

THE 2015 SYDNEY  
UNIVERSITY LAW SOCIETY

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# *Careers Guide*



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# CONTENTS

<i>Foreword</i> .....	4
-----------------------	---

<i>Resources</i> .....	5
------------------------	---

## APPLICATIONS

Overview of Organisations .....	5
Submitting an Application .....	6
cvMail .....	8
Selection Criteria .....	9
Writing a Cover Letter .....	11
Example Cover Letters .....	12
Writing a CV .....	14
Example CV .....	16

## INTERVIEWS

Attending the Interview .....	18
Individual and Group Interviews .....	20
Interview Questions .....	21

## QUALIFYING TO PRACTICE

Practising in Australia .....	24
ANU Legal Workshop .....	25
College of Law .....	26
Going to the Bar .....	28

## PRACTISING INTERNATIONALLY

United Kingdom .....	30
Canada .....	31
United States .....	32
Hong Kong .....	33
China .....	34
Singapore .....	35
South Korea .....	35

<i>Law Firms</i> .....	37
------------------------	----

## INTRODUCTION TO CLERKSHIPS

### SPONSORS

Allen & Overy .....	41
Allens .....	44
Arnold Bloch Leibler .....	49
Ashurst .....	51
Baker & McKenzie .....	54
Clayton Utz .....	58
Corrs Chambers Westgarth .....	62
DLA Piper .....	64
Gadens Lawyers .....	67

Gilbert + Tobin .....	69
Henry Davis York .....	73
Herbert Smith Freehills .....	76
Johnson Winter & Slattery .....	80
Jones Day .....	82
K&L Gates .....	84
King & Wood Mallesons .....	86
Lander & Rogers .....	90
Linklaters .....	93
Maddocks .....	94
Minter Ellison .....	96
Norton Rose Fulbright .....	99
PricewaterhouseCoopers .....	101
Thomson Geer .....	102
TurksLegal .....	104

### NON-SPONSORS

Addisons .....	105
Champion Legal .....	106
Clifford Chance .....	107
Davis Polk & Wardwell .....	108
Harmers Workplace Lawyers .....	109
HWL Ebsworth Lawyers .....	110
Maurice Blackburn .....	111
Nyman Gibson Miralis .....	112
Piper Alderman .....	113
Simmons & Simmons .....	114
Sullivan & Cromwell .....	115
Tresscox Lawyers .....	116
Watsons Solicitors .....	117

<i>Corporate Advisory</i> .....	118
---------------------------------	-----

### SPONSORS

A.T. Kearney .....	119
The Boston Consulting Group .....	122
Deloitte .....	123
Goldman Sachs .....	125
UBS .....	127

### NON-SPONSORS

Bain & Company .....	129
Barclays .....	130
Credit Suisse .....	131
Gresham Advisory Partners .....	132
J.P. Morgan .....	133
LEK Consulting .....	134



Macquarie Group .....	135
Pottinger .....	136

**Public Sector.....137**

PUBLIC SECTOR JOBS .....	138
--------------------------	-----

ORGANISATIONS

Administrative Appeals Tribunal .....	139
Australian Human Rights Commission .....	140
Australian Law Reform Commission .....	141
Australian Taxation Office .....	142
Commonwealth Director of Public Prosecutions .....	143
Commonwealth Ombudsman .....	144
Department of Foreign Affairs and Trade .....	145
Department of Justice .....	146
Department of the Prime Minister & Cabinet .....	147
Legal Aid NSW .....	149
NSW Crown Solicitors' Office .....	150
NSW Public Defenders .....	152
Office of the Director of Public Prosecutions .....	153
Parliamentary Counsel's Office .....	155

**Social Justice.....156**

VOLUNTEERING .....	157
--------------------	-----

ORGANISATIONS

Aboriginal Legal Service .....	158
Amnesty International Australia .....	159
Arts Law Centre .....	160
Asylum Seekers Centre .....	161
The AURORA Project .....	162
Community Legal Centres NSW .....	163
Environmental Defenders' Office (EDO NSW) .....	164
Gay & Lesbian Rights Lobby .....	165
GetUp! .....	166
headspace .....	167
Justice Connect .....	168
Lawyers Without Borders .....	169
Macquarie Legal Centre .....	170
Marrickville Legal Centre .....	171
National Pro Bono Resource Centre .....	172
NSW Council for Civil Liberties .....	173
Public Interest Advocacy Centre .....	174
Redfern Legal Centre .....	175
The Refugee Advice and Casework Service .....	176
Reprieve Australia .....	177

Salvos Legal .....	178
Teach for Australia .....	179
Voiceless .....	180
Women's Legal Services .....	181

**Courts.....182**

2015 TIPSTAVES & ASSOCIATES PANEL .....	183
---	-----

PROFILES

Hannah Ryan .....	184
Jackson Wherrett .....	185
Robert Pietriche .....	186
Sarah Schwartz .....	188

**Alternative Dispute Resolution.....189**

ACICA .....	190
AIDC .....	191
LEADR & IAMA .....	192
NSW Civil & Administrative Tribunal .....	193
Unifam Counselling & Mediation .....	194

**Working In-House.....195**

# FOREWORD

The Sydney University Law Society's Careers Guide has been an indispensable asset for law students throughout its many years of publication, and it is our aim this year to further its reach by improving skills-based resources and expanding to a greater range of career paths and employers.

Navigating the many choices and opportunities available when entering a career in the legal profession can be challenging. It is our aim that this Guide may set out the variety of options available, and provide our students with the resources and information necessary to make a rewarding career choice.

For students entering the final years of their degree, this Guide offers information on all aspects of the clerkship and graduate processes. For those in younger years, the Guide acts as an excellent introduction to the legal profession, and sets out ways to become involved in the legal profession prior to the penultimate year of law school.

In creating this year's Guide we have built on the wealth of knowledge in previous Guides, expanding many sections to reflect the changing legal environment and the diversity of interests in the Sydney Law community. In particular, we have restructured the section on international career paths for both international and domestic students, and have introduced a new section on practising in-house, to cater to increasing interest in flexible and non-traditional career choices. We have also given particular emphasis to personal profiles and recounts, in order to provide an understanding of the organisations profiled beyond the basic facts, so that you may find a career that aligns with your own personal values and interests. In this way, we hope that the experiences of those who have come before you may help to guide you in choosing a fulfilling career path.

Law students are increasingly more diverse in their interests and career paths, and we have responded to this through a greater focus on Social Justice, Alternate Dispute Resolution and Public Sector organisations. Since 2013, these sections have been incorporated into the Careers Guide rather than contained in a separate Publicly Interested Guide. This amalgamation is significant both because it is valuable for students to access resources on non-corporate career paths as early and as easily as possible, and because we believe that a Guide that does not showcase the full range of sectors on offer is less valuable to our diverse students.

The production of this Guide could not have been achieved without the dedicated and enthusiastic editorial team. We would like to extend our sincere gratitude to Buwaneka Arachchi, Henry McCoy, Carly McKenna, Tanya Mokha, Danny Noonan, Alexandra Roach and Eric Van Winssen for their invaluable work both in compiling and editing the Guide, and bringing their passions and ideas to ensure it lives up to its legacy as the most comprehensive careers guide in the country. We would also like to thank the International Officer Kate Reagh and the International Subcommittee for their work on the international law section of this guide.

The beautiful design and layout of the guide is thanks to the hard work of our incredibly talented Editor-in-Chief, Judy Zhu.

We would also like to thank the Publications Director Nick Gowland and the Publications and Design Subcommittee for their hard work in seeing this Guide through to completion.

Further thanks goes to all the organisations and people featured in this guide for taking the time to contribute content; without you, this publication could not exist.

We are delighted to present the 2015 SALS Careers Guide, and hope that it will provide useful direction and insight as you move from university to your career, whatever that may be.

*Millie Dale*

SALS VICE-PRESIDENT  
(CAREERS)

*Judy Zhu*

EDITOR-IN-CHIEF

# OVERVIEW

## Law Firms

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### SUMMER CLERKSHIPS IN LAW FIRMS

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

The clerkship interview process begins with many of the domestic law firms attending the Law School to present information regarding their summer clerkship programs. These presentations commonly occur throughout Semester One.

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

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

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

For more information on Clerkships, turn to 38.

### GRADUATE PROGRAMS IN LAW FIRMS

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

### 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 in particular. Similarly for graduate recruitment, be aware that applications do not occur at the same time as Australian firms. Some firms recruit up to two years in advance.

## Corporate Advisory

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Most corporate organisations request online applications through their respective websites. Application procedures include interviews, psychometric testing, problem questions and group activities.

## Courts & ADR

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Careers in the Courts and in dispute resolution may be an attractive option for students interested in the process, judgement and resolution of legal disputes. The application processes for Associates and Tipstaves vary greatly - see page 183.

Alternate Dispute Resolution organisations provide training and workshops for those interested in pursuing ADR. See page 189.

## Public Sector

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

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

## Social Justice

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

## In-House

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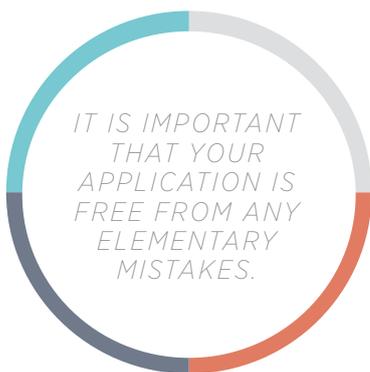
Companies and organisations will often have in-house legal counsel in addition to an external legal advisor. The pathways into this sector are varied; see the in-house section on page 195 for more information.

# SUBMITTING AN APPLICATION

The majority of online graduate and clerkship 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 extracurricular 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 extracurricular activities and positions you have held.
- Please outline your level of involvement in community, sporting and charity organisations.
- What interests and activities do you participate in outside university?
- What are your personal interests?

## 2. QUESTIONS AIMED AT DISCOVERING YOUR MOTIVATION FOR JOINING THE LEGAL PROFESSION AND/OR THE FIRM/ORGANISATION YOU ARE APPLYING FOR IN PARTICULAR

One of the primary attributes employers look for in prospective employees is enthusiasm for the job or in a specific area of law. The key point of your response is to convince the firm or organisation of your genuine desire to be a lawyer there, and that you are aware and prepared to commit the time and effort required to successfully execute your given tasks. You must demonstrate willingness for a long-term partnership with the firm or organisation. It is important that you have familiarised yourself with the background of the firm or organisation, key areas of which it is particularly proud, 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/INDUSTRY 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. Organisations want to know that you are genuinely interested in the industry, and that you will be able to use theory to provide innovative solutions for clients or issues the organisation faces.

For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms and levies. This information can often be gleaned from reading *The Australian* or *The Australian Financial Review*.

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

In answering these questions, be sure to remain on 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. To distinguish yourself with these, you will need to demonstrate a deeper understanding of the issue and its

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

Research for this is essential. Following current events, researching the organisation's recent deals or projects and forming your own opinion of these helps to develop your commercial awareness.

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?

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

### 4. RESIDUAL SECTION

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

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

*Organisations want to know that you are genuinely interested in the industry.*

# CVMAIL

cvMail is a law student portal run by Thomson Reuters that provides information about the legal industry and enables law students to apply and schedule interviews online. A number of major firms in all states (as well as some overseas firms) now prefer applications online via [cvmail.com.au](http://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. The application is sent via the secure online cvMail uplink.

## BENEFITS OF USING CVMAIL

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

## USING CVMAIL ONLINE

- Go to [cvmail.com.au](http://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 1: Submitting your application

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

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

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

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

Examples of questions in this category will include:

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

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

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

# SELECTION CRITERIA

## WHAT ARE SELECTION CRITERIA?

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

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

### Selection criteria common to many graduate jobs include:

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

## WHY ADDRESS SELECTION CRITERIA?

Addressing selection criteria clearly and effectively increases a candidate's chance of getting an interview. The completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role. Additionally, having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations.

### *Private sector roles*

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

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

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

If the advertisement gives you the name of the employing organisation, refer

to its website for possible information on the skills and attributes that organisation values.

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

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

It is also important that you address all the selection criteria and that you write concisely as employers will be assessing your written communication skills. For more information about what to include in a letter, refer to the example cover letters below.

### *Graduate recruitment roles*

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

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

### *Public sector & 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 the following:*

- 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 have been provided with the relative weighting of criteria, give more detail for the more important ones.
- Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/or other documentation, they're good examples to use.
- Quantify your experience or skills if you can, e.g. 'Three years' experience in creating monthly budgets using Microsoft Excel.'
- Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

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

**S** **SITUATION**  
where, when and context of your example

**T** **TASK**  
the task or problem to be solved

**A** **ACTION**  
how you solved the problem, fulfilled the task or handled the situation

**R** **RESULT**  
the outcome achieved as result of your action/s

## FURTHER INFORMATION

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 [apsc.gov.au/publications-and-media/current-publications/cracking-the-code](http://apsc.gov.au/publications-and-media/current-publications/cracking-the-code).

# WRITING A COVER LETTER

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

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

- It is the first introduction of the candidate to the organisation;
- It links the skills, abilities, and experience of the candidate to the relevant position;
- 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.

## STRUCTURE

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

## SALUTATION

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

## HEADING

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



### *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: The organisation*

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



### *Paragraph 3: Meeting the criteria*

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



### *Paragraph 4: Organisation's values*

This paragraph outlines why your values align with those of the organisation you are applying to. These values can usually be found on an organisation's website, and may include values such as being client-centric, community-focussed, social, able to work in a team, innovative etc. You can use your own experiences and qualities to demonstrate how you have these values.



### *Paragraph 5: The result*

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

## TIPS TO CONSIDER

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

# EXAMPLE COVER LETTERS

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[Your name]  
[Your address]  
[Your contact number and/or email]

[Name of contact person]  
[Position]  
[Organisation name]  
[Address]

[Date]

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

**RE: Application for [Organisation] 2015/2016 Summer Clerkship Program**

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

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

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

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

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

Yours sincerely,

[Your name]

*These example cover letters are intended as a guide only and should not be used in place of your own efforts and experience. It is important that you do not merely copy these pro forma, but tailor your cover letters to your own interests and achievements. SULS accepts no responsibility for the quality or success of these examples.*

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[Your Name]  
[Address]  
[Phone] [E-Mail]

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

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

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

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

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

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

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

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

Sincerely,

[Your name]

# WRITING A CV

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

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

## THE BASICS

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

- Use relevant and professional language.
  - 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.
  - Leave a comfortable margin on all sides.
  - Keep the CV to two pages in length.
  - Have a family member or friend proof-read your CV.
- Don't forget to include your name, address, phone, and email details in the main heading.

## ELEMENTS OF A SUCCESSFUL CV

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

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

## Personal details

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

TIP: ENSURE YOUR VOICEMAIL MESSAGE IS PROFESSIONAL AND POLITE.

## Career objective

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.

- There is no single correct format or style to use, however the chosen format/style must be consistent throughout the CV.
- Use 12 point font in a clear style such as Arial, Times or Garamond to ensure the CV is legible.
- Use headings to divide the CV into appropriate sections such as career objective, education, work experience, hobbies and interests.
- Use short sentences and bullet points rather than dense paragraphs of text.

## 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, baking, or playing tennis.

TIP: ALWAYS TRIPLE-PROOF YOUR CV AND COVER LETTER BEFORE YOU SEND IT OUT. MAKE SURE IT'S ADDRESSED TO THE RIGHT PERSON AND FIRM.

## Referees

At the end of your CV/resume, it can either state that 'referees are available upon request,' or include between two to three references. References should include the name of the contact person (such as your supervisor or manager), their title or

position, the company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible).

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 CV

*This example CV is intended as a guide only and should not be used in place of your own efforts and experience. It is important that you do not merely copy these pro forma, but tailor your CV to your own interests and achievements. SALS accepts no responsibility for the quality or success of this example.*

## [Your Name] – Curriculum Vitae

[Your address]

Phone:

Email:

LinkedIn profile URL

### EDUCATION

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

**2012 – present**

Achievements:

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

**Higher School Certificate, [Your School]**

**1998 – 2011**

Achievements:

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

### LEGAL EXPERIENCE

**[Organisation Name]**

**August 2013 – June 2015**

**Legal Intern (8 hours per week)**

Achievements:

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

### OTHER EXPERIENCE

**[School Name]**

**July 2011 – present**

**Debating Coach (5 hours per week)**

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

**[Café Name]**

**December 2011 – December 2012**

**Waitress (10 hours per week)**

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

## EXTRA-CURRICULAR INVOLVEMENT

### Sydney University Law Society (SULS)

2015 Competitions Director

November 2014 – present

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

Convenor, Allens Torts Moot

March 2014 – June 2014

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

### Other Extra-Curricular Involvement

2011-2015

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

## VOLUNTEERING

[Volunteer Organisation Name]

February 2010 – present

Volunteer, [Position] (2 hours per fortnight)

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

Juniperina Juvenile Justice Centre

March 2013 – November 2014

Volunteer Mentor (2 hours per fortnight)

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

## HOBBIES

- Touch Football
- Baking
- Singing

## REFEREES

[Referee Name]  
[Position]  
[Organisation]  
[Phone Number]  
[Email]

[Referee Name]  
[Position]  
[Organisation]  
[Phone Number]  
[Email]

# ATTENDING THE INTERVIEW

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

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

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

## PRIOR TO THE INTERVIEW

The interview process is designed for you and the organisation to get to know each

other better. You should undertake general research to understand the culture of the organisation and what they are looking for in employees.

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

## AREAS OF RESEARCH

### WEBSITES

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

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

### MEDIA

Media searches can also assist in gathering information about recent and/or current deals, enterprises or matters an

organisation has recently been involved in. They also provide a broader indication of an organisation's place in the business or community landscape. The Australian Financial Review has a "Legal Affairs" section every Friday, which gives an excellent overview of current legal issues.

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

### PERSONAL

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

### RESEARCH YOURSELF

Re-read your resume and be thoroughly familiar with its contents. You will most likely be asked on specific aspects relating to your resume, such as explaining a gap in employment or a fail on your transcript. The interview will work much more in your favour if you already have prepared responses to these questions.

On the day of the interview

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

- Ensure your clothes are clean, neat and professional.
- Prepare all relevant documents such as your transcript, references, awards, etc.
- Practice answering questions about past behaviour, which help demonstrate your competencies, known as

Behavioural Event Interviewing.

- Be prepared to share examples of your achievements, failures or past behaviours and discuss them in some detail
- Ensure you can describe a situation, the challenges faced, the action you took, and the outcomes of your action.
- Check the format of the interview: duration, how many people are interviewing you.

## ARRIVING AT THE INTERVIEW

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

## MEETING YOUR INTERVIEWERS

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

## BODY LANGUAGE

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

## LISTENING AND TALKING

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

## *Tips for the nervous*

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

posture, particular forms of speech you'd want to avoid, etc.

Don't skate over mistakes or weaknesses that may come up. Acknowledge them and focus on what you have learnt.

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

### ● *Experience*

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

### ● *Communication and listening skills*

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.

### ● *People skills and confidence*

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

# Completion of the interview

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

Remember, not all positions you apply for are right for you. The purpose of the interview is to sort out whether the 'organisational fit' is right in terms of matching the position and organisation with your personal values. You must ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture. If you suffer several rejections, don't simply give up. Interviewing is a skill that comes with practice, so treat your interviews as a learning experience and reflect upon them as stepping-stones towards positive growth.

## Pitfalls

- Arriving late - aim to arrive 5-10 minutes before
- Bad manners, slouching, mumbling, no eye contact
- Addressing the interviewer by the wrong name
- Lack of cleanliness and improper dress
- Poor organisation/presentation of CV
- Dishonesty when answering questions
- Inability to listen/not answering questions appropriately
- Talking too much, or not enough
- Having little or no knowledge about the organisation.

# INDIVIDUAL INTERVIEWS

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

## THE AIM OF SUCH AN INTERVIEW IS:

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

In order for an organisation to come to a conclusion on the above four points, it is most likely you will be confronted with two types of interview questions:

## QUESTIONS TO ANALYSE YOU AND WHAT YOU HAVE ACHIEVED

Examples include 'tell us about your favourite subject at uni and why it interested you,' or 'explain what led you to select your major/s.'

## QUESTIONS TO DETERMINE IF YOU ARE THE 'BEST FIT' WITHIN THE ORGANISATION

Examples include 'describe a time where you represented the values of this organisation,' or 'tell us about a time where you displayed courage to lead or to think outside of your comfort zone,' or 'what do you value in a professional relationship?'

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

# GROUP INTERVIEWS

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

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

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

## THE 'TALKER'

This type of individual usually enjoys being in control of the situation and may try to dominate the dialogue between group members. At times, they can be overbearing and force their ideas on the group, to the extent of disregarding any other suggestions made.

## THE 'QUIET PERSON'

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

## THE 'COMPLAINER'

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

## THE 'MEDIATOR'

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

# INTERVIEW QUESTIONS

*Typical questions an interviewer may ask*

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

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

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

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

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

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

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

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

Answering this type of a question requires care and effort, as in most cases the organisation seeks evidence in your answer of your long-term commitment to the role.

*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-analyti-

cal. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement. Make sure your weaknesses are genuine, rather than contrived answers such as 'being too good at my job' or 'working too hard'.

*Why did you fail a unit?*

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

*What has attracted you to this organisation?*

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

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

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

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

These questions are designed to relax you, allowing you the opportunity to outline your ability to multi-task. For example, if you have

been playing a sport or volunteering for your local community while working part time, this shows that you can manage your time effectively.

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

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

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

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

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

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



## Other examples

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



## Questions for the interviewers

### Example questions you could ask include:

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



*Qualifying  
to practice*



# PRACTISING IN AUSTRALIA

## *Academic and practical legal training requirements*

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

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

## *Admission to practice*

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

## *Further information*

### PRACTISING SOLICITORS IN NEW SOUTH WALES

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

### PRACTISING FEDERAL LAW

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

### PRACTISING IN OTHER JURISDICTIONS

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



# COLLEGE OF LAW



**CAMPUS LOCATIONS** / Sydney, Melbourne, Brisbane, Perth



**HOW TO APPLY** / [collaw.edu.au/plt](http://collaw.edu.au/plt)



**PROGRAM LOCATIONS** / Sydney, Melbourne, Brisbane, Perth, London, Canberra, Adelaide, Townsville, Toowoomba, Gold Coast, Cairns



**ADMISSION** / The College's program is approved for direct admission in all Australian states and the ACT, and by mutual recognition in the Northern Territory

## ABOUT

### Australia's Largest Provider of Practical Legal Training

The College of Law sets the standard for Practical Legal Training (PLT) in Australia. The College is Australia's largest provider of PLT, with campuses in Sydney, Brisbane, Melbourne and Perth. We also conduct programs in Adelaide, Canberra and regional Queensland, as well as onsite sessions in London.

While we have a national approach which reflects an increasingly national profession, our course materials and lecturers are state-based to ensure that local variations in practice are incorporated into our programs. You get the best of both worlds.

### The College of Law Advantage

The College's PLT program combines structured training with on-the-job experience and is designed to ensure that you are equipped to make a contribution quickly to your chosen workplace.

We offer the choice of full-time online, part-time online, part-time online evening and full-time on campus courses. For The College's online courses, more than 85% of the coursework component is delivered online, it will allow you the flexibility to manage other commitments and have 24 hour access to resources.

Students are on campus for ten days of face-to-face onsites where you will participate in skills workshops, role plays (eg. advocacy), simulations (eg. conducting a conveyancing settlement) and feedback sessions under the guidance of our lecturers.

In addition to the structured activities, our lecturers are available to you for assistance when required in person or by phone and email.

All assessments are individually-based – there are no group assessments.

### Start Dates Scheduled Throughout the Year

Only The College offers more than six starting dates throughout the year, not just twice a year as most university PLT providers do.

#### Upcoming dates are:

##### FULL-TIME ONLINE

Start Date	End Date	Code
6 Jul 2015	23 Oct 2015	NP155F
17 Aug 2015	3 Dec 2015	NP156F
12 Oct 2015	29 Jan 2016	NP157F

##### PART-TIME ONLINE

Start Date	End Date	Code
6 Jul 2015	29 Jan 2016	NP155P
17 Aug 2015	18 Mar 2016	NP156P
12 Oct 2015	6 May 2016	NP157P

##### PART-TIME ONLINE EVENING

Start Date	End Date	Code
6 Jul 2015	5 Feb 2016	NP152E

##### FULL-TIME ON CAMPUS

Start Date	End Date	Code
31 Aug 2015	25 Jan 2016	NP153C

### Work Experience Options

Choose from two work experience options to suit your circumstances:

- Option A – 25 days + the Clinical Experience Module which can be placed on FEE-HELP; or
- Option B – 75 days of work experience.

### The Career College

The College of Law is the fifth largest provider of postgraduate legal education in Australia and has offered postgraduate legal education to lawyers for 40 years.

In addition to The College's PLT program, we also offer fully-accredited postgraduate programs in Masters of Laws, Master of Applied Law (Family Law) and the Graduate Diploma of Family Dispute Resolution Practice (FDRP).

Students who have completed their Graduate Diploma of Legal Practice can receive up to two subjects credit towards their Master of Laws.

### More Information

For more information about our PLT program visit The College of Law website, or contact our friendly Student Services Team.

- Phone: 1300 856 111
- Email: [enrolments@collaw.edu.au](mailto:enrolments@collaw.edu.au)
- Website: [collaw.edu.au/plt](http://collaw.edu.au/plt)

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**THE COLLEGE  
OF LAW**

# GOING TO THE BAR

Provided by Chris D'Aeth (Director, Organisation and Development, The 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:

- **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.

- **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.

## 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 [nswbar.asn.au](http://nswbar.asn.au).*

# *Practising internationally*



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

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

# UNITED KINGDOM

In England and Wales, solicitors and barristers have separate qualifying paths. The Solicitors Regulation Authority (SRA) handles applications to become solicitors; the Bar Standards Board (BSB) handles applications for barristers.

## STRUCTURE OF LEGAL MARKET

The structure of the legal market in the UK is diverse. The equivalent of Australian 'top tier' firms are known as the 'Magic Circle', while the next tier down is known as the 'Silver Circle'. Many UK firms have regional or global alliances or partners, and so working in the UK can provide an excellent opportunity to work in many different legal jurisdictions.

## IMPORTANT DATES

To apply to the SRA, admission dates are the first and 15th day of every month (or the first working day thereafter).

Applications to the BSB are accepted year round.

## SOME HELPFUL LINKS

If you want more detailed information, the following links may be of some use.

- Official website of The Law Society of England and Wales: [lawsociety.org.uk](http://lawsociety.org.uk)
- Official website of the SRA: [sra.org.uk](http://sra.org.uk)
- Official website of The Bar Council: [barcouncil.org.uk](http://barcouncil.org.uk)

## *Steps for qualified Australian lawyers*

### SOLICITORS:

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

Requirements under the Suitability Test:

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

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

There are two tests:

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

### BARRISTERS:

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

Requirements:

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

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

## *Steps for non-qualified Australian lawyers*

### SOLICITORS:

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

If your course is not exempted, it can be completed through the Common Professional Examination (CPE) or Graduate Diploma of Law (GDL).

**STEP 2:** Follow the domestic route for qualification:

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

### BARRISTERS:

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

If your course is not exempted, it can be completed through the Common Professional Examination (CPE) or Graduate Diploma of Law (GDL).

**STEP 2:** Follow the domestic route for qualification:

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

# CANADA

Qualification in Canada is done through the National Accreditation Committee (NCA). Applicants do not need to be Canadian residents or citizens, and there are no formal language competency examinations.

After their application is assessed, applicants may be assigned subjects to complete in a Canadian law school, and/or required to pass certain exams set by the NCA. Applicants will then need to meet the requirements of the specific province or territory they wish to practise in. This section will cover Ontario, British Columbia, and Alberta.

## IMPORTANT DATES

Applications for Australian qualified lawyers are accepted all year round.

## SOME HELPFUL LINKS

If you want more detailed information, the following links may be of some use:

- Official website of the National Accreditation Committee: [flsc.ca/national-committee-on-accreditation-nca/](http://flsc.ca/national-committee-on-accreditation-nca/)
- Official website of the Law Society of British Columbia: [lawsociety.bc.ca](http://lawsociety.bc.ca)
- Official website of the Law Society of Alberta: [lawsociety.ab.ca](http://lawsociety.ab.ca)
- Official website of the Ministry of Citizenship, Immigration and International Trade: [citizenship.gov.on.ca/english/](http://citizenship.gov.on.ca/english/)

## *The NCA assessment criteria*

### PRE-LAW AND LEGAL EDUCATION

Applicants typically must have completed at least two years full-time (or equivalent) post-secondary education at a recognised university.

