for those students who are dedicated to the animal protection movement this is a rewarding and challenging experience.

PERSONAL PROFILE: SARAH MARGO

Legal Intern 2012/2013

On a basic level, the Voiceless internship is unlike the usual legal experience. The office does not have a corporate atmosphere, and instead you are surrounded by art, outdoor spaces and roaming companions (employees bring their pets to work). Your tasks are interesting and diverse, and you work with a small team of like-minded and passionate people.

On a deeper level, Voiceless reinvigorated my law degree. I have always believed strongly in animal protection, but only recently did I realise the full force of the opposing side. Voiceless confronts this industry with credible and well-researched debate, and fights on the behalf of those who cannot defend themselves. For the first time in my degree, I have come across an area of law that I am consistently engaged by, and which has an entirely emotional effect on me. For me, Voiceless has provided a way to infuse passion and law. I highly recommend the internship for animal-welfare minded students.

World Food Programme

ABOUT THE ORGANISATION

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CONTACT Sacha Cooper, Tel. +39-06-6513-2905, Email: sacha.cooper@wfp.org, Alice Vasile, Tel. +39-06-6513-3109, Email: alice.vasile@wfp.org

WEBSITE www.wfp.org

OFFICE LOCATIONS Rome, Italy

QUESTIONS ABOUT THE ORGANISATION

What is the focus of your organisation?

As the world's largest humanitarian organization fighting hunger worldwide, the World Food Programme is the United Nations' frontline agency mandated to combat global hunger, which afflicts one out of every eight people on earth. In 2011, the agency was able to provide life-saving food and nutrition assistance for nearly 100 million people affected by conflict, earthquakes, flooding, droughts, displacement, financial crises and other shocks that left them without food, in 75 countries around the world; nearly 83 million of these beneficiaries were women and children. Please consult the website www.wfp.org for more information.

In 2011 WFP's food assistance reached nearly 100 million people in 75 countries around the world. The vast majority – nearly 83 million – were women and children.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

The Legal Office in WFP offers paid a limited number of internships, providing a stipend of (US\$ 700/month) to law students, unless the university provides funding.

What would work at your organisation typically involve?

The Legal Office is divided into three branches – Administrative & Employment Law, Contractual & Constitutional Law and Maritime, Transport & Insurance Law. The work may include the following: preparing legal opinions and reports involving (a) application of administrative and employment law to internal complaints and employment disputes; drafting notes verbales regarding privileges and immunities issues, drafting legal submissions and policies; and (b) application of public international law and commercial law, analysis of legal implications of memoranda of understanding, commercial contracts, bilateral agreements; (c) issues matters in the areas of shipping, aviation, land transport, logistics, procurement and insurance, as well as recovery including pursuit of third parties to recover financial damages.

Is there a formal application process?

Yes. For the internship programme students must be enrolled in a university or graduate school. In order to become an intern at the Legal Office applicants must either be enrolled in Law School or have obtained a Law degree and be enrolled in a

graduate school in either the field of law or another field. Other requirements: fluency in English; medically fit to work and travel. Sons, daughters, brothers or sisters of WFP employees will not be considered eligible.

What do you look for in an applicant?

There is no specific profile for a successful applicant. Among the factors that we consider are the educational focus that would be relevant for the position, prior work experience, fluency in another WFP official language is not mandatory but is an asset (French, Spanish, Arabic), expressiveness, expressed areas of interest, motivation and interest in WFP.

When are applications taken, and what are the stages involved in the application process?

Applications are received by WFP Legal Office during the month of June. Appointed attorneys will review applicants' resumes and cover letters. Short-listed candidates will be interviewed by phone during the month of June-July and a final selection made. Selected students will commence the internship between the months of September and November.

How many people do you accept to each position annually?

We have up to three positions. However, this depends on the duration of the internship and the funding available.

What are the benefits of taking a position at your organisation?

Interns will gain an understanding of how a UN organization operates on a day-to-day basis as they will be involved in the different areas of practice covered by the branch which they are selected for. The internship experience is intended to augment students' study and career plans.

Pip Abbott

WORLD FOOD PROGRAMME VOLUNTEER

About this time twelve months ago, I was suddenly thinking about what I was going to do with my summer. Sadly, my thoughts were not of tropical islands or northern hemisphere ski trips. Instead, I began, as the steady hum of clerkship chat became more of a thundering roar, to wonder if I too should be applying for a clerkship. Me, the vegetarian egalitarian feminist? Yes. Me. So I joined in the roar and suddenly was able to talk about law firms which a few months before I had no idea even existed.