Applicants with a law degree of less than three years full time (or equivalent) will generally be asked to demonstrate competency in additional subjects.

### COMPETENCY

Competency in the following subjects or, where allowed, their equivalents is required:

- Mandatory subjects: Canadian Administrative Law; Canadian Constitutional Law; Canadian Criminal Law & Procedure; Foundations of Canadian Law

- Contracts; Property; Torts; Corporate Law; Evidence; Professional Responsibility.

### ACADEMIC PERFORMANCE

Proficiency in a course will not be recognised if there was poor academic performance.

### AGE OF DEGREE AND/OR CURRENCY OF PRACTICE

Applicants who did not have not been at law school or practised law in the last five years will generally receive additional assessments.

Legal experience and additional legal studies may be taken into account.

## *Accreditation programs*

### BRITISH COLUMBIA:

**STEP 1:** Complete 12 month Law Society's Admission program, which requires you to:

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

### ALBERTA:

**STEP 1:** Complete the Canadian Centre for Professional Legal Education Articling Program (CPLLED).

**STEP 2:** Pass 10 competency assessments.

### ONTARIO:

**STEP 1:** Complete 'Barrister Examination' and/or 'Solicitor Examination' followed by one of the following:

**STEP 2, OPTION 1:** Complete an Articling Program

- Complete ten month articling term; and
- Complete online Professional Responsibility and Practice Course.

**STEP 2, OPTION 2:** Complete the Law Practice Program at Ryerson University (English) or the University of Ottawa (French):

- Four month training program
- Four month work placement.

# UNITED STATES

There are currently only three US jurisdictions in which Australian lawyers can work; New York, Washington DC, and California; most states in the US require certain units of study which can only be taken in the US. Admittance in those states would require undertaking the JD course in the US.

Of these, New York has traditionally been the most receptive US legal market to Australian qualified lawyers. This is mainly due to the strong alumni network between US and Australian firms, and the transferability of skills in corporate practice areas such as M&A, Capital Markets, and Banking & Finance. In contrast, the West Coast (for example, Los Angeles, San Francisco, Palo Alto) has traditionally been more accepting of Australians with experience in narrower practice areas, for example project finance, intellectual property and technology.

The legal market in Washington DC is more difficult for Australian practitioners to enter, as the work is mainly driven by public sector clients and has a significant government

focus. If you are interesting in practising in DC, it is advisable to begin in New York, and then apply in DC after gaining quality US experience and a US Bar qualification or Masters.

It is crucial to note that there is little to no mutual recognition between different bar associations both within the US and internationally - e.g. admittance to the New York Bar only permits practise in the state of New York.

## PATHWAYS TO PRACTISING IN THE US

Unlike their UK counterparts, US firms have traditionally never recruited out of Australia at the graduate level, although certain US firms, such as Sullivan & Cromwell and Sidley Austin, are starting to make their way into the Australian market. 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. However, certain US firms with offices in Hong Kong, for example Skadden, may be increasingly willing to recruit Australian graduates in Hong Kong.

Those wishing to practice in the US are best served by first practising at a premier Australian firm, and then moving laterally after a few years of domestic experience. Most US firms will not require Australian lawyers to already be qualified for the bar upon hiring, but will expect completion of the Bar Exam within 12 months.

However, 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. Given the large overall number of lawyers who take their careers offshore, transition of Australian lawyers to the US totals only around 5% of international recruitment practices.

## SOME HELPFUL LINKS

### NEW YORK:

For full details on the application process, visit the official website of the New York State Board of Examiners: [nybarexam.org](http://nybarexam.org).

The official website of the New York State Bar Association can be found at [nysba.org](http://nysba.org).

### CALIFORNIA

For full details on the application process, visit the official website of the State Bar of California: [calbar.ca.gov](http://calbar.ca.gov).

## *New York*

### FOR QUALIFIED AUSTRALIAN LAWYERS:

**STEP 1:** Have a 'qualifying degree' from a law school accredited by the NY Bar Association.

**STEP 2:** Complete the online 'Foreign Evaluation Form' via the New York State Board of Law Examiners.

**STEP 3:** Once approved, complete the 'Online Bar Exam Application' and pay \$750 Application Fee.

**STEP 4:** Sit the NY Bar Exam.

## *California*

### FOR QUALIFIED AUSTRALIAN LAWYERS:

**STEP 1:** Ensure compliance with Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules).

**STEP 2:** Have a 'qualifying degree' from a law school accredited by the State Bar of California.

**STEP 3:** Complete online 'Registration as a Foreign Educated General Applicant' and pay \$113 Registration Fee.

**STEP 4:** Have an evaluated law degree equivalency report and 'Foreign Law Study Evaluation Summary Form' to be completed by credential evaluation agency (approved by Committee).

**STEP 5:** Provide certified transcript of all legal studies completed.

**STEP 6:** Sit the California Bar Exam.

# HONG KONG

## OVERVIEW

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

## TIERS OF LAW FIRMS

The Big Five in Hong Kong:

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

Outside the big five:

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

## *Pathways for qualification as a solicitor*

### TRAINEE SOLICITOR PATHWAY:

This pathway requires applicants to:

**STEP 1:** Complete a LLB or JD in a common law jurisdiction.

**STEP 2:** Complete the Post-graduate Certificate in Laws (PCLL) by either getting exemptions for subjects, or competing them as part of the Conversion Exam.

**STEP 3:** Work in a Hong Kong law firm for two years under a training contract.

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

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

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

The Conversion exam includes:

- 5 core subjects: Civil Procedure, Criminal Procedure, Commercial Law, Evidence, Business Associations; and
- 3 top-up subjects: Hong Kong Constitutional Law, Hong Kong Legal System, Hong Kong Land Law.

Other requirements are:

- A minimum overall band score 7 in IELTS (an English proficiency test), obtained 3 years within the closing date of application.

### OVERSEAS LAWYER PATHWAY:

This pathway requires applicants to:

**STEP 1:** Already be admitted in another common law jurisdiction;

**STEP 2:** Have at least two years of post-admission experience in the practice of law; and

**STEP 3:** Pass all of the Heads of the Overseas Lawyers Qualification Examinations (though applicants may be able to receive exemptions): 1) Conveyancing, 2) Civil and Criminal Procedure, 3) Commercial and Company Law, 4) Accounts and Professional Conduct, 5) Principles of the Common Law.

## *Pathway for qualification as a barrister*

Qualification for the Hong Kong bar is regulated by the Hong Kong Bar Association

Qualification requirements:

**STEP 1:** Meet one of the following requirements:

- a) hold a Postgraduate Certificate in Law (PCLL)
- b) be a solicitor in Hong Kong or
- c) be an overseas lawyer.

**STEP 2:** Undertake one year of pupillage at chambers (unpaid).

**STEP 3:** Apply to the Bar Council for admission.

## *Foreign lawyers in Hong Kong*

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

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

- 1) obtaining an exemption from; or
- 2) going through the Overseas Lawyer Pathway.

# CHINA

China is a civil law jurisdiction. In the past few decades, the legal market in China has undergone significant changes, most pertinently with regard to the shutting out of foreign law firms in favour of domestic firms.

## FOREIGN LAW FIRMS

Foreign law firms are subject to various restrictions; they are not allowed to practice PRC law, including providing any legal opinions on its application, and any PRC lawyers they hire must suspend their licenses. What foreign law firms can do includes providing legal advice on non-Chinese law (e.g. the law of their

home jurisdiction or international law) and representing clients in transnational cases, etc. A large proportion of the work undertaken by foreign firms in China thus comes from mergers and acquisitions and other transactions, e.g. outbound investment.

## PROMINENT FIRMS

The Chinese equivalent of our top-tier firms is known as the Red Circle (which includes one Hong Kong firm). Though Australian law students will already be familiar with King & Wood Mallesons, other firms in the Red Circle include Fangda Partners, Zhong Lun Law Firm, and Jun He Law Offices.

*Students without Chinese citizenship or residency status in Hong Kong, Macau or Taiwan*

## FOREIGN NATIONALS

Practising in China with a University of Sydney degree is complicated by the fact that foreign nationals cannot be admitted to practise in mainland China.

Though foreign nationals can be hired by either Chinese firms or foreign firms with representative offices in China, they are limited in what they can provide advice on.

## PATHWAYS TO PRACTICE

There are no universal pathways to practise in China as a foreign national; it comes down to the individual firm. Some global firms with offices in China may offer secondments (for example, King & Wood Mallesons and Baker & McKenzie), and some firms may also take overseas students as interns (for example, Fangda Partners offers internships to overseas students).

*Students with Chinese citizenship or residency status in Hong Kong, Macau or Taiwan*

**STEP 1:** Obtain approval for the eligibility of the degree at the Chinese Service Center for Scholarly Exchange (CSCSE).

**STEP 2:** Pass the National Judicial Examination (NJE), administered by the Ministry of Justice.

**STEP 3:** Apply for a one year Vocational training program and sign a training contract, and register with the local lawyers association.

**STEP 4:** Take the exam after at the end of this training program - and then apply to be admitted as a practising lawyer.

## RESIDENCY STATUS

Lawyers who do not hold Chinese citizenship but are residents of HK, Macau or Taiwan and choose to go through this process have their practice areas limited to non-litigation issues and litigations in marriage and succession in their particular region. For full accreditation in Hong Kong, see the previous page.

## SOME HELPFUL LINKS

For more information on qualifying to practice in China (for those with citizenship or residency status), the following links may be of use:

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

# SINGAPORE

## OVERVIEW

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

## *Pathways to legal careers in Singapore*

### CITIZENS OR PERMANENT RESIDENTS OF SINGAPORE

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

**STEP 1:** Obtain at least a recognised Second Class (Lower) Honours degree from an approved overseas university.

**STEP 2:** Pass Part A of the Singapore Bar Exam.

**STEP 3:** Attain at least six months of recognised legal experience.

**STEP 4:** Pass Part B of the Singapore Bar Exam - a compulsory 5-month practical law

course and examination for both local and overseas graduates.

**STEP 5:** Fulfill the Practice Training Period requirement (e.g. a six month Training Contract with a Singapore law practice).

### FOREIGN LAW GRADUATES

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. The permitted areas include banking and finance, mergers and acquisitions and intellectual property.

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

# SOUTH KOREA

## OVERVIEW

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

## *Pathways to practising in Korea*

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

Alternatively, there are two requirements for a foreign practitioner to be admitted locally. Candidates must first complete a graduate

level law school program at an approved Korean university and then pass the Korean Bar Examination. After being qualified to commence practice, the applicant must register with the KBA.

The easiest pathway is to apply for a graduate program at one of the international law firms based in South Korea. In order to be eligible an individual must have completed their Practical Legal Training or equivalent and successfully registered to the Legal Board of an Australian state or territory. After these steps are completed an applicant can directly apply to a graduate program with a law firm based in Korea. Once accepted, the applicant will practise Australian law within the firm as an FLC.



# Law Firms

*Gaining hands on experience at a commercial law firm will offer you a chance to develop your legal skills and knowledge whilst also being exposed to a vast variety of practice groups. Depending on the size and focus of the firm, students have an opportunity to learn about a suite of legal areas that will deepen and expand their knowledge of the law.*

*Regardless of one's background knowledge in business, working at a commercial law helps develop the career of any individual. Many firms have comprehensive training and career development programs, including mentoring, international rotations and assistance with further study. Further, the networks, relationships and practical experience gained while working at a commercial law firm will aid you in achieving your career goals.*

*From full service to media and entertainment to criminal law, each firm offers unique opportunities to commence your legal career. It is important to take the time to learn about each firm, its culture and its opportunities to find the right fit for you. Beyond the information supplied, the firm's websites are a useful tool for getting a sense of the firm's culture, objectives and an idea of the career progression you can expect if you decide to join the firm.*

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

# CLERKSHIPS

## The basics

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

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

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

## COMMON TERMS AND DISTINCTIONS

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

## 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*  
*17 June*

APPLICATIONS FOR SUMMER CLERKSHIPS OPEN

● *Sunday*  
*19 July*

APPLICATIONS FOR SUMMER CLERKSHIPS CLOSE AT 11.59PM

● *Monday*  
*17 August*

INTERVIEWS FOR SUMMER CLERKSHIPS COMMENCE

● *Friday*  
*25 September*

OFFERS FOR SUMMER CLERKSHIPS CAN BE MADE

● *Tuesday*  
*29 September*

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

## DON'T FEEL PRESSURED

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

## WHY APPLY?

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

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

Certain practice groups can draw upon the knowledge you've picked up only recently in law school, which is an interesting opportunity to see your skills applied in real life, and might make all those late nights you've spent in the library seem a little more worthwhile.

Of course, clerkships often lead to a graduate job. Most firms recruit their grads through the clerkship process. The amount of clerks taken in any one year is often dependent on graduate business needs.

There's definitely a feeling of security knowing you can graduate, travel for a year if you want to, and come back to a

job, an income and, hopefully, a firm you love!

## AREAS OF LAW YOU CAN BE EXPOSED TO

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

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

The size of different practice groups can vary dramatically. Small groups can be closer to 15 lawyers 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. Keep an open mind and choose rotations that you think you might be interested in but don't know much about.

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

## 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, and can help to make a rogue bad mark unimportant.

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

There are varied qualities firms look for in their clerks. People who are eager to learn and get their hands dirty. People who get along well with others and are team players. People who can think and communicate clearly - communication is the job of a lawyer and language is your tool. People with a sense of commercial awareness of the legal industry. People who have attention to detail. People who have interests and lives outside of law. People who are well-rounded individuals.

Firms want to know what kind of person you are beyond your WAM. Show them what you have been involved in and what it means to you (e.g. clubs, student leadership, hobbies, sports, jobs, interests).

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

## Finding the right fit

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

Ask yourself: "What qualities are important to me in a workplace?", "What kind of culture would I feel best in?", "What will make me happy at work?". It's as much about firms finding the right people for them as it is you finding the firm that's right for you.

Distinctions worth keeping in mind: top tier v. mid tier v. boutique; big

firm v. small firm; global v. national; big clerk group v. small clerk group.

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

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

## THE APPLICATION PROCESS

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

[CONTINUED ON REVERSE]

## 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 university. If you have an interview then you will need to bring a certified copy with you to the interview.

## INTERVIEWS

Please refer to the previous section of the Careers Guide.

## COCKTAIL EVENINGS

Cocktail evenings are designed to see how you are in a social setting. It is a good opportunity for the firm to get to know you in a more relaxed environment outside of the interview

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setting, and for you to talk to as many different people as is necessary to give you an idea of the firm culture.

**Useful Tips:**

- Wear a suit/corporate dress (cocktail dresses are not suitable).
- Be on your best behaviour. Don't be "that person" - there's always one.
- Be sure to be pro-active and mingle: don't limit your social interactions to

your friends.

- Be polite to other interviewees - remember: these people may be your future colleagues.
- If you have to go to two in one night, email the firm that you are going to second and inform them that you will be late.
- Remember: be yourself. They chose you to be a part of this late stage of the recruitment process for a reason.



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

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

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

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

## 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 practising.

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

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

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

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

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

### THE FUN

# ALLEN & OVERY



**ADDRESS** / Level 25, 85 Castlereagh Street, Sydney NSW 2000



**CONTACT** / The Australian Recruitment Team  
E: [australianrecruitment@allenoverly.com](mailto:australianrecruitment@allenoverly.com) & P: 02 9373 7700



**OFFICE LOCATIONS** / Sydney and Perth plus 44 other offices globally



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

## ABOUT THE FIRM

### What is unique about this firm?

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

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

We have recently advised the export credit agencies and commercial lenders on the USD 7.2bn financing of the integrated Roy Hill iron ore project, the world's largest ever project financing in the mining sector at the time.

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

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

### How does the firm encourage a work/life balance?

Maintaining a positive work-life balance is important to all of us. Allen & Overy is committed to developing a culture that is supportive of staff and their individual

needs. We offer a variety of opportunities ranging from health & wellbeing programs through to technology to assist a streamlined approach to work. We also provide flexible work arrangements and leave opportunities that support personal, family and cultural needs.

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

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

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

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

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

Applications open on 17 June and close on 19 July. All applications should be submitted online via our website - [allenoverly.com/careers](http://allenoverly.com/careers) (select Australia)

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

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

commercial awareness and commitment - both to a career in law and to a career with Allen & Overy.

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

Summer clerks gain experience in two of our practice areas, working alongside Allen & Overy lawyers on real deals and matters. Additionally, you will attend training sessions and presentations to broaden your understanding of our business and to help develop the skills necessary to be a successful commercial lawyer. Recent summer clerks have worked on a client pitch project and a mock transaction designed to simulate real

transactions from beginning to end, sharpen research skills, and gain exposure to our range of practice areas. Previously, our Sydney summer clerks have been able to spend time in one of our Asia-Pacific offices during the ten-week program. This experience will give you a greater understanding of our global network and a taste of future opportunities at Allen & Overy if you are interested in global secondments or a transfer within our network during your career with us.

**Does this firm aim to offer graduate positions to all clerks?** Yes - we have previously offered all summer clerks a graduate role at Allen & Overy.

## ABOUT GRADUATE POSITIONS

**Does the firm take graduates directly?**  
No.

### What does the firm offer its graduates?

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

contribute to the day-to-day work of that team - working on transactions and cases, taking real responsibility and gaining plenty of client exposure.

Graduates attend a dedicated training program to introduce them to core legal and commercial knowledge and skills which will form the essential building blocks for your

career at Allen & Overy.

### Does the firm assist graduates to complete their Practical Legal Training (PLT)?

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

# ALLEN & OVERY

## Allen & Overy Summer Clerks 2014/15

Six of us were fortunate enough to participate in the Allen & Overy Summer Clerkship Program in 2014-2015. We completed two rotations in the Sydney office in a variety of areas, such as Tax, Corporate, International Capital Markets, Public Mergers & Acquisitions, Litigation, Competition and Banking & Finance.

We were all assigned a buddy in our practice group and were able to get involved in interesting tasks, including preparing memos, attending client meetings and conference calls, registering leases and attending court. In addition to our rotations, we were given the opportunity to research and complete a Mock Pitch to a client on a potential acquisition. We also divided into groups and completed a Mock Transaction, with teams representing the buyer, seller and the financier in the deal. Both exercises were a great learning experience and the lawyers at Allen & Overy were always happy to answer any questions we had along the way.

Throughout the clerkship we were able to enjoy a number of sporting and social events. We started our first day at Allen & Overy with a welcome breakfast, attended multiple Christmas parties and functions including barefoot bowls, the firm-wide Christmas Party and Friday night drinks. All of these events were a fantastic way to socialise with colleagues. We were also encouraged to get involved in a variety of sporting and recreational activities at Allen & Overy, including weekly Pilates classes, personal training sessions, netball and indoor soccer. Additionally, there were various inter-firm clerkship activities such as weekly inter-firm sports matches at Rushcutters Bay, the trivia night hosted at Jones Bay Wharf and the clerkship harbour cruise.

We were also given the opportunity to visit an office in the Asia Pacific region during the clerkship, which was one of the many highlights of our time at Allen & Overy. Collectively we represented the Sydney clerk group in Hong Kong, Bangkok, Shanghai, Beijing and Tokyo.

The opportunity to visit another office as a summer clerk exceeded our expectations. For some of the clerks this represented a third rotation as we were sitting in a team which we hadn't worked with in Sydney. We were able to gain an insight into the work conducted in the Asian offices and met the teams in the respective offices. The experience helped us understand what it is like working within Allen & Overy's global network, including the opportunities you are given at a truly global law firm.

We were all drawn to Allen & Overy for a variety of reasons. Allen & Overy is one of the only truly integrated, global law firms in Australia. Many of us were particularly excited to have the opportunity to work on multi-jurisdictional matters with colleagues from offices around the world. Further, the potential to work abroad and travel was something that not only appealed to us in regards to spending a week in an Asian office during the summer clerkship, but also in the longer term as there are many opportunities to undertake secondments to overseas offices.

Throughout the interview process we were able to get a sense of the culture and working environment at Allen & Overy. The range of nationalities and personalities in the offices ensures that Allen & Overy is a dynamic and fun team to be a part of. However, the size of the Sydney office ensures that people know one another on a personal level and work as a close-knit team. We believe this is what makes the working environment particularly unique at Allen & Overy.

# ALLEN & OVERY



## Careers at Allen & Overy

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

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

*Get connected to the rest of the world*

Be part of something exciting



**ADDRESS** / Deutsche Bank Place, corner Hunter & Phillip Streets, Sydney NSW 2000



**CONTACT** / Lisa Millar, Graduate Resourcing Consultant  
**E:** Student.Careers@allens.com.au & **P:** 02 9230 5075



**OFFICE LOCATIONS** / Within Australia we have offices in Brisbane, Melbourne, Perth and Sydney



**AREAS** / Banking and Finance, Commercial Litigation and Dispute Resolution, Competition Law, Corporate, Corporate Insolvency and Restructuring, Energy, Resources and Infrastructure, Intellectual Property & PTA, Tax

## ABOUT THE FIRM

“*The learning never stops at Allens – which is something that our employees at all levels value.*”

### What is unique about this firm?

Allens is a leading international law firm, with partners, lawyers and corporate services employees across Asia and Australia.

Through an integrated alliance with Linklaters, we provide clients with access to market-leading lawyers through a global network of 40 offices across 29 countries, including emerging markets in Africa, Asia and South America.

Our strategic alliance with Linklaters makes us the only firm in Australia and Asia to have a formal relationship with a UK Magic Circle firm.

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.

For our clients, this integration of our complementary practices means a seamless service, with one point of contact, a unified team drawn from the best resources of each firm, and consistent quality advice and support.

For you, it means even more possibilities. You'll have the chance to work with a broader group of clients, work on multi-jurisdictional matters and take up opportunities for international assignments.

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

There isn't an 'Allens' type' – in fact, the more you enjoy working with a variety of people, the greater your success will be.

Diverse perspectives help solve complex problems. On top of that, they mean that teams are stronger, client relationships are richer and life at the firm is just more interesting.

Our lawyers are not just technical experts – they are proactive, strategic, good influencers, resilient, focused on growth and opportunities, build genuine relationships with clients and are thought leaders in their industry.

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

Your application is a chance for you to communicate your personal strengths, interests, achievements and motivations.

- Ensure your cover letter is well written and carefully edited. We encourage you to use clear, concise language and to keep your cover letter to one page.
- Before submitting your application, double check the name and title of the person you are addressing your application to and ensure there are no spelling or grammatical errors.
- Research the firm and make sure you tailor your application to it.

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

The learning never stops at Allens – which is something that our employees at all levels value. It's woven into our culture and makes our people better leaders as well as better legal practitioners.

Along with formal technical training and development, we offer a mentor program, a buddy program and support to pursue

further education outside the firm.

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

### How does the firm encourage a work/life balance?

You will be expected to work hard if you join any commercial law firm. Allens is committed to creating a fun and supportive environment where you're always learning and developing.

The firm encourages everyone to have a wide variety of interests and fully supports you to continue these activities throughout your career. There is no face-time at Allens, if you finish your work you are encouraged to leave and enjoy your time outside of the office.

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

Our goal is to provide free legal assistance to those in need and a range of not-for-profit and charitable clients. We were a foundation signatory to the National Pro Bono Resource Centre Target for pro bono work, and our lawyers commit to an average of at least 35 hours of pro bono work per year as well as secondments with some of our community partners.

Our pro bono clients include:

- Amnesty International Australia
- The Arts Law Centre of Australia

- The Australian Indigenous Education Foundation
- The Bicycle Institute
- Bush Heritage Australia
- ChildFund Australia
- The Human Rights Law Centre
- The Ovarian Cancer Research

- Foundation
- The Refugee and Immigration Legal Centre
- WWF

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

We offer secondments to Allens offices in Australia and throughout Asia, as well

as international assignments to Linklaters offices around the world. For example, four of our 2015 law graduates will spend their second rotation at Linklaters' London office.

If you opt for a client secondment, you might find yourself working at one of the world's top 100 companies, or a pro-bono secondment could see you working with one of our many community partners across the region.

ABOUT CLERKSHIPS

**How do students apply for clerkships to this firm in 2015?**

You should apply online for our summer clerkship program in Sydney from 17 June – 19 July 2015. [allens.com.au/careers](http://allens.com.au/careers)

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

25-30 clerks

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

31 clerks

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

We look for a wide variety of qualities in our future clerks. Here are a few of the attributes we know are key to success at Allens.

**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 more interesting person to work with.

**WELL-ROUNDED**

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

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

Our clerkship program is a ten week program, which consists of 2 x 5 week rotations. We send a clerk to one of our Asian offices for 4 weeks during their second rotation.

You'll come away with all the insights you need to make an informed decision about your future. We offer a range of experiences across a number of different practice groups and sectors.

Here's a quick run-down of what you can look forward to.

- an induction program that introduces you to our people and the work we do;
- on-the-job training with support from a

partner and junior lawyer who'll act as your supervisor and buddy;

- the opportunity to work with many of Australia's and the world's top 100 companies;
- performing tasks similar to those of a junior lawyer;
- an opportunity to hear advice firsthand from our partners and Corporate Services teams on topics ranging from Allens as a business to Allens in the community;
- sports and social events, where you will really get to know the people of Allens;
- the chance to get involved in our community work; and
- the opportunity to build a network of peers.

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

You must be in your penultimate year of a law degree to be eligible for the clerkship program.

**Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?**

We recruit most of our graduates through our clerkship programs – it's a great way for you to see how we operate and find out if a career at Allens is for you.

We aim to offer the majority of our clerks each year a graduate position.

“ It’s about working together to make possibilities happen.

**Does the firm take graduates directly?**

Yes.

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

[allens.com.au/careers](http://allens.com.au/careers)

**What does the firm offer its graduates?**

Working at Allens is a two-way street.

We offer you the possibility of a rewarding career, challenging work, access to strategic minds, an extensive learning program and the opportunity to be the best you can be.

In return, we ask you to show initiative, work hard, demonstrate your commerciality and be resilient.

It’s about working together to make possibilities happen.

We have designed a graduate program that will not only enhance your technical expertise, but that will equip you with the business development and interpersonal skills required by all lawyers who are serious about building a practice.

You will complete two twelve-month rotations in two different practice groups before you specialise. Our rotations will allow you to build the kind of expertise, trust and relationships that enable you to grow and succeed from an early stage in your career.

You’ll also benefit from:

- an intensive two-week induction program to kick-start your career;
- a development supervisor, who’ll act as your mentor throughout your rotations, to ensure you gain optimum experience and client exposure;
- weekly in-house legal education seminars that give you a solid grounding in the basic technical

knowledge all lawyers must have, whatever their practice group;

- ongoing skill development workshops run by internal and external providers;
- a broad range of work that exposes you to different areas of law, different teams and different clients;
- on-the-job training supported by a development supervisor and a buddy;
- videos, podcasts and online training workshops; and
- development/career planning.

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

Our graduates complete the PLT in house with the ANU during their first year of the graduate program.

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

After two years on the graduate program, you chose where to specialise and progression is based on your performance. Our new career deal is about working together to make possibilities happen, and getting back what you put in.

**What is the anticipated graduate intake this year?**

25-30.



# Possibility in everything

## What a student can expect from an Allens clerkship – Dana Rechtman, Lawyer.

Before completing my clerkship at Allens, clerkships were a mystery to me. I had heard whispers around law school about cocktail nights, the dreaded interviews and students giving up part of their precious (three-month long!) university holidays. However, I had not heard all that much about all the benefits that come with completing a seasonal clerkship. Having completed a clerkship at Allens, I would like to give an overview of why it is an invaluable experience and why you should really consider this option as you head towards the end of your law degrees. A seasonal clerkship really is a great way of finding out what working in a commercial law firm is all about.

One of the best things about the clerkship was how welcoming people were and how willing they were to give open and honest opinions about their day-to-day lives at Allens. This was evidenced in the organised event ‘Confessions of a Law Grad’, in which a panel of graduates answered our many and varied questions on their experiences entering into the workforce. They were also more than willing to take us out for coffee to talk more about their personal experiences and to chat about the transition from university to full-time work. It was really great that people were so friendly, that I could relate to so many people who had been in my position and that they really understood why the questions that we were asking were so important to us.

This welcoming attitude was also evident throughout other areas of the firm. Working on matters for different lawyers not only exposed me to the type of work that I would be doing at Allens but also demonstrated the approachable nature of the lawyers. Importantly, I really felt that people had time for me. The lawyers I worked with made a real effort to ensure that the work that they gave me was interesting and they were always willing to give me feedback. They also allowed me to sit in on client meetings and attend court so that I could get a real experience of life in a large commercial law firm.

Another great thing about the clerkship was the exposure we had to different practice groups and different areas within the firm. Even better, this was achieved through wine and cheese nights, where we effectively went speed dating with members of the different practice groups with wine and cheese provided! These evenings were great – they were very informative and really gave us an insight into the different areas within the firm. We also had interesting and eye-opening seminars on the really amazing work that Allens does in the community sphere, including in the areas of pro bono and reconciliation, and we were also invited to attend the special interest group meetings.

If I could leave you with one message, it would be to take up all the opportunities offered to you during the clerkship. Be it putting your hand up to help out on a pro bono matter, attending ice cream runs organised by the grads (that really happened!) or going to a lunchtime talk put on by the Women at Allens committee, the more you get involved and the more people you meet and speak with really enables you to see what your experience later down the track could be at Allens and whether this is the path that you want to take to begin your career. For me, the clerkship awakened me to all the wonderful things that were on offer at a firm like Allens and the insights that I gained made it clear that Allens was a place that I wanted to be.



## > 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](http://www.allens.com.au/careers)

# ARNOLD BLOCH LEIBLER



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**CONTACT /** Lauri Burke, Human Resources Manager  
**E:** lburke@abl.com.au & **P:** 03 9229 9763

## ABOUT THE FIRM

Arnold Bloch Leibler is a premier Australian commercial law firm with an international reputation for innovative, commercially focused advice. Our clients include blue chip corporations, high-net-worth individuals and family businesses, entrepreneurs and the business stars of tomorrow, other professional service firms, and charitable and not-for-profit organisations.

The firm offers a select, client-focused package of services, encompassing commercial, litigation, property and development, finance, insolvency, taxation, employment, competition, intellectual property and technology. Our clients come to us because they know we are not going to tell them why they can't do something, rather we show them how they can. Where others see problems, we see possibilities and solutions.

“Where others see problems, we see possibilities and solutions.”

## ABOUT CLERKSHIPS

All recruitment for Melbourne and Sydney is coordinated through the Melbourne Office.

In Melbourne, we offer around 35 clerkship positions each year, with three intakes of 10-12 clerks. Each clerkship runs for four weeks and coincides with university holidays - November/December, January/February and June/July.

In the Sydney office, we hire clerks and graduates on an ad hoc basis - usually one clerkship per year. The clerkship mirrors the NSW programme, with a 10-12 week clerkship over the summer university holidays.

Recruitment dates for both Melbourne and Sydney follow the Victorian system, with dates set out by the Law Institute of Victoria:

- Applications open: 9am 13 July 2015
- Applications close: 11.59pm 16 August 2015
- Offers: 10am Tuesday 13 October 2015

Please specify on your application which office you are interested in for a clerkship.

Application method:

- via the ABL website ([abl.com.au/careers](http://abl.com.au/careers))
- or on cvMail - [cvMail.com.au](http://cvMail.com.au)

Please address your applications to Lauri Burke, Human Resources Manager.

When recruiting clerks we look for exceptional people who are seeking, and can provide, something extraordinary. We value academic excellence as well as life experience, lateral thinking as highly as logic,

and imagination in addition to intelligence. Good grades indicate not just ability, but also that you have the application and commitment to achieve results. Successfully combining study with sporting, musical, community or other personal interests tells us you are good with people, and good with your time. The other personal qualities we consider are a willingness to learn, a sense of humour and preparedness to assume responsibility.

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

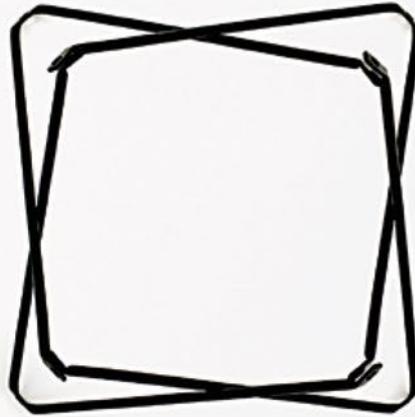
## ABOUT GRADUATE POSITIONS

“When recruiting clerks we look for exceptional people who are seeking, and can provide, something extraordinary.”

Like our clerkship recruitment, all recruitment for Sydney graduate roles are coordinated through the Melbourne Office.

Graduate roles often come through the clerkship process, however pending firm needs, we sometimes recruit graduate positions from the market. When we do so, we will advertise the role on our website ([abl.com.au/careers](http://abl.com.au/careers)) and do so on an ad hoc basis.

You can submit an expression of interest for a graduate position by creating a profile on our careers page by selecting the option at the bottom of the page that says “I'd like my profile considered for upcoming opportunities” so we can contact you when a role opens up.



**Our solution to your career**

Known for doing things a little differently, Arnold Bloch Leibler is regarded as one of Australia's leading commercial law firms.

Our philosophy? To look for solutions. Where others see challenges, we see opportunities.

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



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



# ASHURST



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**LOCATIONS /** Abu Dhabi, Adelaide, Beijing, Brisbane, Brussels, Canberra, Dubai, Frankfurt, Glasgow, Hong Kong, Jakarta, Jeddah, London, Madrid, Melbourne, Milan, Munich, New York, Paris, Perth, Port Moresby, Rome, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Washington DC. We also have a best-friend referral relationship with an Indian law firm

## ABOUT THE FIRM

*Ashurst, with its international footprint, breadth and depth of practices and strong reputation provides a new platform for our people to realise their career aspirations.*

### **What is unique about the firm?**

Ashurst, with its international footprint, breadth and depth of practices and strong reputation provides a new platform for our people to realise their career aspirations. Working in one of the leading international law firms gives you an opportunity to encounter a wide variety of challenges, to get close to many different types of businesses and to experience many different cultures; few careers can offer such variety and challenge. It is important to us that the people who work here can have a sense of fun; clients not only want the highest quality legal skills, commercial acumen and service: they also want a team of lawyers who enjoy working with each other. Bringing out the best in our people is a way for us to maintain and build on our high reputation so if you would like to join one of the world's leading firms we would like to hear from you.

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

The best advice we can give you is to understand your own 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, areas of practice, recent deals and matters, industry leaders, 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 foundation for drafting your cover letter and preparing for the interview.

### **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. Throughout your career with Ashurst, you will be offered ongoing legal and practical skills training to help you build the toolkit to become an expert in your field. In addition to this, the firm also encourages attendance at external conferences, seminars and training sessions for professional development and networking purposes. Also, we realise that many lawyers will want to undertake postgraduate study during their careers and the firm supports this development through our study support policy.

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

All of our graduates and lawyers participate in some pro bono work. Globally, in 2014 we provided more than 41,000 hours pro bono legal work and we are currently acting in more than 1,000 pro bono matters. Ashurst Australia's 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 test case litigation as well as routine matters and we provide pro bono assistance to not-for-profit organisations and individuals. 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 with each of our national offices, to the remote Northern Territory.



*We want our lawyers to grow and challenge themselves every day.*



## ABOUT CLERKSHIPS

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

To submit your application for our clerkship program, please visit our website: [ashurst.com/graduates](http://ashurst.com/graduates). You will be asked to complete a short online application form and submit your cover letter, CV and most recent academic transcript.

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

This year we anticipate recruiting approximately 25 summer clerks.

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

To achieve our vision of being one of a small number of Global Elite law firms, we need ambitious people delivering quality solutions for our clients. The key to our success is lawyers who continually develop their skills and their careers, with a commitment to quality, the highest professional standards and a collaborative mindset. The behaviours and competencies that make our lawyers the very best are: analytical ability, motivation, determination and drive, commercial instinct, team and interpersonal skills, communication skills and flexibility. These are the competencies we look for during the recruitment process.

### What does the firm offer a clerk?

The clerkship program takes place over 12 weeks and is comprised of a week-long

induction program followed by two rotations in different practice areas. Prior to your commencement you will be able to nominate your preferred practice areas, and you will receive an individually tailored rotation plan.

In addition to this, our Learning and Development team facilitate summer clerk training sessions almost every day of the program. This training includes: practice area overviews, drafting a research memorandum, mock business development activities, presentation skills, client interviewing and negotiation techniques and much more. Another feature of the Ashurst summer clerkship program is the opportunity to undertake a one day pro bono secondment and one week client secondment. We feel that all these opportunities will help transform you from a talented law student into a trusted lawyer.

A sample of the tasks which our 2014 summer clerks assisted with include:

- Preparing documents for court and observing hearings
- Attending settlements, conciliations, contract negotiations and 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 and/or one day pro bono secondment

“*The best advice we can give you is to understand your own ambitions and those of the firm to which you are applying.*”

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

No. Our graduates are recruited directly via the summer clerkship program.

### What does the firm offer its graduates?

We offer a 12 month Graduate Development Program, starting with a comprehensive two week induction. The national graduate induction brings graduates from all six offices together in Sydney. This is followed by six days of PLT at College of Law in your home city, and two days of induction in your home office to get to know your local team. The core of your 12 month graduate program at Ashurst is the opportunity to undertake three rotations in different practice areas. Each rotation is four months in duration. Prior to joining the firm, you will be given an opportunity to nominate your preferred areas of interest. You will receive an individually tailored rotation plan for your

graduate year with exposure to litigious, transactional and advisory work and with each rotation you will build a deeper understanding of what it means to practice in different areas of law. The firm will also support you in completing your admission to practice requirements.

### Does the firm assist graduates to complete their PLT? If so, how?

Yes. We cover all expenses related to the completion of PLT during your graduate year with the firm, and cover all subsequent costs related to admission and the ongoing renewal of your practising certificate. The firm also provides additional leave entitlements to help you manage the balance between work and PLT commitments.

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

Upon completion of the graduate development program, you will have an opportunity to nominate where you would like to permanently specialise as a lawyer. Our support doesn't stop after your first year. As a lawyer, you will continue to expand your knowledge and skills through our Continuing Legal Education (CLE) program and global Learning and Development offerings, as well as working with senior lawyers and partners who will provide you with insight and counsel. Your development will also be further enhanced through opportunities to participate in pro bono work, client secondments, international transfers, networking events and team activities.



# The Summer Clerk experience

Emma Tran

Like many of my peers, I was very nervous at the start of the clerkship process and the plethora of headlines like 'Law firms let down clerks' did not help. However, once interviews and cocktail nights started, Ashurst was the obvious choice for me.

A year on from its merger the Ashurst office is abuzz with talks of global opportunities. Of course this was appealing, but what stood out most, was that I was welcomed as part of the team, from day one. If it's anything to go by, during my interview, we discussed whether woman in law could do it all and my 'passion' for karaoke on Saturdays. I was wooed! The people at Ashurst are smart, friendly, have mutual respect for others and an appreciation for individuality.

During my time in the Disputes team, I worked on large litigation matters, sat in on teleconferences, attended court, reviewed documents and drafted client emails. This charged atmosphere set the tone for my Competition rotation. Every day I assisted on matters that defined the market or attracted publicity. My work was varied, intellectually stimulating and taught me more than I thought possible in 12 weeks. It was also comforting to have a buddy in each team to answer questions I had, like how to use the printer.

Outside the practice groups, I assisted with pro bono cases and attended a one-week client secondment at a large investment bank. The secondment exposed me to in-house work and was an invaluable opportunity to develop a client relationship early on.

It should be emphasised that Ashurst continually invests in its people. Clerks attend weekly training, ranging from how to draft an email to client interviewing. The sessions honed in on skills not taught at university but are vital to a career in commercial law.

Potential Ashurst clerks should clear their social calendar. From inter-firm sports, drinks, trivia and the clerk cruise; I also attended Christmas parties, drinks, the Moonlight Cinemas, bingo and weekly dinners. My summer was enjoyable, extremely rewarding and the best part was spending it with genuine people.

Clerks should take charge of their career early on. The relationships you make and the experiences you have are all dependent on what you put in.

[www.ashurst.com](http://www.ashurst.com)

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

# BAKER & MCKENZIE



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**AREAS** / Banking & Finance, Capital Markets, Commercial Real Estate, Construction, Dispute Resolution, Employment, Energy, Resources, Infrastructure & Corporate, Environmental Markets, Financial Services and Structured Transactions, Intellectual Property, Media, Mergers and Acquisitions, Private Equity, Tax, Technology and Communications

## 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 conceived and built as a global law firm, so thinking and working globally is embedded in our culture – and we understand the challenges of the global economy. We were 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 are one of the world's largest law firms by markets, revenue and headcount and now have a network of 77 offices in 47

countries around the world. 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 85 Partners and over 190 lawyers across Sydney, Melbourne and Brisbane.

Baker & McKenzie Australia offers our people access to complex, market-leading matters for leading multinational and domestic companies and the ability to work with some of the world's best legal minds – people who know the law and who understand business. We have an unrivalled ability to provide training and secondment opportunities across our global network. Locally, we have an inclusive culture of learning, coaching and opportunity where you will work in small teams on matters that often cross borders. We value people who think ahead and get noticed.

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

We care about the same things you do. Poverty, hunger and homelessness. The health of our planet. Social justice. Quality legal representation and access to justice for all. We believe that connecting with the community and sharing one's skills and time with those in need are core professional responsibilities. In 2014, we contributed more than 9,000 pro bono hours to more than 200 individual members of our community, charities and other not-for-profit organisations and about 75% of our legal staff participated in our pro bono matters. As a summer clerk and graduate lawyer, you will work closely with other lawyers to run pro bono matters and you will have the opportunity to participate in our community service initiatives.

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

Applications for summer clerkships should be submitted via [cvmil.com.au](mailto:cvmil.com.au) and should include a cover letter, as well as details of your work experience, extra-curricular activities, interests, and academic results. We do not require you to upload your CV, as the information from your CV is used to respond to the areas above.

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

### 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 have sound academics and are practical in their approach; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas;

who are client-focused and strive to provide excellent service to their clients; and who seek a friendly and inclusive culture that encourages making a difference to our local and global communities.

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

We consult with our summer clerks before they commence to understand whether there are any areas of law in which they are particularly interested or practice groups which they would like to experience. We structure their placements according to these preferences where possible. Summer clerks will complete placements in two of our specialist areas but are encouraged to seek out work from other practice groups.

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.

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 legal and non-legal topics.

You will also be supported at every stage by our graduate team in Talent Management who will facilitate a comprehensive development program for you – including induction and skills development (such as business communication, networking skills and other skills crucial to ensuring you have a successful clerkship). We will also provide you with opportunities to enable you to network with colleagues around the firm – through our 'speed networking' program, social events with your buddy, our partners and lawyers, and our end of year party.

# Your journey to a world-class career begins here

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

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

## Ready to explore our world?

Natalie Brunton +61 2 8922 5747

**BAKER & MCKENZIE**

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

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@BakersAUS

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Facebook

## A DAY IN THE LIFE

### Angelique Wanner

Graduate, Sydney  
International Clerk, Hanoi

#### Joining the truly global firm

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

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

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

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

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

#### A warm welcome

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

#### Forging lasting friendships

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

#### Learn more:

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



# Your journey begins with a world-class summer clerkship

Real client work. Invaluable coaching. A tailored development program. A genuine insight into working with our Firm – while building great friendships. Plus, we offer the unique opportunity to build your global knowledge and network – through an International Clerkship.

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

**BAKER & MCKENZIE**

**Ready to explore our world?**

Natalie Brunton +61 2 8922 5747

# CLAYTON UTZ



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## ABOUT THE FIRM

*People. It always starts with people. At Clayton Utz, we've built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what your client needs.*



### What is unique about this firm?

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

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

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

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

**Australia Pacific LNG Project:** continuing to advise ConocoPhillips, Origin Energy and Australia Pacific LNG Pty Limited on this \$35 billion project to liquefy coal seam gas

for export markets, at a proposed facility to be located at Gladstone in Queensland. This included advising in relation to the agreement to issue a 15% interest in the project to Sinopec in conjunction with Sinopec entering into an agreement to purchase 4.3 million tonnes per annum of LNG from the project for 20 years.

**Myer acquisition of sass & bide:** worked alongside client Myer Holdings Limited on its strategic acquisition of a 65 percent stake in one of Australia's best known designer labels, sass & bide, for \$42.25 million.

**Peninsula Link project in Victoria:** advised the Linking Melbourne Authority (a Victorian Government statutory authority) to assist in delivering the \$759 million toll-free Peninsula Link. Peninsula Link represents the next generation of road sector Public Private Partnerships in its use of the Availability Charge model - a first for road PPP projects in Australia.

**Seven:** acted for Australian Capital Equity and WesTrac Holdings Pty Ltd on the formation of a new ASX-listed company, Seven Group Holdings, which acquired the WesTrac business and Seven Network Limited. We were also primary competition advisor to Seven in obtaining clearance from the ACCC for the acquisition of its interest in West Australian Newspaper Holdings Limited.

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

Clayton Utz employs people with a wide range of backgrounds, skills, interests and

competencies. We look for people who can contribute new ideas and who take a creative approach to solving problems.

We look for people who are:

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

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

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

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

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

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

We encourage our employees to learn and develop through:

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

### 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 of Australian law firms in pro bono practice and social responsibility programs.

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

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

#### AN EXAMPLE OF SOME PRO BONO WORK

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

To some, taxi drivers may appear to be in a stable job. The reality is that in many instances they have few legal rights, earn very little money for a job with constant threats of danger, and have almost no bargaining power in the workplace. Statistics indicate they are alarmingly overworked for little benefit, and many have no awareness of their rights and entitlements, or of their options for seeking independent advice.

For one taxi driver in Perth, things could have taken a real turn for the worse, if it had

not been for the aid of CU.

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

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

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

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

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

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

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

Via the Clayton Utz website — [claytonutz.com/careers](http://claytonutz.com/careers)

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

The most important ingredient in our success is our people.

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

or community pursuits. They need to show they have behavioural skills such as time management, initiative, goal-setting and achievement, teamwork, an understanding of client service and self-motivation.

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

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

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

at Clayton Utz first-hand, and to extend yourself and expand your knowledge.

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

We prefer applicants to be in their penultimate year (generally fourth year), but we may consider students in their final year.

Our Accelerate Program is aimed at third year combined law students or equivalent. This unique program in our Sydney office lets you accelerate your career in law over your winter break. You'll get two days' training and an eight-day placement in one of our practice groups. It's a great way to find out more about a career in law and all students on the program get a guaranteed interview for Clerkship Program the following year.

**NICK BOYCE**

SUMMER CLERK 2015-2015  
C&MP AND COMMERCIAL  
LITIGATION



*One of the best things was getting to work on large matters with people who are at the top of their field. No task was ever boring because you were actively contributing to something important.*

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

I found that one of the biggest differences between studying and practising law is the range of skills that are required to tackle legal challenges. In reality, you have to consider more than just a strict legal position. Working for a commercial law firm encourages you to look at problems holistically and consider what is mutually beneficial for all parties involved. Lawyers approach their work with pragmatism and use negotiation skills and commercial expertise to achieve a successful outcome. The people at Clayton Utz know much more than just law; they have a wealth of complementary knowledge.

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

One of the best things was getting to work on large matters with people who are at the top of their field. No task was ever boring because you were actively contributing to something important. The advantage of working for Clayton Utz is that it represents some of Australia's biggest players across a range of industries. You get an insight into how big business operations work and get close legal training from the people with the highest level of expertise in these areas.

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

I was involved in a number of different matters. I assisted in reviewing fundraising guidelines for different jurisdictions. I translated legal correspondence into other languages for clients who did not have English as their first language.

In addition to this pro bono work, there exists a strong culture of social justice at Clayton Utz. We were involved in lots of fundraising activities for the Cerebral Palsy Alliance. It was wonderful to see that the employees at all levels of Clayton Utz got on board and really took an interest in the program. There are lots of other initiatives

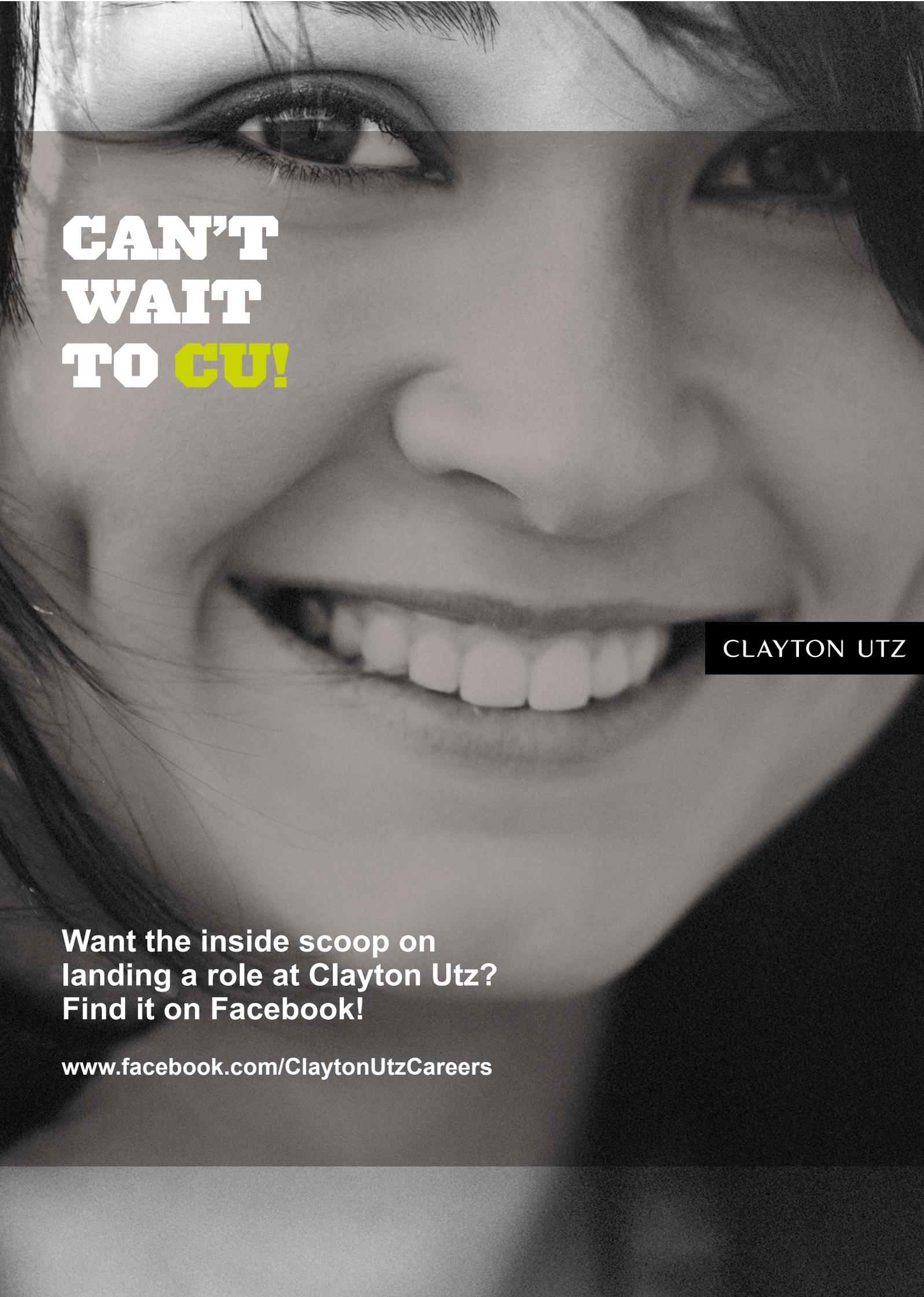
that Clayton Utz runs, as well as charitable organisations that the firm is associated with. For example, one evening after work, I went with a group of people from different areas of the firm to volunteer for the Footpath Library, which is an organisation that works with homeless people in Martin Place.

**What was your most memorable experience with Clayton Utz?**

I was lucky enough to help with the closing of a huge transactional agreement that people from Clayton Utz had been working on for a long time. I was given responsibility for a number of tasks and I really felt like I was part of the team. It was great to see the legal representatives from all the various parties involved work together to achieve a successful result for their clients. I especially appreciated the fact that the lawyers I was working with at Clayton Utz took time to tell me about the background to the transaction and explain all the law involved, even though they all had so much on their plates.

**Has your clerkship changed your views on a career in law?**

Some people think that you have to be a certain type of person to work in commercial law. Some people meet lawyers who work at commercial firms and think that they must all be the same. From my time working at Clayton Utz, I learnt that there are no cookie-cutter lawyers. There was such a variety of people, and each practice area has its own unique culture. I would recommend anyone to undertake a clerkship, because no matter what your personality, interests or inclinations, you can always find a place to fit in.



**CAN'T  
WAIT  
TO CU!**

CLAYTON UTZ

Want the inside scoop on  
landing a role at Clayton Utz?  
Find it on Facebook!

[www.facebook.com/ClaytonUtzCareers](http://www.facebook.com/ClaytonUtzCareers)



# DISCOVER YOUR INDEPENDENT SPIRIT

////////////////////  
[WWW.CORRS.COM.AU/GRADUATES](http://WWW.CORRS.COM.AU/GRADUATES)



## WHO ARE WE AND WHAT SETS US APART FROM OTHER FIRMS?

Corrs Chambers Westgarth is a premium independent law firm. We emphasise the independent part because it's important to who we are and how we work. Independence isn't just a description of our position in the market, it describes how we think, our innovative style and bold decision-making.

Our vision as a world class law firm is to drive Australia's competitiveness and economic engagement with Asia. We are based in Australia and operate internationally, wherever our clients need our services.

With 1000 employees, 550 lawyers and 125 partners, we have the scale that allows us to take on the largest and most challenging matters for major organisations internationally, as well as be the right size for a culture of inclusion.

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

The combination of these factors creates a firm that celebrates its independence, is open to new ideas, has the courage to think and act differently from the rest of the market, and thrives on new challenges and opportunities.

Sian-Marie Preece  
(02) 9210 6687  
sianmarie.preece@corrs.com.au

**CORRS  
CHAMBERS  
WESTGARTH**  
lawyers

# CORRS CHAMBERS WESTGARTH



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**E:** sianmarie.preece@corrs.com.au & **P:** 02 9210 6687



**OFFICE LOCATIONS** / Sydney, Brisbane, Melbourne and Perth



**AREAS** / **Corporate, Finance & Tax** (Energy & Resources, Corporate Advisory, Banking & Finance and Taxation), **Property & Development** (Property & Infrastructure, Environment & Planning and Construction), **Litigation and Workplace Relations** (Litigation, Workplace Relations, Intellectual Property, Technology & Competition)

## ABOUT THE FIRM

Our clients compete globally and Corrs provides the legal services they need to do that effectively, no matter where they are. Our lawyers work across practice areas and geographic boundaries to drive commercial outcomes and transactions in multiple jurisdictions.

We have a global network of the world's best independent firms who work with us to provide the most relevant specialist expertise where and when it's needed.

Our independence means we're not locked into one legal service provider. We connect with the best lawyers internationally to meet our clients' needs.

### What are we working on?

Our clients include more than half the top 50 ASX listed companies, some of the largest privately owned companies in Australia and a number of global Fortune 500 companies like Johnson & Johnson, General Electric, Wesfarmers, Microsoft, BP and Pfizer.

We work with well-known organisations like Vodafone Hutchison, ANZ, AMCOR, BG Group, Mirvac, Woolworths and Carlton United Breweries, mining giants like BP, Woodside and Fortescue Metal Group and leaders in finance like NAB, and CBA. We also

work with governments, both federal and state.

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

### How does the firm encourage a work/life balance?

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

Some of our activities include yoga, touch football, Cricket Day, Friday night drinks, family days, trivia nights and Christmas parties.

Corrs also provides flexible work arrangements, paid study leave, salary sacrificing and opportunities to give back to the community.

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

Helping others is a key aspect of the culture at Corrs and can be seen everyday in every office at Corrs.

It happens in three ways – through pro bono legal work, volunteering and philanthropy.

Corrs provides pro bono legal services for disadvantaged individuals who might not otherwise have access to legal representation through nine legal clinics and referred public interest matters.

Pro Bono is one of the graduate program rotations and graduates are involved early in their time at Corrs.

### What are we looking for in an employee?

Corrs is a place that celebrates individuals. We're looking for spirited, determined graduates who think big and like doing things a little differently. In exchange for your energy and commitment we'll provide extraordinary learning and work opportunities here and on an international stage.

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

## ABOUT CLERKSHIPS & GRADUATE POSITIONS

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

The Sydney Seasonal Clerkship Program runs over the course of the summer and involves a unique rotation system, through which you will participate in three rotations, giving you the opportunity to work across each division of the firm.

Like everyone at Corrs in Sydney, you will be sitting in open plan pods with partners and lawyers, giving you great exposure to learning and knowledge sharing as a result

of our new workspace, 8 Chifley. You will be supported by coordinators, who are senior lawyers and will also have a mentor, a junior lawyer who will answer any questions, settle you in and provide you with informal support and guidance.