While I was preparing my clerkship applications, I received an email from Greg Sherington. If you are a law student at Sydney Uni, then you know Greg. I love receiving emails from him if only for the distraction. More often than not, I think they are of little relevance to me. On this particular occasion, there was an email calling for applications to intern in the legal office of the UN World Food Programme (WFP). I read the email, smiled and thought how cool it would be, then turned back to the lecture I was sitting in (who doesn't check their emails in class?!). I had no intention of applying. However, a few days ticked by and I couldn't stop think about how cool it would be...

I'll spare you the details and skip forward 6 weeks when I found myself walking into the WFP Headquarters in Rome ready for 6 months of well, I had no idea.

Let me pause to quickly give a background on WFP. It's the largest humanitarian agency in the world. It operations across hundreds of countries employing thousands of people both at local and international levels. Beyond being responsible for coordinating the immediate response of the international community in emergency situations, WFP engages in a range of other activities including nutrition development and school feeding programs. The legal office of WFP is relatively new and was born primarily out of the logistics side of WFP's work. As the range and complexity of the work which WFP conducted grew, so did its need for legal expertise.

These days, the legal office is spilt between three separate branches: Administrative and Employment; Maritime and Transport; and Constitutional and Contractual. I was in the third branch and the work we did was everything that didn't fall into the first two branches. Thus, during my time there I worked on everything from fundraising partnership agreements to intellectual property law research to writing a memo on whether a particular country could be considered a "State" under International Public law. I even turned my hand to drafting a contract for security services in French! On that note, perhaps having a second language (French) was a significant factor.

While I was at WFP I was struck by the fact that international humanitarian work and corporate law

are not incompatible. By way of example consider that an organisation such as WFP conducts large-scale operations involving many services (be they transport, storage, personnel); it produces, labels and distributes food products to beneficiaries; and it maintains its own website on which it has payment platforms to receive money from individual donors, just to name a few activities. These activities all have various legal aspects to them and the issues and disputes which could arise from them are not of a "humanitarian nature" per se. Rather, when a landlord is breaching a lease agreement by insisting on a rent increase, or an individual donor is disputing money taken from his or her credit card, someone with contract law experience becomes rather handy. The legal office of WFP operates in many ways like an ordinary in-house legal department and thus looks for people with diverse legal backgrounds.

However, unlike in-house legal departments, there is a big difference. WFP, and its UN siblings, have a card to play called "privileges and immunity". Most countries in the world have signed a convention which recognises that the UN (and it's various bodies) are immune from certain local laws. A key example is tax. Unfortunately, what's written is not always what is practiced. Thus, there are a large number of disputes involving misunderstandings of the Convention on Privileges and Immunities.

So the work at WFP could varied hugely. While in the morning, you might be liaising with a fundraising officer to draft a watertight IP clause, the afternoon could see you reading a file as large as two bricks detailing the various tax exemptions that different countries give to the UN. The next morning might involve reviewing a telecom contract for some really innovative aid programs in Western Africa.

The highly diverse nature of the work was definitely one of internship's highlights. I also think that being there for 6 months was a real advantage. Over the time I was there, I was given more and more responsibility in the cases and projects I worked on which was obviously pretty cool.

My advice for anyone interested in such an experience is simply to apply. Apply. Apply. Apply. When something comes up, don't talk yourself out of it. Sit down, write the application and apply.

Also maybe check out these websites for some inspiration (procrastination):

- www.un.org/Depts/OHRM/sds/internsh/
- www.jposc.org/content/donors/Donors_info/australia-en.html

Sydney University Law Society

ABOUT THE ORGANISATION

Sydney University Law Society (SULS)

SULS is committed to promoting a socially just society, facilitating students' ability to use their law degree to work towards equality and improved access to justice. To this end, SULS' social justice portfolio offers a range of programs and opportunities which aim to promote the concept of social justice amongst the student body, generate discussion on topic issues, and encourage practical engagement with relevant organisations.

If you would like further information about any of SULS' programs, please contact James Higgins, Vice President (Social Justice), at socialjustice@suls.org.au.

Careers in the Law Series

The Careers in the Law Series aims to provide students here at the Sydney Law School with information relating to a diversity of career pathways, with a particular focus on the public, not-for-profit and in-house legal sectors. It consists of a series of forums and discussion panels that run throughout the year, featuring representatives from relevant organisations.

Publicly Interested Careers Fair

The Publicly Interested Careers Fair is a showcase of public sector and non-profit organisations. It recognises that Sydney Law students have diverse interests and career aspirations, and seeks to encourage them to use their degrees to create a more socially just society. The Fair will take place in the Law Foyer on Tuesday 4 June from 12-2pm, and will feature addresses by the NSW Governor, Her Excellency Marie Bashir AC CVO, and the NSW Attorney-General, the Hon. Greg Smith MP.