Along with ongoing feedback, our structured learning opportunities include a comprehensive orientation program, presentations on relevant legal, business and workplace issues and partner connect sessions. Your clerk cohort will undertake a pro bono project for the duration of the summer and you will also be provided with a number of opportunities to shadow lawyers who are undertaking

community legal centre secondments such as with the Inner City Legal Centre, Redfern Legal Centre and the Homeless Persons' Legal Service.

Our commitment to developing world class lawyers starts at day one. 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 throughout each of the three six month rotations.



# TODAY'S TALENT TOMORROW'S LEADERS

DLA Piper is a global law firm with 4,200 lawyers located in more than 30 countries throughout the Americas, Asia Pacific, Europe and the Middle East.

We are a law firm with momentum. Over the past decade, DLA Piper has undergone rapid expansion, responding to global markets and helping our clients deliver on their business strategies. In doing so, we are uniquely placed to provide our people with the global career opportunities they are looking for.

In Australia we are trusted legal advisors to approximately a third of the ASX 100 companies and all levels of government. We have offices in Sydney, Melbourne, Brisbane, Perth and Canberra.

## IT'S IN OUR DNA

At its heart, DLA Piper is an entrepreneurial and dynamic firm. We have a supportive and performance based culture founded on the diversity of our people, the communities we operate in and the clients we work with.

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## WINNING

#1 law firm in the world: DLA Piper has been recognised as the world's largest law firm by revenue in 2013 & 2014 by "The Am Law 100".

#1 M&A volume: DLA Piper has retained its number one ranking globally for overall deal volume in 2014 by mergermarket for the fifth consecutive year.

#4 Global brand: DLA Piper ranked fourth on the Acritas Global Elite Brand Index.

In Australia, we are recognised as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency.

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## YOUR OPPORTUNITIES

We provide cutting-edge learning and development programs, and an opportunity to work alongside some of the best legal minds around.

As a seasonal clerk, you can expect to have a varied experience both in and outside the office. You will gain first-hand experience in the practice of law by doing real legal work.

Joining us as a seasonal clerk is your path to a Graduate position. At DLA Piper we recruit to retain and once you qualify, we will continue to offer you exceptional career opportunities, in an environment that is challenging, rewarding and, we believe, truly different from our competitors.

We are also committed to supporting our people's desire to experience working life in other parts of the world. For our Graduates we offer the opportunity to apply for a six month rotation to one of our offices in Asia. We believe our secondment program fosters a global mind-set and is critical to our success.

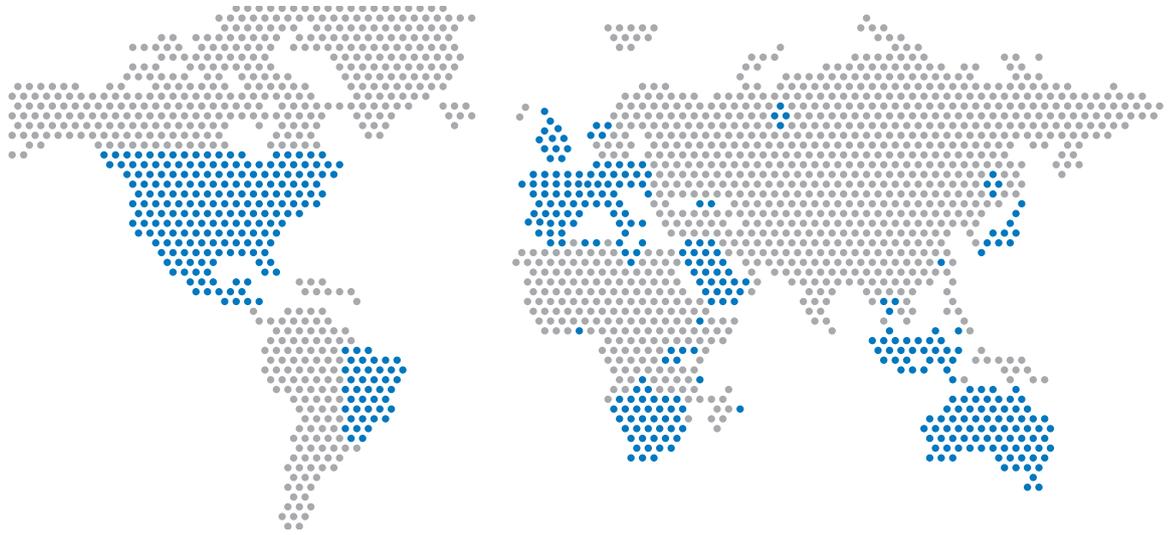
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## WHAT IT TAKES

Being an excellent lawyer requires more than just comprehensive technical knowledge. Every aspect of our approach is tailored carefully to our clients, their business needs and industry.

Successful applicants are not only bright, as demonstrated through strong academics, but they also bring unique life experiences and insights to the table. Our lawyers are excellent communicators, collaborative team players and commercially minded, because our clients are the core of our business.

For more information about our clerkship opportunities, please visit [www.dlapipergraduates.com.au](http://www.dlapipergraduates.com.au)



# THE DLA PIPER EXPERIENCE

By Sarah Mellowes and Hannah Morris, Solicitors at DLA Piper and Sydney Law School Graduates

To us, DLA Piper is a little bit like Roald Dahl's BFG. DLA Piper is big. It is friendly. And it's a giant.

With over 4200 lawyers in 34 countries (or, 35 if you include our recent merger with Canadian firm Davis LLP) DLA Piper is undisputedly "big". And, given its extensive global presence, its multinational clients and internationally significant work, it could even be said that DLA Piper is a "giant". But, most importantly, DLA Piper is friendly to its core. It is filled with bright, energetic and approachable people of diverse backgrounds who have contributed a wonderful beginning to our legal careers. The DLA Piper team is not only brilliant at what they do, but they are welcoming, understanding and fun.

For most, the prospect of applying for a clerkship can be a little daunting, to say the least. As a Clerk your learning curve is always going to be steep as you put into practice the theoretical knowledge you learnt at law school. As long as you have a good attitude, make a solid attempt and hold a willingness to learn you will set yourself in good stead. In 2012, with no idea what to expect, and with only a simplistic understanding of what it really meant to work in a "commercial law firm" we dived into our 8 week summer clerkship and haven't looked back since. DLA Piper's clerkship program was challenging, surprising, fun, intense and exciting! With plenty of social activities, great work, inter-firm sport and on-the-job training, our eight weeks flew by. We had a blast!

DLA Piper's vision is to be the leading global business law firm, delivering quality, value added services to its clients both locally and globally.... but what does this mean for a new starter at DLA Piper?

Being a summer clerk or graduate at DLA Piper will give you the opportunity to be instantly exposed to the workings of a truly 'global', integrated law firm. Our worldwide DLA Piper network provides clerks and graduates with the opportunity to work with

world class companies on major projects both in Australia and overseas, to benefit from cutting-edge learning and development programs, and to work alongside some of the best legal minds around. The exposure received by DLA Piper clerks and graduates is unrivalled. Every day we are surprised by the number of colleagues we are working alongside in faraway places on cross-border deals. Whether it be collaborating with colleagues in offices around the world, taking advantage of the numerous secondment opportunities to other DLA Piper offices across the globe, working on international or local community-based pro bono projects, or working with top calibre international clients, the opportunities at DLA Piper are endless.

## Our (Dahl inspired) top tips for securing a clerkship:

1. **"We are the music makers, and we are the dreamers of dreams"** – Spend time on your application as it is your first opportunity to make a good impression. Be passionate, creative and sell yourself. Be clear, be memorable and set yourself apart (in a positive way)!
2. **"Meaning is not important as I cannot be right all the time"** – Do your research and have an idea about what you want from your career. This can be hard to know at the start, so try to have an idea of the kinds of things you are interested in and what you want to gain from a career in law and the firm that you work for. But be flexible and open to change!
3. **"A little nonsense now and then, is cherished by the wisest men"** – Always remember, as Dahl said, those who don't believe in magic will never find it. Be confident in yourself and your ability and, most importantly, have fun!

Best of luck,

Sarah & Hannah



# GADENS



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



**CONTACT /** Sherry Saliyb, Recruitment Advisor  
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**LOCATIONS /** Adelaide, Brisbane, Melbourne,  
Sydney, Perth, Port Moresby, Singapore



**AREAS /** We have an established reputation as a leading legal service provider to clients in the Banking and Finance, Property and Construction and Energy and Resources sectors. Some of our areas of practice include Corporate Advisory and Tax, Insurance and Insolvency, Intellectual Property and Technology, Dispute Resolution, Employee Relations and Safety, Planning, Environment and Government.

## ABOUT THE FIRM

### What is unique about this firm?

Gadens is an Australian top ten legal services provider. We have 135 partners and 1,100 staff throughout Australia, Papua New Guinea and Singapore.

We have an established reputation as a leading legal service provider to clients in the Banking and Finance, Property and Construction, and Energy and Resources sectors. We work with major Australian and multinational clients, as well as small to medium sized enterprises, across a range of legal work types ranging from highly complex matters to day-to-day transactional legal needs.

Gadens is the only Australian member of the International Lawyers Network.

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

Our RAPs (Reconciliation Action Plan)

summarise our commitment to reconciliation with Aboriginal and Torres Strait Islander peoples, highlighting our efforts to date and guiding our future intentions. Our involvement in our Innovate RAP reflects our focus on working with Aboriginal and Torres Strait Islander stakeholders to test and trial approaches to continue to build relationships, and to continue to create opportunities to help 'close the gap'.

We maintain a range of pro bono interests, including membership of Justice Connect and public interest litigation.

### How does the firm encourage a work/life balance?

We offer flexible work arrangements. We also look after the health and wellbeing of our staff by providing fresh fruit daily on each floor, organised group activities, corporate rates for gym memberships, health insurance and an in-house cafe, which is a great place to take a break.

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

Gadens' Learning and Development program engages all levels of the firm in formal training which ensures our staff are technically proficient and developed in all aspects of their role, setting the tone for legal excellence.

Gadens people are supported and encouraged to take full ownership of their professional development. A range of workshops on a variety of topics are on offer for legal professionals to enhance their legal and professional development skills. Attendance and participation in firm continuing legal education topics is highly encouraged.

The firm provides opportunities to work in our interstate offices and secondments with some of our corporate clients. We are also happy to explore opportunities for personal growth in disciplines outside the law that enrich your capacity to grow.

## ABOUT CLERKSHIPS

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

Apply via our website. Applicants must upload their cover letter, CV and academic transcripts as well as answer a set of screening questions to be considered.

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

Gadens is looking for students who have performed well in their studies, are passionate about the law and are looking to work

in a team that is committed to their clients, staff and the community.

### What does the firm offer a clerk?

We recruit summer clerks for a ten week period, commencing late November. Our summer clerk program includes two rotations and a week on client secondment. Clerks are given real responsibility and get involved with real work. Our revised hands-on L&D program, Gadens Legal Laboratory, combines legal expertise, commercial know-

how and innovation. We also have an Elite Mentoring Program that doesn't stop the minute the clerkship is over; our clerks will also receive mentoring from a senior partner for a 12 month period post clerkship.

Summer clerks are invited to return as graduates and the opportunity may also exist for our clerks to work with us on a casual basis as they complete their studies.

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

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Most of our graduate positions are filled through our summer clerkship program.

We do recruit additional graduates outside of this program, however this is on an 'as needs' basis.

### What does the firm offer its graduates?

Graduates commence with the firm in one of two formal intakes – either mid-February or mid-November. Our 18-month graduate program consists of two rotations available in any of our practice areas. We have an elite

graduate learning and development program and also offer financial support to eligible graduates to complete their PLT. Following completion of our graduate program graduates are progressed to Solicitor and form part of Gadens Lawyers Network.

# GADENS NEXT GENERATION CLERKSHIP

We've redefined our clerkship program to give your future the head start you're looking for.

ELITE MENTORING PROGRAM

CLIENT SECONDMENT PROGRAM

GADENS LEGAL LABORATORY



FUTURE PROOF YOUR CAREER WITH REAL EXPERIENCE

**gadens**

# GILBERT + TOBIN



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**CONTACT** / Kristie Barton, People Team (Sydney)  
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**LOCATIONS** / Sydney, Melbourne, Perth



**AREAS** / Banking + Finance, Competition + Regulation, Corporate Advisory, Energy + Resources, Intellectual Property, Litigation, Pro Bono, Real Estate + Projects, Technology, Media + Telecommunications

## ABOUT THE FIRM

### What is unique about this firm?

Gilbert + Tobin is a leading top-tier corporate law firm and a key player in the Australian legal market. We provide innovative and relevant commercial legal solutions to major corporate and government clients across Australia and internationally, particularly the Asia-Pacific region. With a focus on dynamic and evolving market sectors, we attract the brightest legal minds in the country; a diverse mix of highly talented and motivated people who work with some of the world's most successful organisations on ground breaking projects and matters. We have become the legal adviser of choice for industry leaders who value our entrepreneurial spirit, creative approach and determination to succeed.

As a young and independent firm we're not constrained by tradition, so we are always open to change, new ideas and different perspectives on how to deliver the best outcomes to our clients. We work within a flat structure, which means our clerks and graduates have direct access to lawyers and partners who are experts in their fields, as well as matters that will improve their skill sets and career prospects.

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

G+T advise leading domestic and international companies on complex matters and transactions that define and direct the market. Some of the clients we have recently acted for and advised are:

- Woolworths Holdings Limited (South Africa) on the financing of its \$2.15 billion acquisition of David Jones Limited by scheme of arrangement and \$1.76 billion takeover of Country Road Limited
- Macquarie, UBS, CIMB Capital Markets, Credit Suisse, Goldman Sachs and Merrill Lynch as lead managers on financing the \$3.6 billion IPO of Healthscope Group
- ANZ, Commonwealth Bank of Australia, NAB, Westpac and foreign banks on a number of PPPs and infrastructure project bids, including Queensland Schools, Ravenhall Prison, Sydney Convention and Exhibition Centre and the University of Wollongong Accommodation Project

- Pacific Equity Partners on the financing of its \$1.2 billion public-to-private takeover of Spotless Group Limited, its Term Loan B facilities, the subsequent \$1.8 billion IPO of Spotless Group Limited, and its corporate debt refinancing in excess of \$600 million
- Telstra on its \$857 million acquisition of the Asian-based telecommunications provided by Pacnet by way of merger under Bermudian law
- Nine Entertainment Co. on its \$1.9 billion IPO and transactions such as its debt restructure by a scheme of arrangement; securing broadcast rights for the National Rugby League; acquiring Perth and Adelaide-based affiliates of Channel nine; the sale of ACP Magazines; and acquiring the remaining shares of Nine Entertainment Co., which it did not previously own
- Goldman Sachs and Morgan Stanley as the underwriters of Transurban Group's \$2.7 billion entitlement offer
- Sundance Resources Limited on its development agreements with the republics of Cameroon and the Congo to establish a \$5 billion iron ore project in both countries
- Altona Mining Limited on the sale of its Outkumpu project in Finland, valued at \$100 million
- Google Inc. on its landmark win in the High Court of Australia regarding online advertising practices and the responsibility of website hosts for third-party content
- BrisConnections Group on its \$1 billion claim against Aurp for misleading or deceptive conduct and negligence in undertaking the traffic forecasting for the AirportlinkM7

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

Learning is a critical component of career development at G+T, where you'll benefit from a combination of practical on-the-job-learning, mentoring and e-learning, with leading and unique development opportunities.

Our learning courses are designed to develop technical legal and professional skills you will use at all stages of your career. Our in-house programs are tailored for your specific development pathway, whether that be at clerk, graduate or lawyer level.

Through secondment opportunities our 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.

We encourage and support further external and post graduate study, including an annual scholarship we award to support a lawyer who wishes to study a course that supports their legal career and aspirations. In 2014, our scholarship recipient attended the Near Field Communication World Congress in Marseille, France and has since been advising clients on NFC-related competition and regulatory issues and delivered firm-wide NFC training.

### 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, regular in-house yoga sessions, annual flu-vaccinations, 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. As pro bono pioneers (we were the first Australian law firm to employ a full-time pro bono lawyer) we are committed to helping disadvantaged clients who don't have access to the justice system,

or don't qualify for legal aid. We have a dedicated pro bono practice with a partner, four lawyers and a graduate working full time on pro bono matters. There is also an opportunity for our Clerks and Graduates to undertake a rotation in our Pro Bono practice group.

All of our lawyers have the opportunity, and are encouraged, to contribute to pro bono legal work. In 2013-14, the firm completed

more than 13,341 hours of pro bono work – an average of 44 hours per lawyer.

#### **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 drinks, the Firm's annual 'Big Day Out', the fiercely contested G+T pool competition,

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.

## ABOUT CLERKSHIPS

#### **How do students apply for clerkships to this firm in 2015?**

Clerkship applications are received online via cvMail (cvmail.com.au). Applications open 17 June 2015 and close 19 July 2015.

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

15 to 20 Summer Clerks.

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

15 Summer Clerks.

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

G+T values diversity and individuality, so we don't just look for strong academic results. We're looking for candidates who are interesting people, can clearly demonstrate their ambition, creativity, entrepreneurial spirit and ability to collaborate. We want people

who can identify with G+T's core attributes of performance, innovation, authenticity and collaboration. And it's equally important that you enjoy what you do and don't take yourself too seriously.

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

During your time with G+T you'll get a taste of what it's like to work in corporate law. Spending time in two practice groups, you will start to understand the mechanics of legal practice through researching legislation and case law, preparing and drafting memos, completing research, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. Throughout the program, you'll partake in our customised in-house training program and also have the opportunity to contribute to Pro Bono and our Knowledge Management practice.

G+T also offers two clerks the opportunity to work as an intern in a native title office

during the winter university break. The internship is fully funded by the firm and provides you with work experience in native title law. There are placement locations Australia-wide and students are placed according to the needs of the Aurora project. In 2014, our clerks were seconded to the Torres Strait Regional Authority on Thursday Island, Queensland and the Top End Women's Legal Service in Darwin.

#### **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.

#### **Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?**

All clerks have the opportunity to receive a graduate offer, subject to performance.

## ABOUT GRADUATE POSITIONS

#### **Does the firm take graduates directly?**

Our main graduate recruitment path is via the Summer Clerkship program.

We do recruit additional graduates outside of this program, however this is on an 'as needs basis' and generally occurs when a practice group has an increased workload.

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

Graduates can register their interest directly throughout the year, via our careers website - <http://me.gtlaw.com.au/>.

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

Graduates commence with the firm in one of two formal intakes – either February or August. As a graduate, you will undertake real work, build relationships with partners,

lawyers and clients, and become an integral part of each practice group.

Our 18-month program consists of two rotations of approximately nine months each. Rotations are available in all our practice areas and you will also be actively involved in other work activities, including business development, knowledge management, training and pro bono work.

Following completion of this program graduates will participate in a performance review process and then progress to junior lawyer.

In addition, each year we offer one of our graduates the opportunity to undertake a ten month international secondment with Japanese law firm Anderson, Mori and Tomotsune, one of the largest and most diversified corporate law firms in Tokyo.

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

G+T supports and funds PLT for all graduates through our tailored in-house program and the College of Law. Graduates are provided with PLT exam and study leave and are supported the whole way through by a dedicated PLT mentor.

Our graduates also benefit from a tailored Younger Lawyers training program that starts with a concise introduction to G+T's areas of specialisation and also includes core skills training you will require as a lawyer.

#### **What is the anticipated graduate intake this year?**

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

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# Think ahead.

## My clerkship experience.

Starting as a clerk at G+T felt like starting the first few weeks of the rest of my career. I witnessed the way the firm operates, and I was able to meet all the lawyers in the two areas I want to practise in. The experience gave me an eye-opening understanding of life in the corporate world and the scale of operations in large firms.

Clerkships are different to other internships and work experience in that you become one of the team. I was put on equal footing with other team members. Rather than feeling like I was getting in the way, I felt like I was a valued part of a team and contributing to the great work they were producing.

Most of the interesting work I have been given involves researching niche areas of law.

G+T is known for being progressive and innovative in tackling legal problems, so they are constantly dealing with grey areas. It's particularly rewarding when the research you've done is passed directly to the client without major changes.

[Lloyd Wood, 2014 Sydney Summer Clerk](#)

Clerking at G+T exposed me to how the legal industry operates in a top-tier commercial environment, teaching me practical skills that fall outside the scope of my law degree. I really valued being asked to do tasks for junior and senior lawyers alike. Especially if a task was complicated, I appreciated that a lawyer had chosen to reach out to me to assist them, making me feel like a part of the team and teaching me valuable practical skills. I did not expect to be asked

to draft a contract that was sent to a client, so I was thrilled when I was, but admittedly also nervous! The chance gave me an insight into future work as a junior lawyer.

I really enjoyed the events the firm facilitated to allow the clerks to get to know each other. The initial experience of getting acquainted then paved the way for social events we initiated after inter-firm clerk sport, at lunchtimes or in the evening. The experience of developing friendships with like-minded, motivated and fun individuals who also happened to be colleagues made me look forward to coming to work.

[Emma Dowsett, 2014 Sydney Summer Clerk](#)



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# HENRY DAVIS YORK



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**LOCATIONS** / Sydney, Brisbane



**AREAS** / Banking & Finance, Construction & Infrastructure, Corporate/ M&A, Dispute Resolution, Environment & Planning, Government, Insolvency & Restructuring, Investments, Property, Technology & Intellectual Property, Workplace Relations & Safety

## ABOUT THE FIRM

### What is unique about this firm?

Henry Davis York is an independent Australian law firm with talented lawyers and other professionals. Our clients are primarily from the financial services and government sectors. We are also proud to work alongside an impressive list of clients from other sectors to achieve their objectives. These clients include the big four Australian banks, global investment banks, insolvency & accounting firms, fund managers, property developers, manufacturing companies, regulatory bodies and government agencies.

We do this in a way that clients and staff alike enjoy the HDY experience and choose us as their preferred legal services provider.

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

Some examples of our recent work include:

- Advising both UrbanGrowth and the NSW Government on The Bays Urban Renewal Program, Sydney's largest urban renewal since the Sydney Olympics.
- Advising a Big 4 Australian Bank on its replacement and upgrade of its entire ATM network across Australia.
- Acting for Lend Lease on the development of the Barangaroo site, the largest

redevelopment project in Sydney this century.

- Advising on the restructure of the Nine Entertainment Group, for which we were awarded the ALB Restructuring & Insolvency Deal of the Year Award in May 2013.
- Acting for the State of NSW in relation to the Royal Commission of Inquiry into institutional responses to allegations of child sexual abuse across Australia.

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

THE FOCUS IS ON YOU: HDY has developed a program that gives you a real, measurable career path with a lot of help on the way. It's called the Professional Development Program and is designed to provide you with the right tools, knowledge and techniques you will need to grow and develop into a competent lawyer.

The program consists of a series of modules relating to professional skills such as communication, client relationships, management and delegation. The modules grow with your experience to address at least one or more competencies required for your role at each step in your development. HDY is committed to the learning and

development of graduates; see below for more information on our PLT program.

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

### How does the firm encourage a work/life balance?

Maintaining a balance in your life is important and is something that HDY 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.

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

We are committed to helping those who are disadvantaged through our involvement in pro bono legal work, the services we provide to the community and workplace giving.

HDY has pioneered sustainability in the legal sector. Being a socially responsible firm is intrinsically important to us, and our clients.

## ABOUT CLERKSHIPS & GRADUATE POSITIONS

### How do students apply for clerkships to this firm in 2015?

HDY requires all clerkship applications to be submitted through our online application provider, cvMail (cvmail.com.au).

### What is the anticipated clerkship intake this year? 12-14.

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

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

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of our firm from day one and contribute to our growth and culture. So, we look for clerks who are:

- Passionate about what's important to them.

- Self-driven, highly motivated and eager to develop and take on responsibility.
- Energised by being part of a team and focused on "we" rather than "I".
- Respectful of others and respected by others.

You will need an excellent academic record, some work experience in a legal or non-legal environment, demonstrated leadership skills and a keen interest in commercial law.

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

### Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?

It is our intention to offer all summer clerks a graduate position with the firm. However,

this will be dependent on performance throughout the clerkship.

**Does the firm take graduates directly? No.** We recruit our graduates via the summer clerk program.

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

Successful candidates who accept graduate roles with us can discuss opportunities for part-time paralegal work in their final year of university. For new graduates, HDY also offers a cooperative Practical Legal Training program with the College of Law. The College and HDY have worked together to develop a tailored program which is mostly run from our own offices. The program is undertaken during the first graduate rotation.

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■ I learned very quickly that the lawyers at HDY were genuinely interested in our development and our future. ■

Hi I'm Emily Rayner and I just completed a clerkship with Henry Davis York in the summer of 2014/15.

During the recruitment process, I decided I wanted to work at a firm that reflects my values and has an environment that I would thrive in. I can honestly say after completing the 11-week program at HDY, I know I have made the right decision.

During my clerkship at HDY I completed 3 rotations. This gave me the opportunity to experience the culture and legal excellence that HDY is known for. I assisted in drafting correspondence to counsel, helped in the preparation of submissions and completed various research tasks, some of which were sent directly to clients of the firm. One of the many highlights for me was sitting in court when a table of evidence I had prepared was tendered and observed by the Judge.

I learned very quickly that the lawyers at HDY were genuinely interested in our development and our future. Before being delegated work, senior lawyers would explain the whole matter to me, and how my task would assist the client in the dispute. After each task, I was assured that I was contributing to something productive and that I was a valued member of the team. I had regular conversations with lawyers who wanted to share stories and offer career advice; even helping me choose the best elective subjects to study in my final year of university.

Another highlight for me were my fellow clerks; we had an incredibly close group and I am grateful to have shared the experience with them. As well as this, being taken by my supervising partner to watch the first ball of the Australian cricket summer on television cemented in my mind that this is the right firm for me.

Emily Rayner  
Summer Clerk - HDY 2015



Lena Ristevski  
Graduate Recruitment Officer

61 2 9947 6532  
summerclerks@hdy.com.au

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## HENRY DAVIS YORK

summerclerks

**aspire.** what are your hopes and ambitions for the future?

**contribute.** how will you make a difference to HDY, our profession and our community?

**thrive.** what do you need to reach your full potential?

# HERBERT SMITH FREEHILLS



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**OFFICE LOCATIONS** / Abu Dhabi, Bangkok, Beijing, Belfast, Berlin, Brisbane, Brussels, Doha, Dubai, Frankfurt, Hong Kong, Jakarta\*, London, Madrid, Melbourne, Moscow, New York, Paris, Perth, Seoul, Shanghai, Singapore, Sydney, Tokyo (\*associated office)



**CONTACT** / Carly Miles, Graduate Recruitment Consultant  
E: [Graduates.Sydney@hsf.com](mailto:Graduates.Sydney@hsf.com) & P: 02 9322 4410

## ABOUT THE FIRM

Operating from over 20 offices across Asia, Australia, Europe, the Middle East, the UK and the US, Herbert Smith Freehills is at the heart of the new global business landscape providing premium quality, full-service legal advice. We provide many of the world's most important organisations with access to market-leading dispute resolution, projects and transactional legal advice, combined with expertise in a number of global industry sectors, including energy, natural resources, infrastructure and financial services. We aim to bring a new perspective to our clients' businesses, working with them to identify opportunity and manage risk in an uncertain marketplace.

We understand becoming an exceptional lawyer goes beyond technical ability and that at its heart, the business of law is based on human relationships. For us this means a culture built on creating exceptional working relationships with clients and colleagues. From the start of your career you will get to know our clients, understand their perspectives, and develop your ability to deliver insightful and commercially astute advice.

Our success depends on the expertise, knowledge and unique perspectives of all our people. That's why we have always placed such a high value on diversity. It's also why we encourage you to explore different areas of law and decide how to shape your career. We will invest heavily in your development; through formal training, pro bono opportunities and the chance to work with inspiring people who are leaders in their fields. We will help you grow personally and professionally, in an environment where you can be your best.

Wherever you go in the firm, we're confident you'll be working with people who share the values we have worked together to define: a commitment to excellence, a collaborative approach, a desire to lead, and a focus on creating strong connections with colleagues and clients. Visit our website to meet some of our people and see what we mean: [herbertsmithfreehills.com/careers/our-careers-film](https://herbertsmithfreehills.com/careers/our-careers-film).

### Who are we looking for?

We are interested in who you are and the strengths you can bring. We recruit employees from a wide range of backgrounds who possess the qualities we look for in our lawyers, such as intellectual curiosity, confidence, clarity of thought, a sense of the bigger picture, the ambition to grow personally and professionally, and the ability to develop exceptional working relationships with clients and colleagues. We look for students who want to pursue a career in commercial law, who have a sense of the bigger picture, and who demonstrate a commercial awareness.

We are interested in your academic record as well as evidence of strong communication and interpersonal skills, ability to work effectively in a team, and ability to balance study with work or other activities throughout your degree.

We've prepared some more detailed information on our website: [herbertsmithfreehills.com/careers/australia/graduates/applications/what-we-look-for](https://herbertsmithfreehills.com/careers/australia/graduates/applications/what-we-look-for).

### What distinguishes us?

#### CELEBRATING DIVERSITY

It can be easy to say, harder to do. But we believe allowing people to perform to the best of their abilities requires a culture of openness and authenticity, one that allows each of us to be ourselves. And we work hard to create such a culture.

One of our six-firm wide strategic objectives is to foster a high performance, diverse and inclusive workplace.

In Australia, we have focused on our efforts to be more inclusive and our first priority was to run inclusive leadership sessions for the entire partnership so that we could each understand why diversity and inclusion is a business imperative for our firm. A major step for Herbert Smith Freehills was the announcement of the gender targets for women in the partnership and in leadership positions. These targets are not an end in themselves. The real work that the targets are intended to do is to encourage substantial interventions to ensure that we have a full and robust pipeline of women.

To do this we have introduced sponsorship for our new partners (men and women) and potential partner candidates. We have also introduced a 'gender wash' over our business development processes to ensure that we have a sufficient representation of women in our client facing roles and activities.

Accountability for leadership is critical to fostering greater diversity and inclusion and so we have developed a diversity & inclusion

*We understand becoming an exceptional lawyer goes beyond technical ability and that at its heart, the business of law is based on human relationships.*



KPI that we will assess our executive group against. The Workplace Gender Equality Agency has noted that we are one of only four law firms in Australia to have done this.

To affirm our commitment to gender equity in our workplace and to share with our people what we do to achieve that, we developed our Gender Equity Policy.

#### LGBTI DIVERSITY

In March 2014 we celebrated the first anniversary of our Australian LGBTI Network and were thrilled that by the end of our first year, we had about 280 members.

The work of our network is guided by a Charter that we developed collaboratively

following our launch. The Charter identifies four focus areas: fostering an LGBTI inclusive workplace, celebrating LGBTI inclusion, promoting our LGBTI network beyond the firm and connecting with the broader LGBTI community.

Our network has done some wonderful things to pursue these priorities. A hallmark of the network since its inception has been our consistently high calibre events. We've had soldiers, rugby players, politicians and cabaret stars feature at network events.

Our network has also been very active in fostering LGBTI inclusion in our workplace. Members of our network were inspired

to develop a set of gender transitioning guidelines to help any of our people who may be considering their own transition. Those guidelines were adopted in October and are a tangible way of demonstrating our commitment to LGBTI inclusion in our firm.

Most significantly, we were named Pride in Diversity's Australian Workplace Equality Index's (AWEI) most inclusive law firm in Australia and the 12th most inclusive organisation overall. This is a fantastic accolade which assesses our policies, processes and structures in terms of workplace inclusion for LGBTI employees and benchmarks us against its other member organisations.

## ABOUT CLERKSHIPS

“*We believe allowing people to perform to the best of their abilities requires a culture of openness and authenticity, one that allows each of us to be ourselves.*”

Finding the right fit for you is key to deciding where to start your legal career. Since working together is a good way to get to know each other, we offer a range of summer and winter clerkships in each of our Australian offices. We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program.

Spend part of your vacation with us and you'll get a great understanding of how we go about meeting the needs of our clients. The programme includes a detailed introduction to the firm and to each practice group, as well as the opportunity to work with our legal teams on real matters.

We invite 30-35 penultimate year law students to spend part of their summer vacation with us. During the ten week programme students will have an opportunity to rotate through two practice areas within the firm.

We also run a number of graduate and clerkship programs in our overseas offices. To find out more visit our graduate careers website: [herbertsmithfreehills.com/careers/australia/graduates](http://herbertsmithfreehills.com/careers/australia/graduates).

## ABOUT GRADUATE POSITIONS

Our structured graduate program is designed to provide the best foundation for your future success, wherever your career takes you.

Graduates will have three rotations in different practice groups. During each rotation, graduates are assigned a supervising partner and buddy.

A learning and development 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 to gain admission to practice.

We also run a number of graduate and clerkship programs in our overseas offices. To find out more visit our graduate careers website.

Please note that most of our graduate positions are filled through our vacation clerkship program.

#### **International Graduate Secondment Program**

Our international network means that we can offer opportunities and experiences that are unrivalled in scope. In 2014 we launched our international secondment program for Australian graduates. To hear about Ben and Mia's experiences on international secondment go to our website: [herbertsmithfreehills.com/careers/meet-our-people](http://herbertsmithfreehills.com/careers/meet-our-people).



# DAY IN THE LIFE OF A GRADUATE IN SYDNEY



**KATIE SIMMONDS**  
SOLICITOR, FINANCE, REAL ESTATE  
& PROJECTS



“Part of my role is to assist the team in spotting potential business development opportunities, plus it helps me understand the commercial context of what we do.”

**KATIE SIMMONDS**  
SOLICITOR

## 8.50AM

I check any emails I've received overnight and get an idea of what is on my agenda for the day. Attend to any immediate priority items, for example organising an urgent meeting or for a document to be signed that day.

## 9.05AM

To get my day started, I check the overnight news for any items relevant to our Private Equity clients or the market in general. As a junior, part of my role is to assist the team in spotting potential business development opportunities, plus it helps me understand the commercial context of what we do.

## 9.30AM

Coffee time. I step out into the building courtyard with any friends who are also available for morning coffee. It's a great chance to touch base with everyone and hear how things are going in different teams. The Sydney office has a great social culture among the juniors, and coffee definitely plays a role in this!

## 10.00AM

We are assisting Leighton Holdings on the sale of its services business, which involves an approximate \$1 billion financing package. I spend most mornings either drafting the loan agreements or security deeds, or reviewing comments on those documents sent through from other parties and considering whether any proposed changes are acceptable to our client's interests.

## 12.45PM

A couple of lunchtimes a week, I head to pilates or yoga class. One of the staff benefits is our free gym membership, so it's a great opportunity to fit some exercise into the day and recharge for the afternoon. On Wednesdays, I attend Solicitor's Lunch provided by our café (always delicious!) and some lunch times I'll attend a training session run by one of our practice groups.

## 2.00PM

My next job is to do a bit of "deal admin". As a junior solicitor, the team relies on you to keep track of the status of documents and progress "conditions precedent" as we move towards completion. This normally involves me

spending some time checking in with colleagues, or calling our client or opposing counsel. Often, the outcome of this admin time is that I'll need to arrange calls or meetings for later in the day. In transactional work, the unexpected sometimes happens and your day can change track pretty quickly!

## 3.10PM

I'll often have some work to do for College of Law - online assignments, preparing for exams, or attending presentation speeches. If not, I spend some time working on a pro bono matter that I've taken on, involving representing a client of the Shopfront Youth Legal Centre (one of our pro bono partner organisations) in a Victim's Compensation Tribunal claim.

## 3.55PM

We receive a call from a client on another deal, asking us to check whether they are allowed to do various things under their finance documents. My partner asks me to review the documents and we meet to discuss the answer. I'll either join in the phone conference when we answer the client's query, or prepare an email setting out the answer.

## 4.45PM

Before we leave for the day, the team has to finalise and send out any documents that we drafted or reviewed earlier in the day. I support the team throughout the process of editing and reviewing.

## 7.30PM\*

Dinner provided by the Herbert Smith Freehills kitchen. We eat in the café area and catch up with other teams who are also working late.

## 8.30PM\*

After sending out a draft or a set of comments, I head home for the evening. Since we are working with US counsel on this transaction, sometimes we have to keep an eye on our emails at odd hours!

*\* Whether these items are "typical" of my day depends very much on how close we are to completing a transaction!*



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# BE AN EXCEPTIONAL LAWYER

Our clients need exceptional people to help them thrive in a world defined by change and complexity. They need people who are intellectually curious; who are able to advise with clarity and originality; people who believe that the business of law is based on human relationships.

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THE UK AND THE US

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FOR LGBTI INCLUSION  
- PRIDE IN DIVERSITY

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TOP 100

GRADUATE EMPLOYERS 2015

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# JOHNSON WINTER & SLATTERY



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Debt Finance, Dispute Resolution, Employment, Energy & Resources, Foreign  
Investment, Funds Management, Intellectual Property & IT, JWS Consulting, Media,  
Private Equity, Projects & Construction, Regulatory, Restructuring & Insolvency, Tax

## ABOUT THE FIRM

Johnson Winter & Slattery is engaged by major Australian and international corporations as legal counsel on their business activities, disputes and most challenging transactions throughout Australia and surrounding regions.

**OUR ROLE:** Our representation of major corporations in many landmark and transformational deals and complex disputes positions us as a leading independent Australian firm.

**OUR APPROACH:** With an appreciation of our client's commercial needs, we blend legal expertise with commercial and market awareness to deliver high quality legal services. This means working closely with clients and their in-house counsel to understand their commercial objectives, and ensuring our approach is tailored to deliver timely commercial outcomes.

**OUR DIFFERENCE:** Our higher ratio of senior lawyers means clients engage directly with the tactical minds and industry expertise required to succeed in complex and high stakes deals and disputes. A partnership ethos of service, technical

excellence and collaboration ensures the most relevant specialist expertise and experience is brought to bear on every assignment.

### What is unique about this firm?

At JWS, we recognise that the firm's ability to execute the business strategies it undertakes will depend on creating an environment in which the basic ingredients for success are present.

Our representation of major corporations in many landmark and transformational deals and complex disputes positions us as a leading independent Australian firm.

Our lawyers thrive in an open environment with few internal administrative boundaries. The absence of formalised teams means that junior lawyers get to work alongside different specialists right across the firm. Our low leverage structure means that this is normally with partners. This invaluable on the job learning is supported by structured mentoring and professional development programs.

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

For more on what makes JWS unique, our recent work and current opportunities including our clerkship program - see [jws.com.au/en/graduate-lawyer-careers](http://jws.com.au/en/graduate-lawyer-careers) where you can have a read through our Careers Brochure and JWS Review 2013/14.

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

At JWS, we never lose sight of the responsibility the legal profession has in the broader community. The legal industry has an important role to play in improving access to legal services and justice for less advantaged individuals and groups.

JWS supports a number of community initiatives and not-for-profit organisations across Australia through pro bono legal work, charitable donations and sponsorships. Our lawyers also contribute to the broader business community by presenting at workshops and seminars on legal developments, and authoring formal submissions to regulatory bodies to assist with legal reform in Australia.

## ABOUT CLERKSHIPS

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

The primary criteria for assessment of clerk or graduate applications are outstanding academic achievement, excellent communication skills, and a demonstrated interest in commercial law.

We look for people who:

- are enthusiastic about succeeding in a service driven environment
- have excelled academically
- are committed to the continual development of their technical and commercial skills
- are excellent communicators
- will thrive in a collaborative environment
- demonstrate a genuine interest in the

commercial affairs of our clients and Australian commerce

We recognise that the firm's success has come through a diversity of talent and skills. This diversity is something we seek to grow when recruiting lawyers to our firm.

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

At JWS, we aim to develop in each of our clerks and graduates the skills necessary to become successful senior lawyers of the firm. We believe a broad base of experience and flexibility during a lawyer's formative years is a necessary foundation for later specialisation.

Prepare for your interview: explore our website and understand our business and what makes us different. You will also be

able to find information on recent matters that we have worked on. You should be able to articulate why you consider Johnson Winter & Slattery appealing, and why you want to work with us.

### How do students apply for clerkships to this firm in 2015?

Applications will only be accepted via cvMail - you can access our application form through our website or directly at cvMail.com.au.

We require a cover letter, CV, academic transcript. There is also a short application form that needs to be completed online.

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

Last year the Firm took 20 clerks nationally. Our view for the next year is similar.

# JOHNSON WINTER & SLATTERY

L A W Y E R S

## *Your* CAREER, YOUR CHOICE

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact.

We have an established reputation for providing practical commercial solutions and outstanding client service.

### THRIVE WITH NO BOUNDARIES

Our lawyers thrive in an environment that fosters collaboration with few internal administrative boundaries and is free from financial targets. Enjoy working across practice areas. Collaborate with diverse teams of specialists across the country.

### SHAPE YOUR CAREER

Strong technical and client service skills are developed through structured mentoring and professional development education programs. Be mentored by Australia's best lawyers. Get regular feedback on performance.

### QUICK ACCESS TO QUALITY WORK

Our hands on and proactive approach creates an environment in which ambitious lawyers become directly involved in significant opportunities from an early stage. Work side by side with partners and play a meaningful role in strategic and complex transactions and disputes.

Law students choose our firm because we provide an excellent learning environment, and an exceptional place to begin and develop your career.

Our clerkship program is a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery.



Please visit our website for more information: <http://www.jws.com.au/en/graduate-lawyer-careers>

SYDNEY

PERTH

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ADELAIDE

[jws.com.au](http://jws.com.au)

# JONES DAY



**ADDRESS** / Level 41, 88 Phillip Street, Sydney NSW 2000



**CONTACT** / Kristy Ingall, Human Resources Manager  
E: kingall@jonesday.com & P: 02 8272 0500



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



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

## ABOUT THE FIRM

### What is unique about this firm?

Jones Day has been, and will continue to be, a firm where a lawyer can make a career. Many of the firm's leaders began here as new lawyers and summer clerks, and are testament to the firm's commitment to our associate development. Up-from-the-ranks partners are the norm, not the exception, and the firm invests considerable time and effort in both formal and informal training that will enable our associates to take on ever increasing responsibilities and to advance in the firm.

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

The Jones Day Training Program combines

both Australian and international elements through a variety of mediums. New lawyers receive formal training on the core elements of Australian practice. This includes substantive law but also practice and business development skills that are important components of a fulfilling legal career. Jones Day draws on in-house expertise but also has invited speakers from industry, regulators, the bar, judiciary and academia.

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

Our pro bono commitments globally range from complex litigation matters with precedential impact to representing needy individuals. The firm has made a particular

effort to secure the rights of individuals to affordable housing and to advance the rights of children with respect to education. We also provide critical services to non-profit organisations worldwide that are committed to making a difference in areas such as economic development, women's rights, health care, and the protection of children.

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

Jones Day provides gym subsidies, sporting teams, fresh fruit, monthly morning teas, monthly casual drinks, employee assistance programs, lifestyle training sessions, everyday non-alcoholic beverages and casual Fridays.

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

Email a copy of your CV, academic transcript and a cover letter together with 200 words on a topic of law of your choice or alternatively a passage from a piece of University assessment.

### What is the anticipated clerkship intake this year? 4 clerks.

### How many clerks did the firm take last year? 4 clerks.

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

We seek lawyers who will thrive in the exceptionally supportive, non-hierarchi-

cal, team environment that is the hallmark of Jones Day. Our lawyers share certain fundamental principles: exemplary integrity, a selfless dedication to the Firm and our clients, and a sense of responsibility and initiative that leads them to take ownership of assignments and to complete them at the highest level of quality legal service.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

We accept applications through the Law Society Graduate Employment program.

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

Email a copy of your CV, academic transcript and a cover letter.

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

Yes, PLT fees are paid and study leave is provided.

### What is the anticipated graduate intake this year? 10.

## LAWYER PROFILE

### STEPHANIE STACEY

NEW LAWYER

*Clerking at Jones Day presented an invaluable opportunity to gain insight into life working in commercial law while engaging in great quality work and building relationships. Clerks and graduates at Jones Day do not go through structured rotations, rather they are able to gain experience across all practice groups. This gives me the confidence that when it comes time to settle, I will know the right fit for me. The work I have been exposed to has been varied, interesting and rewarding. Regular training seminars are held where we get to learn about the matters each practice group is working on. The social side of the clerkship was great fun. The highlights were regular drinks on the top floor deck, a day at The Island and a trip to Paddington Bowls. These events did not end with the clerkship. The other new lawyers and I are very excited to be heading off to Washington later this year where we will meet all the other graduates from around the world!*



## What Did You Want to Be When You Grew Up?

If you've ever wanted to be part of an exceptionally supportive team environment, take ownership of assignments and complete them at the highest levels, and develop fully as both a lawyer and a member of a global team that transcends national borders, look closely at Jones Day. Our more than 2400 lawyers come from diverse backgrounds and cultures, are citizens of 43 countries, and speak 55 languages. Here they thrive in a culture of teamwork to serve clients as One Firm Worldwide. If this ever sounded exciting when you were growing up, talk to us.



# K&L GATES



**ADDRESS** / 31/1 O'Connell Street, Sydney NSW 2000, Australia



**CONTACT** / Katharine Farnington, HR Specialist  
**E:** katharine.farnington@klgates.com & **P:** 02 9513 2415



**OFFICE LOCATIONS** / In Australia: Brisbane, Melbourne, Perth and Sydney



**AREAS** / Finance (Banking and Asset Finance, Restructuring & Insolvency), Labour, Employment and Workplace Safety, Real Estate, Litigation and Dispute Resolution, Corporate and Transactional, Financial Services, Energy, Infrastructure and Resources, Policy and Regulatory, Intellectual Property

## ABOUT THE FIRM

### What is unique about this firm?

K&L Gates is a commercial law firm delivering legal solutions for clients facing an increasingly complex global marketplace. K&L Gates have more than 2000 lawyers in offices across five continents. Within Australia, K&L Gates has 300 lawyers located in four offices: Brisbane, Melbourne, Perth and Sydney.

With a presence in Australia's leading financial and commercial centres.

K&L Gates represents leading global corporations, growth and middle-market companies, capital markets participants and entrepreneurs in every major industry group as well as public sector entities, educational institutions, philanthropic organisations and individuals.

We are leading legal advisors relating to industries critical to the economies of both the developed and developing worlds – technology, manufacturing, energy, transportation, telecommunications, financial services, and life sciences, among others.

With the extraordinary inbound investment into Australia from the Asia-Pacific region, especially from China, and four of Australia's five largest trading partners – China, Japan, Korea, and India – located in the region, the firm has the resources on the ground to handle the most sophisticated legal requirements. Over each of the last five years our revenues exceeded \$1 billion.

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

K&L Gates is strongly committed to our lawyers' professional development. Partners throughout the firm, together with our professional development team, work to create an extensive range of formal and informal professional development opportunities for lawyers in all of our offices.

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

K&L Gates is a highly collaborative, inclusive and social workplace where we take interest in you as a person, not just an employee. You will be offered the chance to join our social club, participate in one of our sporting teams and take part in our pro bono community programs. Regular Friday night drinks provide the opportunity to socialise with your colleagues and others outside of your wider practice area.

K&L Gates is committed to diversity, including championing working parents and developing our senior female leaders through our Diversity and Women in the Profession committees.

In 2014 K&L Gates was one of only 76 Australian organisations to receive the citation for Employer of Choice for Gender Equality.

### How does the firm encourage work/life balance?

In addition to this, we fully support flexible working and offer other wellbeing initiatives to ensure our staff have a good working life balance.

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

K&L Gates handles hundreds of pro bono matters a year. Among other things, firm lawyers litigate civil rights cases, establish and advise non-profit organisations, assist such organisations in transactions and represent indigent persons in consumer, landlord-tenant, and immigration matters. We directly aid individuals who have limited means but substantial legal needs. We also provide legal counsel and public policy advocacy to help organisations advance their public service programs, and we accept court appointments to provide pro bono counsel in both civil and criminal matters.

Each lawyer has a minimum number of pro bono hours they must achieve each year and you may be instructed in pro bono matters during your clerkship. This will be dependent on the nature of the work that is available in the practice area at the time of your clerkship.

Every year K&L Gates participates in a Global Day of Service, which takes place across all of our offices and is an opportunity for all staff to make a positive impact in their local communities.

### What do we look for in employees?

We believe in hiring individuals who will become a part of our collaborative, committed and diverse team.

Solid academic results are important but to be a successful lawyer you need to demonstrate talent and skill in a variety of areas. In your application to us you will demonstrate commerciality, logic and attention to detail as well as enthusiasm for delivering exceptional client service.

To be successful at K&L Gates you will have:

- **Leadership experience:** You're a self-starter committed to personal and professional development. And you've demonstrated initiative, tenacity and potential.
- **Curiosity:** You're a strategic thinker who solves problems creatively.
- **Maturity:** You possess sound judgment and have excellent people skills. You're confident and professional.
- **Passion:** You must be dynamic, enthusiastic and excited about our firm!
- **First-class communication skills:** You possess the ability to speak and write clearly and intelligently.
- **Attributes of a team player:** You're approachable and enjoy participating in group activities. You're a good listener. And you're always willing to share thoughts and ideas.

## ABOUT CLERKSHIPS

*We believe in hiring individuals who will become a part of our collaborative, committed and diverse team.* ”

Applications for our 2015 Summer Clerkship Program in Sydney open Wednesday 17 June 2015 and close Sunday 19 July 2015.

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

During your clerkship at K&L Gates, you will benefit from being involved in real legal work. This will include participating in client meetings, attending court, and researching and drafting advice to support one or more of our practice areas.

You will participate in a comprehensive induction program that continues throughout your clerkship to learn important skills to lay the foundations for a successful legal career.

You will work closely with partners, senior associates and have the support of a junior lawyer or graduate lawyer as a buddy. There are also a number of social and sporting activities that are organised to help you to network with others across the firm and most of all, have fun!

## ABOUT GRADUATE POSITIONS

The graduate program involves rotations through three practice groups. You will be exposed to a variety of areas of commercial law in all rotations.

Our graduate program is designed to give you the technical expertise and commercial context to succeed. Throughout the year you are supported with a buddy, supervisor

and mentor. Partners and senior lawyers will support and guide you through each rotation and support your career development. Your buddy, a junior lawyer, will help you transition into your new role.

Your professional development program runs weekly. It combines Practical Legal Training (delivered in-house by the College of Law) with sessions presented by partners, lawyers, external presenters and our professional development team.

Graduates are sourced from our previous clerks. Each request for a deferral is considered on a case-by-case basis. You cannot defer to complete your university studies.

“ *K&L Gates is a highly collaborative, inclusive and social workplace where we take interest in you as a person, not just an employee.* ”

# KING & WOOD MALLESONS



**ADDRESS** / Level 61, Governor Phillip Tower, 1 Farrer Place  
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**E:** ella.burgess@au.kwm.com & **P:** 02 9296 3416



**LOCATIONS** / Sydney, Melbourne, Perth, Brisbane, Canberra, Beijing, Chengdu, Guangzhou, Hangzhou, Jinan, Qingdao, Sanya, Shanghai, Shenzhen, Suzhou, Tianjin, Hong Kong, Brussels, Paris, Frankfurt, Munich, Milan, Luxembourg, Madrid, London, Silicon Valley, New York, Riyadh, Dubai, Tokyo, Singapore



**AREAS** / Banking & Finance, Competition/Antitrust, Corporate/M&A, Employment Law & Industrial Relations, Energy, Resources & Projects, Government & Public, Insolvency & Restructuring, Intellectual Property, International Trade & Investment, Investment Management, Litigation & Dispute Resolution, Projects & Real Estate, Environment, Securities & Capital Markets, Taxation, Superannuation & Pensions, Telecommunications, Media, Entertainment & Technology

## ABOUT THE FIRM

### What is unique about this firm?

As the first and only global law firm to be headquartered in Asia, King & Wood Mallesons is connecting Asia to the world, and the world to Asia. With an unparalleled depth of both inbound and outbound capability, KWM is uniquely placed to support regional clients as they internationalise and international clients as they look to invest or expand into Asia.

As a top ten global firm by lawyer numbers and the only firm in the world able to practise PRC, Australian, Hong Kong, English, US and a significant range of European laws.

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

Over the past 12 months we have supported our clients on some of the most innovative and complex deals that have reshaped the market. A few highlights include:

- Medibank's \$5.7 billion IPO - the second largest IPO in Australian history
- Telstra on signing revised agreements with NBN Co and the Commonwealth to enable \$11 billion NBN rollout across Australia
- Westfield Group's demerger of the Australian/New Zealand operations and their subsequent merger with Westfield Retail Trust involving assets worth more than \$60 billion - the largest deal in the Australian market in 2014
- the \$7.06 billion successful bid for Queensland Motorways
- Affinity Equity Partners' successful purchase of a 35 per cent stake in the Velocity Frequent Flyer program
- Hastings Funds Management and China Merchants Group's \$1.75 billion acquisition of the long-term lease of Port of Newcastle
- NSW Treasury Corporation (TCorp) on its debut landmark issue of Renminbi (RMB) denominated bonds

- NAB on first "green" bond issuance, certified in accordance with the Climate Bond Standard
- Perth Stadium \$1 billion PPP

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

At King & Wood Mallesons we adopt a holistic "70/20/10" learning philosophy. This means that we encourage an integrated approach to learning, where you build capability through a range of 'formal' and 'informal' learning experiences, ranging from day-to-day work activities, through to the more traditional face to face learning programs.

The Graduate Program provides a practical business foundation for junior lawyers in their first two years. You'll receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and, of course, the people you'll work with

### 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 and wellbeing seminars, activities like yoga and massage, team sports, and building resilience sessions.

*“KWM is uniquely placed to support regional clients as they internationalise and international clients as they look to invest or expand into Asia.”*

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

Since 2001, our KWM in the Community program has provided pro bono legal advice to disadvantaged individuals and to charities. Our support is broad and varied, and uses the skills of our partners, lawyers, shared services and secretarial staff. We donate money, provide pro bono advice and volunteer our time. As a firm we've chosen to focus on:

- Helping children and young people at risk
- Helping alleviate poverty and improve community welfare

Our community program is underpinned by partnerships with not-for-profit organisations that have initiatives in these areas. Australia-wide, our community partners are the Australian Red Cross and The Smith Family.

“ You’ll get to know our people, the way we like to work, our culture, practice areas, clients and more.

**How do students apply for clerkships to this firm in 2015?**

Applications open on 17 June 2015 and can be made via our online application system at [kwm.com/careers](http://kwm.com/careers).

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

25-30 clerks.

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

30 clerks.

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

We look for a number of specific competencies in our clerks and graduates including;

- **Results orientation** – a track record of achievement and performance in life, not just your academic career. We are looking for talented individuals who, through commitment and resilience, have demonstrated their ability to identify and achieve stretch goals.
- **Intellectual curiosity** – to us, intelligence is not measured by your GPA. We want deep thinkers who seek out information and diverse views to reach a practical and efficient solution to business problems.
- **Client centricity** – we work in our clients’ worlds and partner with them to achieve their business goals. We need people who can stand in the shoes of the client and experience it from their perspective. You need to have a genuine interest in the client and understand their needs to deliver an exceptional service.
- **Learning agility** – the international legal landscape is changing every day. We need people who demonstrate personal

flexibility and an openness to dealing with change. This includes maintaining a positive attitude and managing performance in the face of ambiguity or uncertainty. You will need to think quickly, learn fast and adapt well to changing demands or circumstances.

- **Broad perspective** – we are growing the international law firm of the future. We seek out people with diverse perspectives who through challenger thinking help to create new insights and innovative opportunities across our global network.
- **Commitment to a legal career** – we recognise that it is rare for people to have 20 year careers with the same employer. We are looking for people that will have a commitment in the medium term to KWM. In return we will steer you to become your best self, during your tenure at KWM by identifying your key strengths and developing you into the best possible lawyer.
- **Team work:** We operate as one family, one firm working together and supporting each other across cultures. We want people who build relationships and rapport with others through emotional intelligence and a collaborative working style.

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

We offer clerkships so that you get a clear picture of what it’s like to be a lawyer at King & Wood Mallesons. You’ll get to know our people, the way we like to work, our culture, practice areas, clients and more. For many, the clerkship is the first stage of continuous development at King & Wood Mallesons.

We’ve designed a program to help you make the most of your time with us. During your clerkship, you’ll learn:

- **The day-to-day skills to get you started** – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.

- **The core practice teams at King & Wood Mallesons** – who they are, what they do, how they’re structured, the clients they work for, and of course, your role within them.
- **Our culture** – working within your team, you’ll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- **Our people** – you’ll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.

Clerks usually work in one or two different practice groups, depending on the length of the clerkship.

You’ll be allocated a supervisor in each of your practice groups and you’ll work closely with the partners, senior associates and solicitors in that team. It’s a hands-on role, so you’ll not just be watching from the sidelines. During your time in the team, you’ll be involved in telephone conversations, meetings, client visits and the deals the team is working on.

Every clerk receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live.

## ABOUT GRADUATE POSITIONS

### What does the firm offer its graduates?

The Graduate Program provides a practical business foundation for junior lawyers in their first two years. You'll receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment

- The opportunity to work with a range of partners, senior associates and solicitors in different practice areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and of course the people you'll work with.