Sydney Law School Social Justice Award

Formerly the 'Social Justice For Life (SJ4L)' Award Program, this relatively new program is aimed at encouraging Sydney Law students to engage with the concept of social justice, and recognises their involvement with social justice organisations. It provides an overarching framework to SULS' social justice and equity-related activities, with participants having to complete:

- 200 (LLB) or 160 (JD) hours of volunteering;
- An article on a social justice issue of their choice; and
- Attendance at social justice-related events, including the SULS Social Justice Conference

The Social Justice Conference is designed to promote understanding of key social justice issues and to equip students with useful skills for internships or volunteering placements, including cultural competence and working with vulnerable clients. It will take place on Saturday 17 August.

If you would like further information about this program, please contact the Program Coordinators Angela Chen, Adam Christie and Erina Yip at socialjusticeforlife@suls.org.au.

Juvenile Justice Mentoring Scheme

The Juvenile Justice Mentoring Scheme (JJMS) offers students the opportunity to mentor young residents at the Juniperina Juvenile Justice Centre for Girls and the Cobham Juvenile Justice Centre for Boys. Students attend on a weekly or fortnightly basis, designing engaging recreational, inspirational and educational programs. The program runs throughout both semesters, as well as the Winter and Summer holiday periods.

The program is managed by the JJMS Co-Chairs, Soo Choi and Remona Zheng (Juniperina), and Luke Carr and Alvin Leung (Cobham). They can be contacted at juvenilejusticementoring@suls.org.au

Compass Activities

Working from the understanding that young people from lower SES backgrounds are underrepresented in Australia's tertiary education system, SULS works with Compass to facilitate their 'Experience University' Days. School students are able to participate in hands-on activities run by a number of different faculties, with SULS overseeing the Law School's contribution. High school students are introduced to the technological wonders of the Moot Court and participate in an interactive courtroom session, facilitated by Sydney Law students and staff. The participants develop an understanding of the university experience - the opportunities, the social life, the challenges and the support services available.

The SULS-Compass Regional Schools Visit

Since 2010, SULS has travelled to high schools in regional NSW on an annual road trip, as part of our involvement with Compass' social inclusion agenda. The program takes place in late November and involves students from all faculties of the University of Sydney travelling to Dubbo and Forbes to discuss tertiary education options and career aspirations with high school students.

Dissent

SULS' social justice journal *Dissent* provides an important opportunity for students to have their work published on a range of social justice issues related to both domestic and international law. It also encourages students to undertake research into controversial or little-known areas that may go well beyond the scope of their ordinary coursework. In 2013, the theme of the journal is 'Doubt'.

If you have questions about this publication, contact the 2013 Editor-in-Chief Melissa Chen at dissent@suls.org.au.

Social Justice Opportunities Database

The Opportunities Database on the SULS website provides information for students in relation to volunteer and internship opportunities, both within Australia and around the world. It also contains tips to assist students in locating and securing these and other placements.

Sydney Law School

ABOUT THE ORGANISATION

In addition to the social justice programs run by SULS, there are opportunities for students to engage with social justice through their coursework. The Law School offers both the Social Justice Clinical Course and the External Placement Program to students looking to gain practical experience in non-profit legal organisations as part of their degree.

Social Justice Clinical Course

This accredited subject combines both a structured seminar program and a placement with a 'social justice organisation'. It is offered both during semester and as a summer intensive unit. Students complete a placement at one of the following organisations:

- Environmental Defenders Office (EDO)
- Public Interest Advocacy Centre (PIAC)
- Public Interest Law Clearing House (PILCH)
- Refugee Advice and Casework Service (RACS)

Scholarships are available to students who undertake this subject, but students must first be accepted into it. For further information, visit the Law School's website.

External Placement Program

Since 1996, the Sydney Law School has run Australia's first externship program, the External Placement Program (EPP), and has been the blueprint for numerous Australian externship programs which have since followed. This unit of study provides opportunity for students to work for up to one day per week during the semester in a 'public interest' placement site.

In addition, students attend fortnightly seminars which are designed to promote discussion and reflection on a range of issues which may arise during the course of the placement, as well as seminar presentations on matters relevant to public interest externships. The unit has a public interest focus which is reflected in the selection of placement sites, which is aimed at ensuring students acquire a better sense of the professional, and personal responsibilities associated with the practice of law, where they develop an appreciation that the law is a people profession, and that one needs to be a reflective practitioner in social justice environments.

For more information, see sydney.edu.au/law.