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

As part of the Graduate Program, we also offer Practical Legal Training (PLT) for our Australian Law Graduates. PLT ensures that you meet the practical requirements for admission to legal practice. Delivered online during your first 8 months as a law graduate, it's a customised, in house program conducted in association with the College of Law and aligned to the work you'll do with us.

## PERSONAL PROFILE

### BRONTE LAMBOURNE

2014-2015 SUMMER CLERK

AREAS OF ROTATION:  
MERGERS & ACQUISITIONS  
AND BANKING & FINANCE

“KWM struck a balance that resonated with me: professional yet easy going, prestigious yet never pretentious.”

“Culture” has become a hackneyed term in clerkship circles, loaded with pretension and ambiguity. Throughout the gruelling trials of the recruitment process, applicants are likely to find this word thrown around with alarming frequency and equal flippancy. So what do I mean when I say (with admitted wariness) it's the “culture” that drew me to KWM?

For the uninitiated, what soon becomes apparent is that each firm has their own distinctive personality. Those series of information sessions, cocktail evenings and interviews aren't just there to torture potential clerks through a cruel Hunger Games of recruitment; it is through this process that the character of each firm is unearthed. While difficult to boil down into a few glib adjectives, KWM struck a balance that resonated with me: professional yet easy going, prestigious yet never pretentious.

It's easy to think that a large commercial law firm operates like a factory line, churning through unwitting university students with cookie-cutter training, but forget the furphy that ‘large firm’ equals ‘lost in the masses’. My personal experience was with partners who had a genuine interest in the development of their clerks and grads; who were always willing to take the time out to explain intricate areas of law or provide detailed feedback. Being a top-tier firm, it goes without saying that the matters and clients are of the highest calibre; yet

importantly, clerks' access to this work was direct. During my summer I attended client shareholder meetings, drafted advices, facilitated signings and communicated with clients. Many firms receive quality work, but it's because of a firm culture that is non-hierarchical, collaborative and approachable that this work can ground such effective development.

When you're choosing a firm, you're choosing a work lifestyle. The attitude of the people around you is just as important as the quality of the work itself. In this respect, I was deeply impressed to find each KWM employee highly personable – hardworking and driven, undeniably – but they also had lives, they were sociable and charismatic, able to bond over group coffee or let loose at team karaoke. It is unsurprising then that the clerks such a firm attracted were equally well-rounded and well-adjusted. As a clerkship group we got over-competitive at inter-firm sport, trained zealously for trivia and unwound over Friday night drinks. And these relationships don't end with the summer; one regularly sees older clerk cohorts heading to lunch or after work drinks. It's these relationships that move with you as you progress through the firm that make the KWM culture so attractive.

For analytical law students, prone to overanalysing extensive pro/con columns, it might be hard to hear that at the end of the day, choosing the right firm will often come down to finding that nebulous “cultural fit”. For me, that was KWM, a firm that juggles a fierce reputation for excellence with a down-to-earth and congenial spirit.

# Future

# Focussed

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- High performance culture
- Competitive team spirit
- Drive and passion to be #1

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King & Wood Mallesons refers to the network of firms which are members of the King & Wood Mallesons network. Visit [kwm.com](http://kwm.com) for more information.

# LANDER & ROGERS



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Sydney NSW 2000



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**E:** lgrant@landers.com.au & **P:** 02 8020 7700



**OFFICE LOCATIONS** / Brisbane, Melbourne  
and Sydney.



**AREAS** / The firm's legal services are multi-disciplinary in nature and in our Sydney office cover Corporate, Commercial Disputes, Insurance Law & Litigation, Property, Projects & Infrastructure and Workplace Relations & Safety.

## ABOUT THE FIRM

### What is unique about this firm?

Lander & Rogers is a leading independent Australian law firm operating nationally from Brisbane, Melbourne and Sydney.

We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and will strengthen our culture. The firm comprises 65 partners and more than 400 lawyers, support and business services staff. 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. We hold strong relationships with many household and global brands, such as AECOM, AIG, Bosch, Bunnings, Coles, Ford, JB Hi-Fi, Qantas, Surf Lifesaving Australia, Telstra, Visy and Westfarmers.

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

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, and is driven by a dedicated pro bono partner. We treat pro bono work as equally important to the firm as paid work.

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

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, triathlon and indoor sports competitions, language classes, in-house massage, social events and much more.

“ We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and will strengthen our culture. ”

## ABOUT CLERKSHIPS

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

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 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) and any legal and non-legal part-time work, volunteer work and university activities you've tackled.

Check out our video 'Working at Lander & Rogers - what's it really like?' to learn more about what our firm has to offer clerks and graduates: [landers.com.au/Careers/Lawstudents/WhyJoinLanderRogers.aspx](http://landers.com.au/Careers/Lawstudents/WhyJoinLanderRogers.aspx).

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

Our innovative summer clerkship program is built on learning and fun and we'll do everything we can to show you the way by giving you a chance to have a go for yourself.

On joining us you'll be teamed with two lawyers for each of your two 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.

## EMMA LUTWYCHE

AREAS OF ROTATION:  
WORKPLACE RELATIONS  
& SAFETY - PROPERTY,  
PROJECTS AND  
INFRASTRUCTURE

“ I left with a sense that I had actually connected with my interviewers and with a gut feeling that Landers was the place for me.

I clerked at Landers during the summer of my final year of my Juris Doctor. My first rotation was in Workplace Relations & Safety, which covers all aspects of employment law, from unfair dismissals and discrimination law, to industrial disputes and appropriate workplace behaviour training. My second rotation was in Property, Projects and Infrastructure, which encompasses advising on property transactions, construction law and commercial leasing.

I was attracted to the firm because of the diverse areas that the firm practices in, including insurance, litigation and corporate advice as well as property law and employment law. I was also interested in the firm's strong pro bono practice and emphasis on encouraging a balance between life at work and life outside of work.

When I was going through the clerkship application process, what stood out to me about Landers was that I felt that their claims to having a down to earth and friendly culture, with people who don't take themselves too seriously, was actually genuine. It was very important to me to work in a place where I felt comfortable to be myself, where I could be friends with my co-workers and where I was happy to show up to work every day. During my interview I felt like I was given the opportunity to interview the firm as much as they were interviewing me. I left with a sense that I had actually connected with my interviewers and with a gut feeling that Landers was the place for me.

The summer of my clerkship was a lot of fun. What stands out in my memory are the amazing friends that I made and highlights such as our sports team, Habeas Sportus, winning the Summer Law Clerk Sports competition, the firm's End of Year party in Melbourne, and the firm's annual tennis tournament.

Obviously though, the clerkship experience was also a big learning curve and included its fair share of hard work. However, one of the great things about a clerkship at Landers is that you get to do substantive work. I wasn't stuck doing only indexing

or photocopying but instead worked on research tasks, drafting letters of advice, litigation and client presentations. I went to court, client meetings and conferences with counsel, as well as internal strategy meetings and client pitches and worked closely with everyone from partners to junior lawyers. That said, there were no late nights in the office and no unreasonable expectations, which I know many of my friends at other firms struggled to deal with.

There are also lots of opportunities to get involved in pro bono work as a clerk and a graduate as Landers has relationships with organisations such as Redfern Legal Centre, Justice Connect and the Arts Law Centre. During my clerkship I worked on a pro bono matter, providing a recently arrived migrant with assistance in an unfair dismissal application and hearing. As a graduate, it is not uncommon to have day to day carriage of pro bono files, and previous graduates have run judicial review for a refugee visa and assisted a terminally ill man to get his superannuation early.

Now that I am a graduate at Landers, I have the chance to do 4 rotations of around 4 months each. This has allowed me to experience more aspects of what each practice group does and learn skills in a variety of areas. It also means that I can make an informed decision about what area I would like to practice in for the long term.

My advice for those of you making decisions about what firms to apply for is to really consider what you want out of a workplace, including in terms of balancing work and non-work aspects of life. Only apply for those firms that you think can offer what you want. For me, Landers' mix of diverse practice areas, pro bono work and focus on encouraging a life outside of the office made it the perfect fit.

# 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](http://www.landerson.com.au/careers) or call Laura Grant on 03 9269 9333



for a clerkship with a difference



Lander & Rogers  
Lawyers

# LINKLATERS



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**LOCATIONS /** Abu Dhabi, Amsterdam, Antwerp, Bangkok, Beijing, Berlin, Brussels, Dubai, Düsseldorf, Frankfurt am Main, Hong Kong, Lisbon, London, Luxembourg, Madrid, Milan, Moscow, Munich, New York, Paris, Rome, São Paulo, Seoul, Shanghai, Singapore, Stockholm, Tokyo, Warsaw, Washington DC



**AREAS /** In Hong Kong: Banking, Capital Markets, Competition, Corporate/M&A, Employment & Incentives, Financial Regulation Group, Global U.S. Law, Litigation & Arbitration, Private Equity, Projects, Restructuring & Insolvency

## ABOUT THE FIRM

### What is unique about this firm?

Linklaters is the only firm with market leading global teams across the full range of corporate, finance, and commercial practice areas; with 19 market leading practices across our global network of 29 offices. One of the most prestigious teams in the legal world, our success is testimony to the strong relationships we forge – both internally and externally. Together we are working to

fulfil our ambition of becoming the leading premium global law firm.

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

Our community Investment (CI) program is an integral part of the Linklaters community. We commit 1% of our global pre-tax profits to the community in cash and in-kind donations. Our CI program has

been running for a number of years with a focus on helping the disadvantaged in Asia, and particularly children unable to afford or gain access to education. Our funding has built schools in Vietnam, Sri Lanka and rural China. We are involved in helping disadvantaged Hong Kong school students by providing educational programs. We have also assisted refugees in Hong Kong with pro bono legal support.

## ABOUT INTERNATIONAL OPPORTUNITIES

### Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Both Hong Kong and London offices.

### What international opportunities does the firm offer?

For HK trainees, they have the opportunity to second to London, Singapore or China.

## ABOUT CLERKSHIPS AND GRADUATE POSITIONS

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

Students will need to apply online via our website directly for clerkships (linklaters.com/joinus). Applications open in November each year, and close in mid-January.

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

We normally take around 10-12 clerks for each scheme, so approx. 24 clerks for both June and July scheme.

### Does the firms take graduates directly?

We also consider students who do not intern with us or who would like to apply for a

Training Contract directly.

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

Students can apply directly via our website for a Training Contract. Applications open in January, and close by the end of April each year.

## PERSONAL PROFILE

### MAVIS SUN

SYDNEY UNIVERSITY LLB/BCOMM  
STUDENT 2014 SUMMER CLERK (HONG KONG)

A vacation scheme at Linklaters truly allows you to gain an insight into what it takes to be a great lawyer at a Magic Circle firm. During the four weeks, summer clerks are offered two rotations (options include Corporate, Banking and Projects, Financial Regulatory, Capital Markets, Litigation and Employment) as well as the option of

spending one of the rotations in the firm's Shanghai office. I chose Litigation and Capital Markets, and found myself doing very hands-on work from day one, researching case law and legislation, attending hearings, drafting client memos as well as contributing to the firm's enormous knowhow database. A real effort was put into ensuring that clerks got the most out of the four weeks – my 'buddies' and principals made sure I gained exposure to a variety of interesting work and were always readily available to offer assistance and answer any questions.

Sitting in the same office as an established Associate or Partner, who are leaders in their field, also offered an incomparable opportunity to learn first-hand. It was an invaluable learning experience listening in on conference calls and observing their interactions with clients. At the same time, the collegiality and approachability at all levels of the firm also left a lasting impression – I will never forget my casual chat about childhood dreams and life philosophies with one of the most senior partners in the Litigation team!

# MADDOCKS



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**OFFICE LOCATIONS** / Melbourne, Sydney and  
Canberra



**AREAS** / Commercial, Commercial Disputes, Employment Safety & People,  
Construction & Development, Property and Public Law

## ABOUT THE FIRM

### What is unique about this firm?

Our clients tell us they come to Maddocks because we have the required expertise, delivered with a strong emphasis on personalised service. We're told the difference is that we're welcoming, we value long-term relationships and provide clarity and commerciality in our advice.

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

- Advised the construction joint venture comprising **Ferrovia Agroman, Samsung C&T and Ghella** in its bid for East West Link project.
- Advised **Saputo Inc** on its highly competitive takeover of Warrnambool Cheese and Butter Factory Company Holdings Limited.

- Maddocks is currently sits on several legal panels for high profile companies, such as **ANZ, Samsung and Optus**.
- Advising **Shangri-La Asia Limited** on its A\$352 million acquisition of the Shangri-La Sydney Hotel.

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

Be yourself and think about what makes you stand out as an individual.

### How does the firm encourage work/life balance?

We actively encourage work-life balance by providing a supportive and flexible environment for all employees regardless of gender, age or personal circumstance – this includes flexible work arrangements.

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

Maddocks takes pro bono work very seriously. All lawyers are encouraged to participate in our pro bono scheme. We run a Maddocks Foundation which provides annual grants to Australian charities to support projects and programs in the community.

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

Monthly team drinks and morning teas, trivia nights, wine tastings, Christmas and end of financial year parties, family days, sporting teams, corporate triathlons and fun runs.

## ABOUT CLERKSHIPS

### How do students apply for clerkships in 2015?

Applications open Wednesday 17 June 2015 and close Sunday 19 July 2015 on CVMail.

### What is the anticipated clerkship intake this year? 4-6 clerks.

### How many clerks did the firm take last year? 3 clerks.

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

Our approach to recruitment is based around our commitment to individuality and diversity. We are not looking for a specific

stereotype and consider each application in its entirety to determine whether the applicant has strengths or qualities that are compatible with the firm's core values.

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. We are looking for people those who will be the best overall fit for Maddocks and whose values closely align with the firm's.

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

The program is a great opportunity to

experience working in a dynamic legal office. Clerks spend up to 4 weeks in two practice groups. They are part of the team straight away and will get involved in a wide range of matters during this time. Specific tasks will vary from group to group, but as an example; clerks may spend some time in court with our Partners and senior practitioners, complete specific research tasks or attend client meetings if appropriate.

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

### Does the firm aim to offer graduate positions to all clerks? Yes.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly? Yes

### 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 a number

of our 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. The buddy program helps students transition into life in a Law Firm. Our Graduates meet regularly with our dedicated coordinators to discuss individual progress.

### Does the firm assist graduates to complete their Professional Legal training? If so, how?

Yes. We allow our graduates study time in order to complete the program as well as time off to sit exams.

### What is the anticipated graduate intake this year? 4.



A leading law firm across education, government, healthcare, infrastructure, professional services and technology, Maddocks is a great place to paint the **career path** you've always wanted.

Are you inspired by diversity and skill development? Our team knows the value of a **vibrant**, dynamic clerkship and graduate program. We love to see our clerks and grads roll up their sleeves and finesse their skills - it's your time to **create a masterpiece**. Hands-on experience, training on a range of matters and exposure to various teams breeds the confidence and creativity you'll need to take the next step.

We're committed to our clients (and our people) - in fact, our firm's reputation is built on them. Our people enjoy a culture based on values that form the fabric of Maddocks: integrity, stewardship, collaboration, innovation and diversity.

To meet our **legal artists** and learn how to join them, head to: [www.maddocks.com.au/careers](http://www.maddocks.com.au/careers)

[in/company/maddocks](https://www.linkedin.com/company/maddocks)

# MINTER ELLISON



**ADDRESS** / Governor Macquarie Tower, Level 40, 1 Farrer Place, Sydney NSW 2000



**OFFICE LOCATIONS** / Australia: Adelaide\*, Brisbane, Canberra, Darwin\*, Gold Coast\*, Melbourne, Perth, Sydney; Asia: Beijing, Hong Kong, Shanghai, Ulaanbaatar; New Zealand: Auckland\*, Wellington\*; Europe: London

*\*associated offices that operate as members of The Minter Ellison Legal Group*



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**AREAS** / Mergers & Acquisitions, Private Equity & Capital Markets, Commercial & Regulatory, Tax, Human Resources & Industrial Relations, Dispute Resolution, Finance, Financial Services, Insurance & Corporate Risk, Projects, Infrastructure & Construction, Real Estate, Environment & Planning

## ABOUT THE FIRM

### What is unique about this firm?

Minter Ellison partners with clients to provide integrated, innovative legal solutions. Our teams **collaborate** across Australia, Asia and the UK to deliver exceptional service and **inspire** new insights.

Tony Harrington, our Chief Executive says it best: "At Minter Ellison, our goal is to be our clients' best partner. With this absolute focus, we will continue to drive growth, strengthen capability and foster innovation."

### What distinguishes the Minter Ellison experience?

Clients tell us that we differ from our competitors because our lawyers are very easy to work with.\* The importance of client relationships underpins everything we do.

*\*Source: Legal Beacon Report™ (Beaton Consulting).*

*Our goal is to be our clients' best partner.* 

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

According to a review by MergerMarket, Minter Ellison was one of the top 2 firms in the Australasian rankings of M&A deals between January and March 2015. Minter Ellison had a total deal value of US\$9.69 billion. In deal count terms, Minter Ellison handled the greatest number over the quarter with 13.\*

Among other headline transactions, Minter Ellison has recently handled:

- An **AUD\$1.75billion Port of Newcastle long term lease** (this was a follow-

on from our similar mandate in the AUD\$5.07 billion Port Botany / Port Kembla transaction in 2013

- An **AUD\$1.45billion takeover of Primo Smallgoods by Brazil's JBS S.A.** (the largest Private Equity deal of 2014).

*\*Source: Lawyers Weekly*

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

Pro bono legal work at Minter Ellison is guided by our commitment to 'breaking cycles of disadvantage' in four priority areas:

- disadvantaged youth
- homelessness
- alleviation of poverty
- access to justice.

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

For key recruitment dates and recruitment process information please visit <http://minterellison.com/careers/sydney/> All applications must be submitted via the careers section of our website. Candidates are asked to complete an online application form and submit a resume, a cover letter and their latest transcripts.

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

- Speak to as many of our employees as you can, it's a great way to learn more about our firm.
- Add personality to your application. Tell us about your interests outside of university and the law.
- Your cover letter is our first glimpse of you. Make a powerful first impression. It pays to put some effort into producing an engaging letter

- Carefully review all documents for spelling, grammatical or punctuation errors.

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

**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.

Our lawyers come from a diverse range of backgrounds and universities but all share the key attributes we look for in our clerks and graduates: a passion for excellence, initiative and technical achievement.

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

During your clerkship you will complete three practice group rotations, each lasting three weeks.

Our Summer clerkship program offers you real life work experience. A comprehensive orientation program and learning on the job which will help you build your legal skills and commercial acumen.

During our program you will:

- work closely with partners and lawyers on active matters;
- have access to meaningful work;
- participate in tangible learning & development activities; and
- attend social and networking events.

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

Approximately 25 clerks.



**Minter Ellison's clerkship program**

**What attributes will I need to succeed?**

We look for individuals who are passionate about forging a career in commercial law. Our lawyers display plenty of initiative and a passion for doing their best. For us, it's not about what university you went to or your background, but rather your superior technical achievement and commitment to being part of our collaborative team.

**What learning and development training will I receive?**

We'll equip you to achieve your best through a comprehensive orientation program, including sessions designed to develop technical abilities, research skills and an understanding of ethical and professional responsibility requirements.

Our lawyers are passionate about sharing their knowledge and experience - they are leaders in their field, meaning you get to work alongside some of the best legal minds in the business.

By joining Minter Ellison's clerkship program, you'll put yourself on the path to a highly successful career in commercial law.

**Is the duration and exposure provided by the clerkship enough to decide whether commercial law is for me?**

Our vacation clerkships range from a 2 to 12 week period depending on the office you are in - giving you a taste of what it's like to work at Minter Ellison. On the job training will build your legal skills and commercial acumen. So there is no better way to decide whether commercial law is right for you!

Find out what a day in the life of a Minter Ellison clerk is really like <http://clerkships.minterellison.com/>

**What do our clerks say about the Minter Ellison clerkship?**

*'From the outset and even before the clerkship commenced, Minter Ellison stood out for me, mainly because of its dedication to the clerks and the entire clerkship experience'* - Elouise Flowers

*'Throughout the clerkship I have been genuinely surprised by how approachable the senior lawyers are and how seriously they take their duty to educate. Everyone remembers what it was like to be a clerk, and they do their absolute best to make it a positive experience'* - Blake Anderson

*'The flat structure of the firm means that I have worked with a range of lawyers in different positions and have a better sense of what it is that corporate lawyers actually do'* - Nicola Amys



**MinterEllison**

# MinterEllison



A day in the life of a Minter Ellison Clerk

William Ma  
Vacation Clerk 2014/2015

## ABOUT MINTER ELLISON

We're an Australian-based international law firm offering a full range of legal services to an impressive list of clients across Australia, in Asia and globally. Recognised for our clear thinking, our strong technical skills and ability to deliver practical solutions have led to our involvement in the Asia Pacific's most innovative and high-profile transactions.

## OUR BUSINESS UNITS AND DIVISIONS

Commercial & Regulatory  
Dispute Resolution  
Financial Institutions Group  
Human Resources & Industrial Relations  
Insurance & Corporate Risk  
Mergers & Acquisitions  
Projects, Infrastructure & Construction  
Real Estate, Environment & Planning  
Tax

My first rotation in Mergers and Acquisitions (M&A) exposed me to a range of cutting-edge transactions and allowed me to be mentored by the industry's leading legal experts. The group represents some of Australia's most renowned companies, investment banks and private equity firms in high-profile cross-border M&A deals and provides ongoing legal advice.

Working under the guidance of my supervising partner, I helped draft and submit an application to ASX seeking in-principle approval to de-list a public company. Despite being busy, my partner took a genuine interest in my work and always found the time to personally review it and provide constructive feedback. This was a fantastic learning opportunity and allowed me to improve my legal writing skills.

For the duration of the rotation, I was given real responsibility and felt like a valuable member of the team. For example, I assisted two lawyers in conducting comprehensive due diligence of material contracts, leases and the board minutes of a target company over a four day period. They trusted in my ability to identify onerous clauses and issues which may pose a risk to the acquirers. I was even given the opportunity to draft a section of the Key Legal Issues Report which was later sent to the client.

Although I only spent three weeks in M&A, I worked on a number of deals which made the business news headlines. For instance, I worked closely with a senior associate to finalise the key documents for a proposed merger which, within hours of submitting my work, made the front page of the AFR.

Contrary to popular belief, it is not all work in M&A. I really enjoyed the witty office banter and going out with the team for coffees, lunches, after-work drinks, pinball and schnitzel nights, 'Pain in the Domain' (if you consider sprinting 6kms at lunchtime an enjoyable activity) and our Go-Karting Christmas Party!

# Real people achieving excellence

For more information on vacation clerkships or the Minter Ellison graduate program please go to [www.minterellison.com/careers](http://www.minterellison.com/careers)



# NORTON ROSE FULBRIGHT



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**OFFICE LOCATIONS** / Australian office locations  
include Brisbane, Melbourne, Perth, Sydney



**AREAS** / Corporate, M&A and Securities, Banking and Finance, Dispute Resolution  
and Litigation, Intellectual Property, Employment and Labour, Tax, Real Estate,  
Antitrust and Competition

## ABOUT THE FIRM

### What is unique about this firm?

We are an ambitious, expanding, global legal practice with a clear strategy for the future. Our lawyers enjoy stimulating and challenging work on high profile transactions for leading clients across six key industry sectors. We are a truly global firm with the ability to offer our graduates an international rotation opportunity to one of our overseas offices, including Houston, Tokyo, Singapore, Dubai, London and Johannesburg.

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

To be successful here you will understand and embrace our strategy and our focus on six key industry sectors. You will demonstrate global thinking, commercial

acumen and the drive to provide the highest standard of service to clients.

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

We are looking for candidates who are genuinely interested in our firm and have an understanding of our areas of practice.

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

We have an outstanding learning and development programme available to all staff. Our graduates are exposed to specific practical training throughout the duration of their graduate programme to enable them every success in throughout their graduate programme.

### How does the firm encourage a work/life balance?

We have a strong flexible work network as well as a supportive culture around work life balance.

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

Very strongly. Please visit our website and review our Corporate Social Responsibility programme.

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

We have a range of benefits as well as social and sporting activities we offer to our staff.

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

Applications will open on 20 July 2015 via our website and CVMail.

### What is the anticipated clerkship intake this year? 6 clerks

### How many clerks did the firm take last year? 3 clerks

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

We are looking for candidates who show a

keen interest in law through participation in university clubs, competitions and exchanges. We are also looking for candidates who can demonstrate a strong work ethic and commitment.

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

Our summer clerks have the opportunity to be involved in two rotations and work as integral part of each team. Our clerks are also involved in a Corporate Social Responsibility project.

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

Yes, we do.

### Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?

We aim to offer graduate positions to all clerks subject to performance and business needs.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

All Graduates are recruited through our Summer Clerkship Programme.

### What does the firm offer its graduates?

A two year programme offering 4 x 6 month rotations. Graduates in their second year of the programme get the opportunity to apply for a six month rotation in one of our overseas offices.

### Does the firm assist graduates to complete their Practical Legal Training (PLT)?

Yes, we will cover the cost of their PLT when completed as part of the graduate program and provide study leave.

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

After completing the graduate program, they settle in to a team as an Associate and

are then provided specific ongoing L&D and secondment opportunities.

### What is the anticipated graduate intake this year?

We have hired our graduates for 2016 already.

**Exciting and challenging  
work, great people, and  
a truly supportive culture.**

'Since starting my legal career as a graduate in February 2013, Norton Rose Fulbright has given me many opportunities to gain meaningful practical experience in the areas of law that interest me.

In my two years at the practice, I have been involved in a diverse range of work including a particular project where I worked directly with another Norton Rose Fulbright office overseas. It is amazing to be part of an organisation with offices all around the world.

Norton Rose Fulbright has the right balance – amazing and passionate work colleagues, exciting and challenging work, and a genuinely supportive culture. I know that the practice will always support me 100 per cent in achieving my personal goals and career aspirations.'

**Joshua Chan**, lawyer, real estate, joined February 2013

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To see how you could define your own path  
within our global legal practice, visit:

[nortonrosefulbrightgraduates.com/australia](http://nortonrosefulbrightgraduates.com/australia)

**Progress with purpose**



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# *Start your legal career with PwC*

## *About PwC Legal Programs*

PwC Australia's Legal practice is looking for ambitious and talented law students to join our team as part of our Summer Clerkship Program. Our 8-10 week Program allows students to join key areas of our legal team, working with senior lawyers to deliver insightful and innovative legal solutions to clients. Through the PwC Legal program, Clerks will continue to learn outside of their university studies, with the hands-on application of skills and knowledge as well as dedicated coaching to guide and nurture ongoing development.

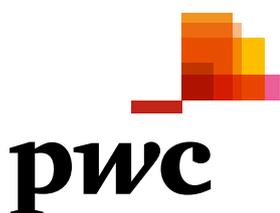
## *Why PwC*

PwC Australia helps organisations and individuals create the value they're looking for. We're a member firm of network of firms in 157 countries with more than 184,000 people who are committed to delivering quality in assurance, advisory, tax & legal, and private clients services.

PwC is one of Australia's leading professional services firms, bringing the power of our global network of firms to help Australian businesses, not-for-profit organisations and governments assess their performance and improve the way they work.

*To apply visit: [pwc.com.au/legalcareers](https://www.pwc.com.au/legalcareers)*

*For more information on our legal services visit:  
[pwc.com.au/legal](https://www.pwc.com.au/legal)*



# THOMSON GEER



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**OFFICE LOCATIONS** / Sydney, Melbourne, Brisbane, Adelaide



**AREAS** / Banking & Finance, Corporate & Commercial, Dispute Resolution & Litigation, Employment & Safety, Environment, Planning & Climate Change, Insolvency, Intellectual Property, Technology & Regulatory, Mergers & Acquisitions, Property & Development, Tax

## ABOUT THE FIRM

### What is unique about this firm?

Our size, structure and approach mean that our clerks and graduates work closely with senior lawyers and partners on high quality matters for great clients, with access to first-rate resources in a supportive and friendly environment.

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

Acting for iiNet in the Dallas Buyers Club case; acting on the acquisition of a number of Vineyards in NSW and South Australia by Hong Kong listed group, CK Life Sciences; advising private equity firm Adexum Capital Limited on its investment in Enviropacific Services Pty Ltd, worth approximately \$25million; acting for Etihad Stadium in a high profile employment dispute.

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

Do your research – look beyond our website! Aim to answer the questions on our application form as honestly and concisely as

possible – we want to find out what makes you tick. If you progress to the face-to-face stages of the process, try to be yourself rather than who you think we want you to be; and make the most of the opportunity to find out everything you want to know about us as well.

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

By providing thorough induction training; serious opportunities to learn and develop on the job; and “New Lawyer Training” sessions, where our senior practitioners share practical lessons from their experience of being a lawyer. All you have to do is make the most of these opportunities!

### How does the firm encourage a work/life balance?

We have a wellbeing@work program which includes things like lunchtime yoga, flu vaccinations, seminars and massages; we also participate in corporate sports comps. Mostly though, we don't have a “face-time” culture – if there's work to do after hours

there's work to do, but if there's not, “why are you still here?”

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

This year we were nominated as a finalist in the NSW Volunteer of the Year Awards for the pro bono support we provide through the Homeless Persons' Legal Service to Vincentian House in Sydney. Our staff can claim financial credit in their budget for the hours they spend on pro bono work throughout the year.

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

A supportive and engaging culture! And aside from the wellbeing@work and pro bono programs we also have an active social club, end of financial year and Christmas social functions, study assistance, healthy breakfast provisions and weekly fruit deliveries, corporate discounts and other benefits, flexible work policies and access to a free, confidential external counselling service for staff and their immediate families.

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015? Via our website or cvMail.

### What is the anticipated clerkship intake this year? 4-6

### How many clerks did the firm take last year? 4

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

We are looking for talented and ambitious law students who are passionate about commencing their career with a dynamic commercial law firm. You should be willing to take on personal responsibility and also

able to thrive in a collaborative environment. Most importantly, you should be as committed to making the most of opportunities for personal and professional growth as we are to facilitating them!

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

You'll do everything a Graduate Lawyer at our firm would do:

- 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.

### Does this firm aim to offer graduate positions to all clerks or is there a limited number of expected graduate positions available?

Ideally we offer graduate positions to all clerks, depending on performance, fit, and business needs at the time.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly? No.

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

Yes. The firm covers the cost of PLT study you are completing at or after commencement of your graduate position.

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

Our graduates become lawyers on the one-year anniversary of their graduate start date. Lawyers are eligible for promotion to Senior Associate once they reach 4 years of post-admission experience and can demonstrate that they have satisfied our clear promotion criteria.

# THOMSON GEER IS ONE OF THE TOP 10 INDEPENDENT LAW FIRMS IN AUSTRALIA

As one of Australia's largest independent firms, we currently have 80+ Partners and more than 500+ lawyers and staff operating out of our offices in Sydney, Melbourne, Brisbane, and Adelaide.

Our industry coverage is diverse, and includes clients in banking & finance, construction, energy & resources, healthcare, telecommunications, property development, wealth management, gaming & leisure, and media, broadcasting & entertainment.

*"During my clerkship I truly valued the opportunity to work directly with people from all levels of the firm, from partners to senior associates and my fellow clerks. My teams went above and beyond to accommodate me, and I was constantly invited to attend team meetings, client meetings and interesting court matters. The firm definitely has an open door policy and I always felt comfortable approaching someone whenever I had a question or just wanted to check whether my work was heading in the right direction."*

*Fiona Ho - 2012/13 Summer Clerk, 2014 Graduate*

## OUR CLERKSHIP PROGRAM

At Thomson Geer we are looking for law students who have excelled academically, are client focused, commercially minded, and work well in a team environment.

We offer a structured eight week program where clerks learn through a combination of hands-on experience, training, coaching and observation. We will do our best to match you to your preferred area of practice – it's really important to us that the clerkship experience helps you to make the right choice for your career.

Students who complete a clerkship with the firm will be eligible to be considered for a position in the firm's next graduate program, commencing in 2017.

## APPLICATIONS

Applications open **17 June 2015** via cvMail or the Thomson Geer website.



# TURKSLEGAL



**ADDRESS** / Level 44, 2 Park Street  
Sydney NSW 2000



**OFFICE LOCATIONS** / Sydney,  
Melbourne



**CONTACT** / Nicole Gazzoli, HR Manager  
**E:** nicole.gazzoli@turkslegal.com.au & **P:** 02 8257 5705



**AREAS** / **Insurance** (Employers Liability, Financial Services, General Insurance, Trade Credit Insurance, **Commercial** (Commercial Litigation, Commercial Transactions, Debt Recovery, Insolvency, Trade Credit, Property) and **Banking** (Dispute Resolution, Receivership, Transactions, Restructuring and Insolvency and Recoveries and Asset Realisation)

## ABOUT THE FIRM

### What is unique about this firm?

At TurksLegal we are dedicated to attracting and nurturing the best talent in the industry. We believe in offering the right balance of support, motivation and 'hands on' experience to enable our team members to be the very best colleagues and individuals they can be.

A career at TurksLegal means working with passionate and talented lawyers who have outstanding reputations in their areas of legal expertise. And it means working with some of Australia's leading financial services brands.

From the outset, new team members are provided the rare opportunity to become immersed in all aspects of managing a legal matter; from the most basic to developing meaningful, quality relationships with clients at all levels of the organisation. Our staff benefit greatly from this 'hands on' experience and say this is something quite unique to TurksLegal.

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

TurksLegal is an award-winning legal firm providing specialist litigation, transaction and advice services to many of Australia's leading brands and institutions in the insurance and financial services sector, including:

- 12 of the largest 15 Life Insurers in Australia and 17 of the largest 25 General Insurers in Australia
- Two of the four major banks, a major second tier bank and specialised smaller lenders
- The Commonwealth Government's export credit agency

- NSW's largest government insurer and WorkCover Authority of NSW
- All of Australia's major trade credit insurers.

Our Partners have acted in many of the leading cases which have defined the law in relation to insurance and financial services products.

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

At TurksLegal we look for energetic, driven and focused individuals. Graduates will not only have strong academics, but will thrive in a culture that promotes integrity, respect and excellence.

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

First and foremost, be yourself. Your application is your first chance to demonstrate to us who you are and that you possess the qualities we are looking for.

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

We actively encourage all team members to choose the career path that best suits them. Our learning and development program is tailored to the needs of the individual, providing in-house learning, covering the development of legal skills and knowledge, practice management and business development. We also encourage our people to further their skills and qualifications through external professional development, made possible through our generous study leave and financial assistance policy.

### How does the firm encourage a work/life balance?

While excellence and dedication are rewarded at TurksLegal, we also understand that to be productive and healthy, you need to balance professional aspirations with personal commitments. To this end, we encourage our staff to undertake initiatives that enable them to focus on areas outside of work, including charity and voluntary commitments, sporting activities and spending time with family and friends.

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

Our current Corporate Social Responsibility program consolidates our financial and volunteering efforts with support for two foundation charities: The National Centre for Childhood Grief and the Cure for Brain Cancer Foundation.

As a proud sponsor of these charities, we provide an annual donation that funds research and support to the patients of these charities. Our staff also raise funds through team building initiatives such as the City2Surf, City to Bay, golf days and other activities across the year.

**Our scholarships:** Recognising the inherent benefits for individuals and their employers that industry-wide forums can provide in facilitating robust debate on emerging trends or issues, TurksLegal has combined with a number of associations and groups to sponsor several Scholarships. These include the ALUCA-TurksLegal Scholarship, the AN-ZIIF-TurksLegal Scholarship, and the WiBF-TurksLegal Scholarship.

These Scholarships give back to the industry by recognising excellence and professional growth, as well as providing great career development opportunities for those who participate.

## ABOUT GRADUATE POSITIONS

**Does the firm take graduates directly?** Yes.

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

Graduates can register their interest directly through our website - turkslegal.com.au. All candidates are asked to provide a cover letter, CV and academic transcript.

### What does the firm offer its graduates?

The TurksLegal graduate program is a core recruitment initiative and operates in both the Sydney and Melbourne offices. It aims to attract applicants who have excelled academically and are keen to embark on a legal career.

The 12 month Rotation Program provides graduates with the opportunity to be

involved in cutting-edge legal work, learning from experts at the top of their game.

The rotation ensures graduates experience a wide variety of legal work and develop a comprehensive skill set.

At the conclusion of the program graduates are able to confidently identify the work area that best suits their talent and career goals.

# ADDISONS



**ADDRESS** / Level 12, 60 Carrington Street, Sydney NSW 2000



**CONTACT** / Samantha Pearce, HR Manager  
E: [samantha.pearce@addisonslawyers.com.au](mailto:samantha.pearce@addisonslawyers.com.au) & P: 02 8915 1089



**OFFICE LOCATIONS** / Sydney



**AREAS** / Property, Construction and Environment; Competition/Anti-Trust, Corporate, Mergers & Acquisitions, Employment, Gambling, Insolvency/Reconstruction, Intellectual Property & Media, Litigation & Dispute Resolution, Marketing & Advertising

## ABOUT THE FIRM

### What is unique about this firm?

Addisons serves clients across Australia and around the world from one office in the Sydney CBD. We carry no extraneous practice areas. We deliver on large scale transactions deploying small teams, headed by partners, which means the client receives better value and communication is more effective between the client and the firm.

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

Mitsubishi Electric – Tailored a state of the art competition and consumer law compliance program including policies, manuals, training and processes and project managed the implementation of the program across the business.

Addisons is legal advisor to CrowdfundUP, Australia's first equity crowdfunding platform offering property and other investments to retail investors.

Virgin Enterprises Limited – we continue to advise on all of the Virgin Group's IP work in Australia, as we have for more than 14 years.

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

We look for people who have excellent academics, have a great communicative style and demonstrate values that align with the Addisons' culture of achieving excellence in everything we do, being happy and fulfilled and being included and appreciated.

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

Be clear about your reasons for wanting to join Addisons, and be prepared to be committed to learning and developing your skills.

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

Yes, the firm supports the Children's Medical Research Foundation through pro bono advice as well as actively participating in fund-raising activities. Individual lawyers participate in various activities and pro bono work, examples of which may be seen on our website.

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

We have an active Social Committee with social and sporting events designed to encourage staff to get to know each other across the firm.

## ABOUT CLERKSHIPS

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

Applications for 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 law-

yers and to provide you with an insight in to all facets of the work they regularly conduct. You will not be hidden away in any back office. You will work on varied, complex and interesting matters and be encouraged to have direct interaction with Partners, lawyers and clients.

See Addisons' website for Summer Clerk videos.



*We look for excellent academics and communication skills, and for individuals who demonstrate a passion for learning and growing.*

# CHAMPION LEGAL



**ADDRESS** / Level 3, 60 Phillip Street, Parramatta



**CONTACT** / Michelle Forrester – General Manager,  
**E:** connect@champion.com.au & **P:** 02 9635 8266



**OFFICE LOCATIONS** / Parramatta & Sydney



**AREAS** / Business and Corporate Law, Family Law, Business Exit + SP, Dispute Resolution and Commercial Litigation, Estate Planning, Administration & Litigation, Property

## ABOUT THE FIRM

### What is unique about this firm?

Your future is our focus.

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

Monthly training and rotation mentoring.

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

We are actively involved in our local community.

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

Social activities, monthly BBQ, Friday drinks.

## ABOUT CLERKSHIPS

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

Submit applications online via: [champion.com.au](http://champion.com.au)

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

3 clerks.

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

3 clerks.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Yes, we do.

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

Details on website, when available.

## PERSONAL PROFILE

### CHARLIE COX

2012 CLERK, DISPUTE RESOLUTION AND COMMERCIAL LITIGATION, FAMILY LAW, CONTRACT

It's Monday morning. You've just woken up three hours early to shine your shoes for the third time, and to try on every shirt in your wardrobe with your brand new tailored suit purchased in the backstreets of Phnom Penh, still worrying if anyone will notice that it only cost you \$34.50. The sun is rising, probably about time to catch the very first bus. There's no time for coffee. You're too nervous anyway, and the caffeine would probably send the butterflies in your stomach into an even more intense, crazed frenzy.

All of those applications. The ever-present wondering if you would get an interview. The incessant stressing, not sure if you botched your handshake with the Senior Partner. Did she notice your sweaty hands? The elation of receiving the letter offering you a position. It all comes down to this: the first day of your Summer Clerkship. So why is your most aggravating concern about where you are going to put your briefcase...?

Don't worry. You are feeling just like most other lucky law students, bustling off to the big smoke to learn the ways of legal practice. You may feel like a stranded Bambi, in the middle of a strange forest. But soon enough, that strange forest will become your home.

Bing! You are at the level. The Champion Legal office waits behind those doors. You step out of the elevator and are greeted by the receptionist. You meet the other clerks. They seem nice. You are whisked into the board room and spend all morning learning how to navigate the firm's client database. How are you going to be able to remember all of these people? Outlook. Diaries. Tasklists. Timesheets. You have to do timesheets?

There's a knock on the door. A Senior Associate pops his head in. "I'm heading to court, I was wondering if one of the clerks wanted to come with me." You volunteer. You step into the Supreme Court. The Senior Associate wins his argument. You are asked to draft the reporting letter to the client. You hope you took good enough notes.

Back at the office things are frantic. "Can you photocopy this?" Yes. "Can you call this client and arrange a meeting?" No problem. "Can you review this contract?" Love to.

"Can you research the recent case law on liquidator's rights to disclaim commercial leases and get a memo of advice to me by 9am tomorrow?" Sure... but what is a liquidator?

Client meetings. Settlement conferences. Put it in your timesheet! How many units did I spend talking to that solicitor about testamentary capacity? Suddenly, the day is over before you know it. Time for a big dinner, and a well earned sleep. You are going to need it for tomorrow.

*A year down the track.* You are to be admitted in a few months. You have your own files. Your own clients. Work is busy, challenging and fun. You do your own court mentions now and don't have your Partner editing your letters with quite so much red pen anymore. It's been a steep learning curve since your first day and you almost don't recognise the person you were when you started out anymore.

It's Monday morning. You wake up ten minutes late, forget to shine your shoes and have two coffees, and you run out the door catch the very last bus. Bing! Stepping out of the elevator you spy three pairs of brand new shiny shoes. "You must be the new Summer Clerks. Welcome to Champion Legal! You are going to have an amazing time with us. I certainly have."

# CLIFFORD CHANCE



**ADDRESS** / Level, 16, 1 O'Connell Street, Sydney NSW 2000



**CONTACT** / Debbie McKell  
E: debbie.mckell@cliffordchance.com & P: (02) 8922 8000



**OFFICE LOCATIONS** / Clifford Chance has offices 36 offices in 26 countries around the world; in Australia, Clifford Chance has offices in Sydney and Perth



**AREAS** / Corporate/M&A, Litigation and Dispute Resolution, Finance and Capital Markets, Projects, Energy and Resources, Real Estate, Competition and Funds

## 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 36 offices around the globe.

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

To be confident, communicate well, and to be yourself. It is important to distinguish yourself from others; we're looking for people to join our team so it's important that we get an understanding of your skills, personality and ambitions; there is no cookie-cutter answer to our questions.

Practically, make sure that you have done some research on the firm's activities at a local level and know about the practice profile of the Australian offices of Clifford Chance, as well as Clifford Chance globally. Remember our clients are businesses, banks, governments and regulators - you need to demonstrate that you are aware of what is happening in their world, perhaps even more so than the legal profession.

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

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, and all permanent business services employees are entitled to a minimum of 10 hours per year of paid leave to participate in volunteer work supported by the firm.

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

We're a social office - large enough for events and yet small enough to keep people involved. As well as social events, each year we put together teams for triathlons, City to Surf, cycling, touch football, netball and running events. There is always room for more and new ideas!

## ABOUT CLERKSHIPS

### How do students apply for clerkships to this firm in 2015?

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 on Wednesday, 17 June 2015 in Sydney.

### What is the anticipated clerkship intake this year? 4-6 Summer Clerks in Sydney.

### How many clerks did the firm take last year? 6 Summer Clerks.

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

We are looking for intelligent, confident

people, who communicate well and have their own ideas and opinions. We like to see that have done some research on the firm and they have something that distinguishes themselves from others applying for a clerkship. We like enthusiastic people who are open to learning and willing to help, whatever the task at hand.

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

During the 9 weeks and 2 days scheme in Sydney, you will have the opportunity to sit in three to four 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 a clerkship at any time during your degree, but ideally we are interested in applications from students in their penultimate year of study.

### Does this firm aim to offer graduate positions to all clerks? Yes.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly? At present, no.

### What does the firm offer its graduates?

Our training programme is designed to give graduates the opportunities to acquire excellent business and professional skills through education, development and continuous experience. The two-years of training is structured around four six-month placements, known as 'seats', in different practice areas. You will also have the opportunity to spend a seat in one of our overseas offices in

the Asia Pacific region.

**Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?** The firm assists graduates in completing their PLT by allowing graduates to attend College of Law during the first 6 or so months of their training programme as well as offering study leave days, time off to sit exams and pay the College of Law course tuition.

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

Clifford Chance offers their graduates two years of training which is structured around four six month placements in different practice areas. Each practice area brings you into contact with new clients and colleagues, as well as different areas of law.

After two years of training, Associates will then have an idea as to which practice areas that they would like to progress with their legal career and will take it from there.

# DAVIS POLK & WARDWELL



**ADDRESS** / 18/F, The Hong Kong Club Building, 3A Chater Road, Central, Hong Kong



**CONTACT** / Terese Au-Yeung  
E: [terese.auyeung@davispolk.com](mailto:terese.auyeung@davispolk.com) & P: +852 2533-3340



**OFFICE LOCATIONS** / New York, Washington, Menlo Park, Beijing, Hong Kong, Tokyo, London, Paris, Madrid, Sao Paulo



**AREAS** / For our Hong Kong office: Equity Capital Market, Debt Capital Market, Mergers & Acquisition, Private Equity, Enforcement & Litigation

## ABOUT THE FIRM

**What is unique about this firm?** We work with the leading companies in the world, frequently on matters and cases that are unprecedented in size, scope and complexity. Our practices – all of them – rank among the highest in the profession worldwide.

**What significant work has the firm done recently?** Last year, we advised Greenland on its US\$1 billion bonds offering. It was the first bond deal using the cross-border guarantee structure after the PRC cross-border guarantee regulations became effective. We also completed the strategic partnership of Tencent with JD.com, which won two “Deal of the Year” awards by leading legal publications, including Asian Counsel 2014 and China Business Law Journal 2014.

**How does the firm encourage employees to learn and develop?** Working at Davis Polk means that you have the opportunity to work on the largest and most important transactions in China and Hong Kong; to work with and learn from a number of the most highly-regarded lawyers in the market. A smaller, more entrepreneurial environment also means that our lawyers have direct involvement in matters that are reshaping the global economy.

**Does the firm engage in pro bono, volunteer or other community activities?** Davis Polk has been working with the Hong Kong Refugee Advice Centre (relaunched as the Hong Kong Justice Centre) for a

few years, providing pro bono legal aid to refugees seeking protection at the UN High Commissioner for Refugees in Hong Kong. We have worked on several matters with HKRAC, from research and memo-writing to full Refugee Status Determination representations.

**Outside of work, what does the firm offer its employees?** We arrange social activities such as firm lunches, BBQs, retreats and monthly drinks so that associates can get together outside of work. Recognising that it is important to keep our associates fit and healthy, the firm sponsors sporting activities such as dragon-boating, soccer and basketball and subsidises gym memberships.

## ABOUT INTERNATIONAL OPPORTUNITIES

**Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?** Our Hong Kong office.

**What international opportunities does the firm offer?** All of our trainees will be sent on secondment to our New York office for 6 months so that they can experience first-hand what it is like to work in a Wall Street Law Firm. The firm will also sponsor trainees to take the New York Bar and provide study leave and pay for the Bar preparation courses to prepare for the exam while they

are in New York. Associates are sent to New York during their junior, mid and senior years to participate in firm-wide training program, which lasts for 3-5 days.

**Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?** No, as we already pay a salary which is higher than market to our interns.

**Are there opportunities available for lawyers to relocate to another international office in your firm?** Yes, depending on

the needs of the firm and the needs of the individual lawyers.

**What are some of the practical issues Australian clerks or graduates may face in a foreign jurisdiction?**

They will need to familiarise themselves with the Laws of Hong Kong but this should not be too difficult as they have had training in a common law jurisdiction. The fact that quite a lot of our transactions involve cross border work and will therefore require a high level of Chinese language proficiency may come as a surprise to some.

## ABOUT CLERKSHIPS & GRADUATE POSITIONS

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

Students interested in our vacation scheme should apply online with a covering letter, CV and transcripts. Please visit [davispolk.com/careers/hong-kong](http://davispolk.com/careers/hong-kong) (see vacation scheme).

**What is the anticipated clerkship intake this year?** Up to 10.

**How many clerks did the firm take last year?** 8.

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

We are interested in students who are hard-working and driven. They should have with

strong academics, Chinese language abilities and cultural sensitivity.

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

Vacation clerks will have the opportunity to work on international and cross border transactions for a variety of firm clients by being staffed on live deals. They will also attend training programs designed to teach skills required to be-come an effective solicitor as well as information sessions focused on the work of our Asia practice.

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

Yes, we offer clerkships to students in their final year.

**Does the firm take graduates directly?**

Yes, but we prefer to select our trainee applicants from our pool of students who have experience working with us as a vacation clerk.

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

Same as clerks.

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

No, but we offer full sponsorship for conversion and PCLL courses, as well as a generous stipend during the year of PCLL.

# HARMERS WORKPLACE LAWYERS



**ADDRESS** / 27/31 Market Street, Sydney NSW 2000



**CONTACT** / Renée Gase, Human Resources Manager  
**E:** renee.gase@harmers.com.au & **P:** 02 9267 4322



**OFFICE LOCATIONS** / Sydney, Melbourne, Brisbane



**AREAS** / Employment and Industrial Law

## ABOUT THE FIRM

### What is unique about this firm?

Harmers Workplace Lawyers is one of Australia's largest employment and industrial law practices with offices in Sydney, Melbourne and Brisbane.

Our continuing success and growth is founded on:

- the high calibre of our specialised solicitors and staff;
- our unique culture of teamwork, shared responsibility and equal rewards for business performance; and
- our ability to understand the business objectives of our clients. Harmers is unique in its emphasis on the proactive approach to workplace issues, with a focus on prevention rather than reaction, and aims to practice holistic lawyering by looking beyond the immediate legal problem to potential PR issues or employee moral issues etc. Our diverse client base includes many of Australia's most prominent companies (both listed and private), employer associations, media personalities and senior executives. Our culture has at its heart principles of openness and consultation. Unlike many organisations, our primary decision-making body is the "Full Firm", which meets monthly, and for which all members of staff actively participate. The decision-making process of the Full Firm is enhanced by our commitment to openness and consultation. Harmers' work-life balance initiatives aim to allow staff members to balance high level professional careers with social, emotional, family, intellectual, physical and spiritual pursuits.

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

At Harmers Workplace Lawyers we have enjoyed rapid growth through our ability to provide quality, effective, practical and timely legal services. Our many recent accolades include:

- 2012 - 2014 Legal Media Group Euro money Australasian Women in Business Law Awards - awarded the Best Firm for Work-Life Balance in 2014; and Best Firm in Sydney for Women in Business Law 2012 & 2013;
- 2014 Corporate INTL Magazine Global Award - awarded Employment Litigation Law Firm of the Year in Australia; and previously, the Clients' Choice winner for Employment Law Firm of the Year in Australia;
- 2014 ACQ Global Awards - awarded Employment Law Firm of the Year - Australia; and previously, Industrial Law Firm of the Year - Australia;
- 2006 - 2013 ALB Australasian Law Awards - awarded Employment Specialist Law Firm of the Year for seven years (2006 to 2011, and 2013); 2011 Global Law Experts Practice Area Awards: winner of the 2011 Australian - Labour & Employment Law Firm of the Year Award;

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

At Harmers we not only look for employees who have excellent academic results, but also people who have strong personal interests in their community, and leisurely pursuits. Our firms' focus is to promote an

emphasis on informed fair treatment of all affected by employment law; for that reason we want candidates who have a passion for human rights and equal opportunity.

How does the firm encourage employees to learn and develop?

Rather than having to choose specific areas of workplace law, clerks have the opportunity to work in all areas in which we provide services, including industrial and employment law, human rights and equal opportunity. The tasks that clerks undertake traverse many areas of the law including corporate, contract, immigration, tort, constitutional and trade practices law.

The experience at Harmers will combine thorough training and induction, in-depth legal knowledge, experience of working on real cases, and practical know-how about day to day legal practice. Harmers is a non-hierarchical firm and clerks have the opportunity to work closely with partners and senior lawyers. Along with this we have an open door policy where all employees are willing to answer or discuss any questions clerks may have no matter what their experience level is.

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

Yes, at Harmers we strongly believe that the legal profession has a moral and social responsibility to provide what assistance we can to those who are otherwise unable to access legal representation. At Harmers we utilise our legal expertise and resources to redress many cases of injustice and abuse in the workplace, which may be under-served by a union or other legal representatives.

## ABOUT CLERKSHIPS AND GRADUATE POSITIONS

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

Applications for our 2015/2016 summer clerkship program will open on Wednesday 17th June 2015. If you are interested in applying for a Summer Clerkship please complete our online application form and submit it together with a covering letter, a copy of your CV, academic transcript and

ATAR results to [recruitment@harmers.com.au](mailto:recruitment@harmers.com.au). Please note that our summer clerkship program is open to penultimate year law students.

### Does the firm take graduates directly?

Some but not all of our summer clerks usually stay on with us as paralegals on a casual basis during their final year of

study. If they are performing well there are opportunities to commence with us as Graduates on a full-time basis. We do not currently run a separate Graduate Program but subject to work levels we may at any time recruit graduates or casual paralegal staff.

# HWL EBSWORTH LAWYERS



**ADDRESS** / Level 14, Australia Square,  
264-278 George St, Sydney NSW 2000



**CONTACT** / Renee Lawton, HR Coordinator  
**E:** rlawton@hwle.com.au & **P:** 02 9334 8873  
Emma Quinlivan, HR Assistant  
**E:** equinlivan@hwle.com.au & **P:** 02 9334 8578



**OFFICE LOCATIONS** / Adelaide, Alice Springs, Brisbane, Canberra, Darwin, Melbourne, Norwest, Perth, Sydney



**AREAS** / Banking & Financial Services, Building & Construction, Commercial, Insurance Litigation, Planning, Environment & Government, Property, Transport, Workplace Relations & Safety

## ABOUT THE FIRM

### What is unique about this firm?

HWL Ebsworth Lawyers is a national commercial law firm offering clients market leading legal services through core Practice Groups. Our focus is providing our clients with access to our greatest resources – our people. We have built industry groups that provide a combination of sound industry insight and technical expertise to deliver commercially astute business solutions based on our clients' needs. We have a thorough understanding of our clients' industries and their business goals which enable us to deliver legal results that enhance their commercial performance.

The firm continues to go from strength to strength, recently being ranked as the second largest legal partnership in Australia by partner numbers by the Australian Financial Review (13 December 2014).

At HWL Ebsworth, our edge is not only expertise, experience and ability to achieve

the commercial objectives of our clients, but also our ability to offer a better value proposition which will 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.

## ABOUT CLERKSHIPS

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

To apply for a Sydney Clerkship Position please visit our website [hwlebsworth.com.au](http://hwlebsworth.com.au) under 'Join Us'. The Clerkship Program is open to Law Students in their penultimate year.

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

HWL Ebsworth is committed to providing our law clerks with the opportunity to gain a genuine insight into our Practice Groups and culture. The program is tailored to present you with hands-on experiences and training to develop your legal skills and knowledge whilst providing feedback, support and

the chance to network with a range of practitioners throughout the firm. You will be paired with a Supervising Partner and a Mentor who will guide, support and develop you throughout your placement as you are exposed to a broad range of work within your designated Practice Group.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Yes. To apply for the Sydney Graduate Program please visit our website [hwlebsworth.com.au](http://hwlebsworth.com.au) under 'Join Us'. 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.

# MAURICE BLACKBURN LAWYERS



**ADDRESS** / Level 32, 201 Elizabeth Street, Sydney NSW 2000



**CONTACT** / Hannah Craig, HR Administrator  
E: hcraig@mauriceblackburn.com.au & P: 02 9261 1488



**OFFICE LOCATIONS** / Maurice Blackburn has over 25 offices around Australia; our NSW offices are located in Sydney CBD and Parramatta



**AREAS** / Class Actions, Medical Law, Superannuation & Insurance Claims, Financial Advice Disputes, Employment Law, Motor Vehicle Compensation, Workplace Compensation, Negligence Claims

## ABOUT THE FIRM

### What is unique about this firm?

Maurice Blackburn has become Australia's leading social justice law firm through its unwavering belief that the law should serve everyone, not just those who can afford it. We are the law firm for everyday Australians, not the big corporations and vested interests. We fight with unshakeable tenacity and treat our clients with sincerity and respect. We've taken on big business, exposed conditions at detention centres and fought for the rights of employees, refugees and consumers. We believe that all Australians should have access to the law, and we make sure they do. We make a difference because the world isn't always a fair place, and our clients deserve to have someone stand up for their rights. We fight with tenacity for what is fair.