Afterword

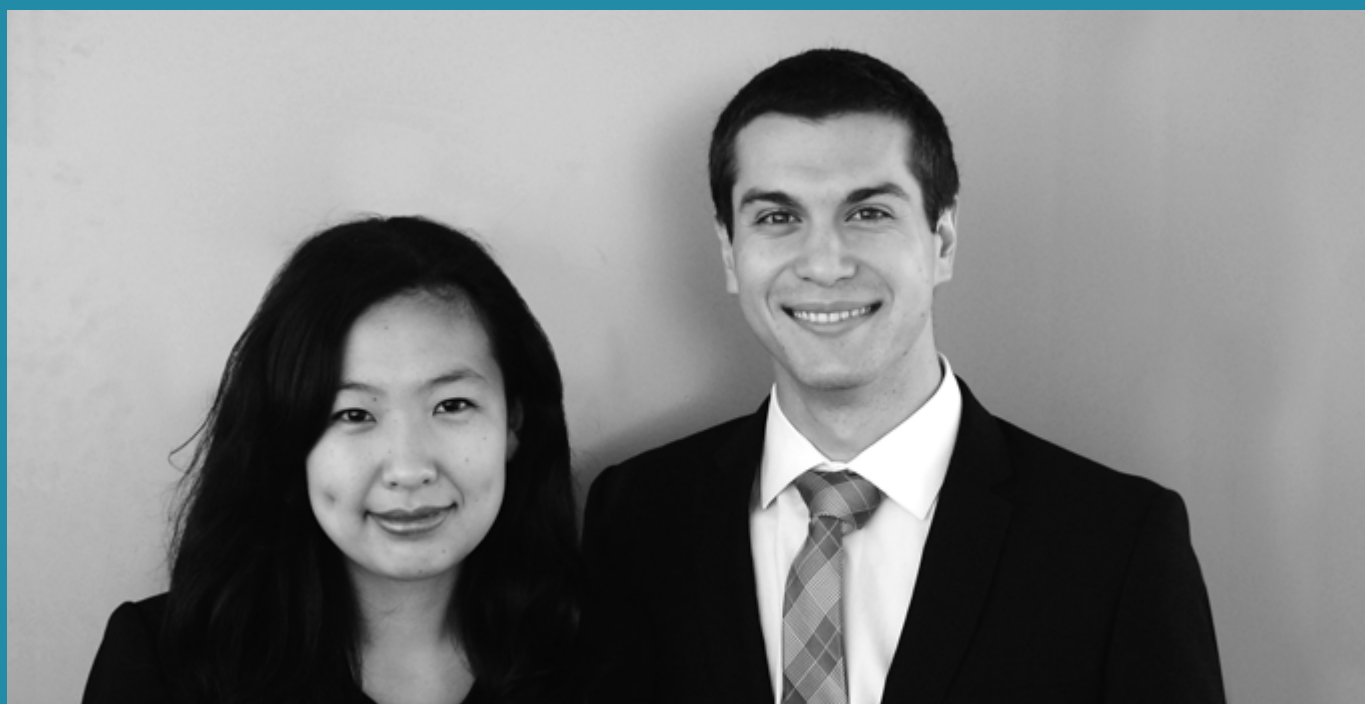
It is the aim of the Careers Guide 2013 to provide you, as a law student at Sydney University, with a bank of essential information as you prepare to leave the Law School and embark on the first steps of your career. You may use the information from the Guide to apply for clerkships and decide which law firm will best suit you; you may use this Guide as an aid for your search in the public sector for employment; or you may use it for its sample selection of corporate advisory firms. Importantly, this year's edition of the Careers Guide has included the material which previously served as the Social Justice careers publication, Publicly Interested, which will provide you with an array of alternatives to a corporate career. Whichever direction your career should take, this Guide also contains important information on applying for a job, regardless of the chosen field.

As the largest publication produced by SULLS, the Careers Guide requires a tremendous amount of work. This year's edition simply would not have been possible without the direction of Alistair Stephenson (Vice President, Careers) and James Higgins (Vice President, Social Justice), the management of Michael de Waal (Editor-in-Chief), the coordination of Ben Paull (Sponsorship Director), or the tireless efforts of the entire Careers Guide editorial team. The endeavours and devotion of these people has ensured that the collation and production of this publication was a success and it is due to their work that you are holding in your hands, an informative and extensive Guide to assist you in navigating your career in the direction which you desire.

It has been a pleasure and a privilege to be able to provide you with this 2013 edition of the Careers Guide and we wish you the best of luck for your professional future.

Nicholas Simone
Publications Director

Judy Zhu
Design Officer





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