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

Our current cases include fighting on behalf of around 160,000 people who were charged unfair fees by the big banks and a breast cancer test case to fight the patenting of human genes.

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

Maurice Blackburn offers more than just a job and we believe in a culture of helping employees maintain positive work/life balance.

We offer extensive staff benefits including:

- Health and wellbeing initiatives such as gym memberships or financial reimbursement towards health & wellbeing initiatives, flu vaccinations, Employee Assistance Programs (EAP) and weekly fruit deliveries;
- Paid parental leave;
- Swap pay for additional leave;
- Social activities, including monthly

Friday-night drinks;

- Salary Continuance (Income Protection) and Life Cover (Death/Total Disablement) insurance plans for all staff,
- Opportunity for women to participate in our Women's Law Section; Initiatives include mentoring programs for female secondary students and supporting women's rights and refugee organisations; and
- Study assistance, flexible working arrangements, genuine learning and development and career progression programs.

*We are the law firm for everyday Australians, not the big corporations and vested interests.*

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Yes.

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

Applications for the NSW Graduate Lawyer Program will open in August 2015. Applicants will need to incorporate a cover letter, resume and academic transcript, along with standard questions to be answered as part of the application form. All candidates must apply via the Maurice Blackburn careers website which can be found at [maurice-blackburn.com.au](http://maurice-blackburn.com.au).

### What does the firm offer its graduates?

Our graduates acquire well-rounded legal experience early in their career by working across various areas of practice, along with opportunities to participate in social justice

cases, sustainability issues, the women's law section and our cultural diversity working group.

Graduates will work closely with senior lawyers and partners, and other internal and external experts, and be able to build lasting relationships through legal networking events. Graduate Lawyers will be encouraged to shadow experienced lawyers, attend court and client meetings, and even brief counsel.

Above all, graduates will be able to experience first-hand, life as a legal professional at one of Australia's most trustworthy, successful and respected law firms.

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

Yes. The firm offers to co-contribute 50% of PLT costs to Graduates who start their PLT after commencing the Graduate Lawyer Program.

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

Graduates who are successful in attaining full-time employment at the conclusion of the graduate program are provided with the opportunity to commence their legal career as a lawyer within one of our specialist practice areas in a supportive environment with ongoing professional development and career progression opportunities.

# NYMAN GIBSON MIRALIS



**ADDRESS /** *Darlinghurst office:* Level 3/17 Brisbane Street Darlinghurst NSW 2010  
*Parramatta Office:* Suite 8, Level 2, 154 Marsden Street Parramatta NSW 2150



**CONTACT /** Katy O'Dell (Practice Manager)  
**E:** katyo@notguilty.com.au & **P:** 02 9264 8884



**OFFICE LOCATIONS /** Darlinghurst and Parramatta



**AREAS /** Criminal Law

## ABOUT THE FIRM

### What is unique about this firm?

Nyman Gibson Miralis is NSW largest criminal defence law firm – with 2 accredited criminal specialists as part of the team – we are also the NSW member of the Australia Defence Lawyers Alliance.

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

Provide a cover letter that tells us about you; outline any experience you have had in crim-

inal law or why you are passionate about gaining experience in the field of criminal defence work.

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

Encourage enrolment in and completion of courses such as “The Australian Advocacy Institute Advocacy Skills Workshop”, facilitate solicitor attendance at seminars, ongoing in-house training, close mentoring

from more senior solicitors within the firm, provide an open forum for discussion groups about developments in criminal law.

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

Yes, most of our solicitors conduct some pro bono matters. In addition, to that most of our solicitors are members of the NSW Young Lawyers Criminal Law Committee and the NSW Criminal Law Committee.

## ABOUT CLERKSHIPS

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

Send through an email to the Practice Manager with an expression of interest. If there is an opening, students will be contacted to provide their CV and other relevant information. Successful applicants will then be invited in for an interview.

### What is the anticipated clerkship intake this year? 4-6

### How many clerks did the firm take last year? 8

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

Someone who is passionate about employment as a criminal defence lawyer; someone

who is determined, enthusiastic, reliable and proactive.

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

Analysis of cases, research, working closely with allocated solicitor, attendance at court.

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

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly? Yes.

### If so, what is the method of application for graduates? See above answer for clerkships.

### What does the firm offer its graduates? An opportunity to work with NSW's leading

criminal law firm and close mentoring by senior solicitors.

### Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how? Yes, by providing experience relevant to the area of criminal law which is an

elective subject for the College of Law, and completion of the placement component of PLT.

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

There are opportunities to become a senior solicitor, an associate and partner.

## PERSONAL PROFILE

### TORI O'SULLIVAN

2014-2015 CLERK

During my time at Nyman Gibson Miralis I had the privilege of working on a number of high profile and televised criminal matters. I was also afforded the opportunity to learn from some of Sydney's best criminal lawyers.

Unlike many subjects in University my passion for the law was reignited as this placement enabled me to experience a hands on approach to legal practice. As a clerk at NGM you are able to attend court and interact with clients regularly. Often you may visit barrister's chambers and you

become familiar with many influential people of the profession. Similarly, because NGM is a smaller firm there is great level of interaction with the Partners and solicitors, whom I found to be more than accommodating and willing to assist.

My role at NGM included legal research, drafting court documents, liaising with clients and working closely with solicitors who have well equipped me with the skills necessary for employment within the profession.

This placement also familiarised me with the criminal law, becoming aware of court procedures, advocacy, the pertinence of

specific acts and more general skills such as interviewing and filing legal documents.

I believe NGM's approach to legal placements enabled me to genuinely develop my practical knowledge and become more confident in my abilities. Fortunately it was unlike some of the experiences of my peers in other firms.

NGM is a close-knit firm of professionals with an outstanding legal reputation. During your placement I can assure you you will feel like a valuable member of the firm and your skills will be persistently tested and developed.

# PIPER ALDERMAN



**ADDRESS** / Level 23, Governor Macquarie Tower  
1 Farrer Place, Sydney NSW 2000



**CONTACT** / Jade Olsson, Human Resources Manager  
**E:** [sydoportunities@piperalderman.com.au](mailto:sydoportunities@piperalderman.com.au) & **P:** 02 9253 9995



**OFFICE LOCATIONS** / Sydney, Melbourne, Brisbane,  
Adelaide



**AREAS** / Piper Alderman is a full service firm. Our main practice areas include Commercial Litigation, Infrastructure & Projects, Real Estate, Corporate, Employment Relations and Intellectual Property and Technology

## ABOUT THE FIRM

### What is unique about this firm?

- We offer a two-year Law Clerk program
- We offer hands-on Law Clerk experience across interesting and challenging matters
- We encourage an egalitarian and social working culture – our people enjoy coming to work
- Our Partners and Senior Lawyers are approachable and invested in the development of their team members

Piper Alderman is a full service, commercial law firm with offices in Sydney, Melbourne, Brisbane and Adelaide. With 160 years' experience and more than 300 staff we have achieved impressive growth and success by listening to our clients, responding to their needs and creating practical legal solutions.

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

Piper Alderman's recent significant experience includes advising Peloris Global Sourcing on the logistic and supply agree-

ments involved in the landmark first export of fresh Australian milk to China, acting for two stevedores who are applying for the first Anti-Bullying order against a Union since this came under the jurisdiction of the Fair Work Commission and defending ongoing patent litigation in the Federal Court in one of the few cases that have considered the validity and infringement of innovation patents in Australia.

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

Initially, candidates should take note that our clerkships are unique in that they are not a summer position. Our clerkships run over a two year period to coincide with the last two years of study at university. Our clerks work on a casual basis two days per week. This is not the role for those candidates seeking a temporary holiday clerkship. We want to see our clerks grow their legal aptitude as they work hands-on with the team's matters.

Candidates should gain as much information as possible about Piper Alderman and who we are by visiting our website and Facebook page.

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

Our two year program includes a training and development plan designed to progress the learning of our Law Clerks for their future role as graduates. This involves both technical and soft skills courses as well as on the job training.

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

We are committed to giving back to our community by being involved in a range of charity events and undertaking pro bono work.

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

Our staff enjoy a friendly and supportive environment, an active social club as well as a comprehensive employee benefits and health and wellbeing program.

## ABOUT CLERKSHIPS

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

All applications for our Law Clerk program should be submitted via our careers page at [piperalderman.com.au/careers](http://piperalderman.com.au/careers) or via CVMail at [cvm@piperalderman.com.au](mailto:cvm@piperalderman.com.au).

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

We look for candidates who can show they are diligent in their studies, can manage

competing priorities and have a strong desire to work as a commercial lawyer. In addition to this, we seek those who will be a good cultural fit with our firm showing they have a strong work ethic coupled with a collegial and gregarious nature.

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

We offer hands-on experience working directly on legal matters. Our clerks don't

work as additional administration assistants, rather they support the team's lawyers with legal research and drafting.

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

As we run a two year program, candidates must have two years (or close to) remaining until they complete their studies.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

We hire our graduates from our Law Clerk intake. However where we do not have enough existing clerks to fill all graduate

roles we will recruit graduates directly from the external market.

# SIMMONS & SIMMONS



**ADDRESS** / 13th Floor, One Pacific Place, 88  
Queensway, Hong Kong



**CONTACT** / Helen Lo  
**E:** Helen.Lo@simmons-simmons.com, or **E:** graduate.recruitmentasia@simmons-simmons.com



**OFFICE LOCATIONS** / We have offices in 24 locations across Asia, Europe and the Middle East. We have 5 offices in Asia including Hong Kong, Beijing, Shanghai, Singapore and Tokyo.



**AREAS** / Employment, Financial Markets, Dispute Resolution, Corporate & Commercial

## ABOUT THE FIRM

### What is unique about this firm?

Established in 1979 in Hong Kong, we are one of the leading international full service law firms in Asia. With one of the largest practices among the international firms, we provide a full range of legal services to multinational companies, international investment banks, government agencies and local companies.

### INNOVATION

We have done all that we can to break free from the traditional legal business model to provide clients with a service that's relevant, progressive and effective. This has involved digging deep to find out what our clients really want from us, and how to provide that in the most effective way possible.

We set up elexica, a dedicated legal resource website for clients and contacts more than ten years ago. It provides a rich stream of legal information and services – anytime they are needed. Elexica has grown into an impressive library of practical guides, checklists, case reports, legal analysis, training modules, podcasts and email alerts.

In addition, we have our award-winning Simmons & Simmons navigator products. Developed by our Financial Services team, they provide standardised information

on our four areas of financial services regulation (fund marketing, derivatives, securities marketing, share disclosure and short selling) across nearly 100 jurisdictions, at a fraction of the cost of traditional legal advice. Already a huge success, we are planning to extend the scope of our online services to other areas of financial services and beyond.

### A RICH AND SUPPORTIVE CULTURE

Everyone's voice needs to be heard as open dialogue is a springboard for new ideas and continuous improvement. To give everyone a platform, and to help shape our culture, we have Graduate Recruitment & Development Partners to provide support, guidance and feedback on trainee specific issues. In addition they act as a channel to feed ideas into the management of the firm.

We also recognise that different perspectives make us stronger. That's why we recruit from a broad range of backgrounds and cultures. In addition to our own recruitment diversity initiatives, we work with a variety of organisations – from SEO and Stonewall to the Business Disability Forum and Working Families – to tap into the widest possible range of talent pools.

There are plenty of opportunities to get to know fellow colleagues better through infor-

mal networks, activities and social events. The Hong Kong office has a very active Social Committee, arranging regular events. These include our annual Spring Dinner, Dragon Boating, office drinks, the Women's Network and competition nights. As well as a host of social groups, firm wide events and charity initiatives, we also have informal sports teams such as five-a-side football.

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

We carry out a broad range of pro bono legal work for people who otherwise would not be able to afford representation – private individuals, as well as non-profit and charitable organisations. All our lawyers are encouraged to chip in when they can and some of them take on secondments at charitable organisations, providing them with valuable legal guidance, and helping them get things done.

We've launched several successful charitable initiatives in Hong Kong, Shanghai, the Middle East and the Netherlands – where we are the legal partner for the Dutch UNICEF organisation. In Hong Kong, the Community Team runs regularly events including jeans day, charity lunch, bake sale and volunteering events to raise fund for the selected charity.

## ABOUT CLERKSHIPS

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

Students should submit an application through our graduate website ([gratuates.simmons-simmons.com/zh-HK/Hong-Kong-Graduate](http://gratuates.simmons-simmons.com/zh-HK/Hong-Kong-Graduate)).

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

We have 20 vacation scheme places across our two different schemes (12 in summer and 8 in winter).

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

Students will work alongside a partner or associate, who will supervise, direct and encourage them. They will be included in every aspect of working life, from group events to firm wide training. Students will

undertake research, drafting, minute taking and arranging meetings – they will also work directly with our clients.

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

We will also consider final year students if there is any vacancies.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

We only recruit trainee solicitors from our vacation schemes.

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

We will reimburse the cost of your PCLL conversion courses (where necessary) as

well as your PCLL fees and provide a stipend of HK\$50,000 to help you during the PCLL year.

# SULLIVAN & CROMWELL



**ADDRESS** / The Chifley Tower, 2 Chifley Square, Sydney NSW 2000



**CONTACT** / Kaye Ryan, Administrative Director Australian Offices  
**E:** ryank@sullcrom.com & **P:** 03 9635 1500



**OFFICE LOCATIONS** / Beijing, Frankfurt, Hong Kong, London, Los Angeles Melbourne, New York, Palo Alto, Paris, Sydney, Tokyo, Washington D.C.



**AREAS** / Corporate Finance, Capital Markets, M&A, Credit And Leveraged Finance, Project Finance, Banking

## ABOUT THE FIRM

### What is unique about this firm?

Sullivan & Cromwell is a leading international law firm with offices in the most significant financial and commercial centers around the world and a leader in each of our core practice areas. Our offices in Sydney and Melbourne practice exclusively US law, and we are recognized as the preeminent US legal practice in Australia and New Zealand.

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

We represent leading Australian enterprises on their capital raisings, acquisitions and dispositions. Representative transactions include:

- ANZ in a series of notes offerings as well as the establishment of a US\$20 billion covered bond program – the first Australian bank to issue covered bonds
- CBA in its US\$5 billion offering under its covered bond and Section 3(a)(2) programs

- Goldman Sachs as financial adviser to MMG in connection with the US\$5.85 billion acquisition of the Las Bambas copper project by an MMG-led consortium
- Mighty River Power and New Zealand in its US\$1.4 billion IPO
- PNG LNG Project in its US\$18 billion financing – largest ever project financing in the world at the time
- State of Queensland Government and QR National in the A\$4.3 billion IPO of QR National and Australian listing – Australia's largest IPO in 14 years and second largest in the country's history
- Telstra in its US\$144 million IPO and NYSE listing of China-based SouFun Holdings and in an SEC-registered follow-on offering of US\$410 million shares of China-based Autohome – these transactions showcase the uniquely integrated resources of S&C across the Asia-Pacific region and across securities and M&A practice areas.

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

An excellent academic record. Most important, however, are your values. You should possess genuine intellectual curiosity, integrity, strong interpersonal skills, commercial awareness and an ambition to succeed.

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

Prepare for a probing interview highlighting your potential.

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

S&C considers pro bono work to be an important commitment, as well as a tool by which clerks and lawyers can supplement and bolster their skills.

## ABOUT INTERNATIONAL OPPORTUNITIES

### Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Sydney and Melbourne in Australia.

### What international opportunities does the firm offer?

We serve our clients around the world through a network of 12 offices, located in leading financial centres in Asia, Australia, Europe and the United States.

### Does the firm offer any opportunities specifically for Australian students?

We have positions available for law students as legal assistants/law clerks.

## ABOUT CLERKSHIPS AND GRADUATE POSITIONS

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

Please submit a cover letter, resume and academic transcript to Kaye Ryan, Administrative Director Australian Offices, at ryank@sullcrom.com.

### What is the anticipated clerkship intake this year? 2 to 4.

### How many clerks did the firm take last year? 6 (all initially on a part-time basis).

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

Exceptional legal research skills, strong verbal and written communication skills, excellent organizational skills (detail oriented), and an ability to work in a small team under pressure with a high degree of initiative and self-motivation.

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

Our team of legal assistants/law clerks provide support to the legal staff in their professional work. The position demands strong analytical and exceptional research

skills, with training is provided to assist with the US-specific aspects of the role. This is a unique opportunity, at one of the most prestigious law firms in the world, to gain legal experience and an international perspective on your legal career.

### Does the firm take graduates directly?

Yes – see [careers.sullcrom.com/apply](https://careers.sullcrom.com/apply).

# TRESSCOX LAWYERS



**ADDRESS** / Level 16, MLC Centre  
19 Martin Place, Sydney NSW 2000



**CONTACT** / Julia Bucci, HR Adviser  
**E:** julia\_bucci@tresscox.com.au & **P:** 02 9228 9253



**OFFICE LOCATIONS** / Sydney, Melbourne,  
Brisbane and Canberra



**AREAS** / Our key sectors include Corporate & Commercial, Litigation and Health. Our expertise is unrivalled in a variety of sectors such as: Media, Entertainment, Property, Insurance, and Estates and Trusts.

## ABOUT THE FIRM

### What is unique about this Firm?

At TressCox, we are instrumental to our clients' success by offering cost-effective, definitive legal advice – delivered by the most dynamic people. But what makes a good lawyer? ... We believe it is so much more than legal knowledge and expertise. It is about being creative and diligent, while enjoying the challenges and opportunities of a competitive environment, and working as part of a team.

We recognise that our most valued resource is our people and the contribution they make. Our teams are as diverse as our areas of practice and it is their achievements, expertise and ideals that shape our culture and our future. We therefore seek innovative, dynamic members who can add value to and continuously improve these teams.

Our culture is simple. We have a positive, fun environment that aims to satisfy the individual's career aspirations. We encourage our people to become an integral part

of the team, while striving for personal and professional development. We offer a diverse range of practical training and technical resources to assist with career pathing, growth and development. We also understand that people need balance, so we stress the importance of workplace flexibility and lifestyle.

We seek and offer collaborative partnerships with our people.

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

TressCox is interested in high calibre, self-motivated, enthusiastic team players. We are looking for high performers and future leaders who will contribute to the growth of our firm.

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

The firm's commitment to undertaking pro bono work is reflected in its appointment of

a dedicated Pro Bono Team. The Pro Bono Team brings together the long term assistance to significant community organisations that have historically marked the social conscience of the firm.

The Pro Bono Team is committed to delivering legal services to disadvantaged and marginalized members of our society in a cohesive and targeted manner.

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

The firm recognizes that its primary resources is the knowledge, skills and ability of its team members and therefore a culture committed to continuous professional development and training is in place. This is achieved through the implementation and development of internal training programmes, provision of study leave and financial assistance, together with external training opportunities.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Yes.

### What is the method of application for graduates?

Graduate candidates should apply with their covering letter, resume and academic transcript via cvMail ([cvmail.com.au](http://cvmail.com.au)).

Applications for the firm's 2016 Graduate Program in Sydney open on 1 October 2015 and close on 30 October 2015.

### What does the firm offer its graduates?

Our Graduate Programme gives young lawyers a head start in launching their legal career. Graduates work closely with the

firm's senior lawyers and have direct access to their supervising partner and in addition to their legal work; they are invited to attend a range of in-house presentations aimed at developing both legal and non-legal skills.

Our firm is committed to assisting graduates in the development of sound legal expertise and as part of this; they are given responsibility for their work and are involved in developing and maintaining the firm's relationships with clients.

Most of all, the firm aids graduates to grow their confidence by promoting individual ownership and responsibility for matter management.

*“ We recognise that our most valued resource is our people and the contribution they make. ”*

# WATSONS SOLICITORS



**ADDRESS** / Level 4, 130 Elizabeth Street, Sydney NSW 2000



**CONTACT** / **E:** cwatson@watsons.com.au & **P:** 02 9283 0333



**OFFICE LOCATIONS** / Sydney



**AREAS** / Specialises in Criminal Law

## ABOUT THE FIRM

Watsons is a leading criminal law firm based in Sydney, Australia.

In July 1976, the firm Watsons was established in Frederick Jordan Chambers, then at 233 Macquarie Street, adjacent to the Supreme and Federal Courts at Queens Square. The practice continued in these chambers until 1990 when the need for expanded premises brought a move to Novar Chambers, a large turn of the century mansion in Darlinghurst.

New partners were admitted and additional staff engaged as the firm developed its two main divisions, commercial and civil litigation, and criminal law. These divisional arrangements led ultimately to the creation of two separate firms, with the criminal law practice continuing under the banner of Watsons.

The sale of Novar Chambers in 1999 caused relocation of the firm's offices to the Connaught Building at 187 Liverpool Street, Sydney. In 2011 the firm moved nearer to the Downing Centre Criminal Court complex, adjacent to Hyde Park.

Watsons continues to be a leading criminal law firm and provides broad-based services in all facets of criminal law and in all jurisdictions. The firm has represented clients in many landmark decisions and has established general principles across the full spectrum of the serious criminal charges. These charges include murder, corporate fraud, kidnapping, sexual assault, major drug importation and distribution, money laundering, and related fields such

as assets confiscation. Watsons can also offer a vigorous defence in the more routine offences, such as assault and drink driving etc.

The principal, Chris Watson, has been accredited as a Criminal Law Specialist since the introduction of the accreditation scheme. He is admitted to practice in most States and Territories of Australia and is one of the founding members of the NSW Criminal Defence Lawyers Association.

### What is unique about this firm?

Watsons is a small boutique law firm that thrives on a work/life balance. Watsons offer graduates the opportunity to work alongside some of the best criminal lawyers.

### OUR MISSION

"To provide our clients with clear, reliable and timely advice as to options, risk and outcomes. A commitment of service with integrity and efficiency, so as to create a relationship of trust, confidence and satisfaction and to ensure the best possible result for our client"

What you can expect Watsons will provide:

- Prompt consultation process - From your very first contact with us you will be consulted promptly and diligently. We provide concise advice in plain English explaining your options, as well as the risks and probable outcomes. At all times we provide you with clear recommendations.
- Legal updates - We keep you completely apprised with all new developments as your case progresses.

- Detailed quotes - From the outset we fully outline all anticipated costs and fees associated with your defence. Our costing is competitive and we provide you with clear computerised accounting that is available to you at all times.
- Full communication - We are dedicated to fostering timely communication with you and we are committed to being available to you when you need to talk to us.
- Exclusive criminal law specialists - We practice exclusively in the field of Criminal Law where we have four decades of experience. We are recognised for our expertise and we fully understand your issues and concerns. We have a reputation for integrity, efficiency, and service. We aim to surpass all your expectations.
- Client relationship - We treat clients with respect and courtesy. We aim to create a relationship of trust and satisfaction.
- Location - We are conveniently located in the centre of the city near the Federal Police Headquarters, the NSW Police Centre, the Supreme, District and Local Courts, State and Federal Prosecutors and other investigating bodies. We can be there when you need us.

## ABOUT GRADUATE POSITIONS

If a position is available the firm will take graduates.

If you are a graduate looking for a position please contact the principal of the Firm,

Mr Chris Watson, on the contact details provided.

# Corporate Advisory

*Are you looking to explore alternate career opportunities beyond a traditional career pathway in law? Are you seeking to align your academic talents with your interests in financial markets or corporate management? If this interests you, then you may wish to pursue a career in a corporate advisory role. Many of Australia's leading investment bankers recognise the valuable skills acquired throughout a law degree, including the capability to solve complex problems, excellent communication and critical thinking, which make law students desirable assets in the eyes of many prospective employers.*

*Corporate organisations engage in commodities and financial markets, specialise in personal, corporate and investment banking, mergers and acquisitions, and provide advisory services and business solutions. It is clear that there is a wealth of opportunity for those interested in a career in corporate advisory organisations such as management consulting firms, investment banks, independent financial advisors and insolvency firms. 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.*

*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.*

*If you are interested in a career in corporate advisory, it goes without saying that you should check company websites for application details. Graduate Careers Australia (GCA) publishes a range of graduate-related publications informing students about employment opportunities, career development and industry and salary trends. For more information see [graduatecareers.com.au](http://graduatecareers.com.au).*

# A.T. KEARNEY



**ADDRESS** / Level 5, MCA Building, 140 George Street, The Rocks NSW 2000



**CONTACT** / Ly Dang, HR Coordinator  
**E:** ly.dang@atkearney.com & **P:** (02) 9259 1961



**OFFICE LOCATIONS** / Sydney; Melbourne; and 55 other offices across the globe



**AREAS** / 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

## ABOUT THE COMPANY

### What is unique about this company?

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.

### What advice would you offer to someone applying to A.T. Kearney?

In your cover letter and CV, demonstrate your passion for business, your leadership skills/experiences, and your analytical rigour. In your interview, we will ask you to complete a short case interview that allows us to assess your communication, quantitative, and problem-solving skills.

Case interviews are unique, real-world business problems that you will be asked to solve during the interview. Familiarise yourself with case interview methodology and practice with a partner (if possible)

before your interview. We look for structure, logic and creative insights.

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.

Business Analysts are provided with a support network when they join the Firm. The support network includes a Mentor (senior consultant), and buddy (tenured Business Analyst) who are positioned to help you transition into the Firm and provide you support and guidance. Your Mentor will play

a key role in helping with your development needs and enable your success within the Firm.

A.T. Kearney sponsors high-performing consultants for their pursuit of higher education at prestigious schools across the globe

### How does the firm encourage diversity and work/life balance?

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. 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, including the 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.

## ABOUT INTERNSHIPS & GRADUATE POSITIONS

### How do students apply for summer internships this year?

Penultimate year students have the opportunity to participate in our 2015 Case Challenge, from which we will invite outstanding candidates to interview for our summer internships. The Case Challenge 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.

For more information on the 2015 Case Challenge, like our Facebook page to keep in touch with the relevant dates ([facebook.com/ATKProspectANZ](https://www.facebook.com/ATKProspectANZ)).

### What is the anticipated summer internship intake this year?

The summer internship intake will depend on the calibre of students applying.

### Is A.T. Kearney hiring graduate positions?

Applications for our Business Analyst role in 2015 have now closed. Applications will open in February 2016 for our next intake.

# Business Analyst

A.T. Kearney is a global team of forward-thinking, collaborative partners that delivers immediate, meaningful results and a long-term transformational advantage to our clients and colleagues. We are talented problem solvers who work in a collegial way to create and implement elegantly simple, practical, and sustainable solutions. Consequently, we seek people with a combination of analytical skills, academic excellence, and superior interpersonal attributes. For undergraduates and advanced-degree graduates without previous work experience, the A.T. Kearney business analyst program is an outstanding introduction to the discipline of management consulting. Business analysts learn and apply the fundamentals of management consulting as they identify, study, and solve business issues across a wide range of industries.

As a business analyst, you are able to contribute immediately as a full member of the client team, where you are expected to contribute ideas, opinions, and new information. Working with experienced consultants, Business Analysts develop models, perform complex analyses, and work on research assignments at both the office and client sites. Analysts often travel while on assignments, undertaking a broad range of activities while gaining exposure to the business world. They may also participate in marketing activities and preparing proposals for new engagement opportunities.

## **Business Analyst Contributions**

At A.T. Kearney, no two client engagements are identical. Each requires unique insights and offers unique challenges. The following are examples of projects—and outcomes—that our Business Analysts have contributed to:

- Conducted an activity-based analysis of key business processes, which helped identify quick hits that resulted in 15 percent efficiency gains; the team also made final recommendations to management for longer-term improvements
- Performed a competitor benchmarking analysis by identifying savings opportunities of \$15 million (50 percent of total expenditures) for the finance function of a major oil company, positioning it for sustained growth
- Assessed the working capital effectiveness and conducted a competitive analysis for a global manufacturing client
- Organised online reverse auctions for packaging commodities for a global manufacturer
- Developed global market profiles of IT outsourcing, business process outsourcing, and call center offshoring companies
- Led research efforts to outline international strategic implications of entry into new markets for a global consumer electronics firm



## A.T. Kearney at a Glance

### Who We Are

A.T. Kearney is a global team of forward-thinking, collaborative partners that delivers 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. Our work is always intended to provide a clear benefit to the organisations we work with in both the short and long term. We will focus our resources, leverage our global scale, and drive excellence in all we do while enhancing our partner-like culture to ensure we are collaborative, authentic and forward-thinking.

### Our Commitment

To deliver superior, sustainable results for our clients and each other, we will build on our rich legacy and full range of consulting services as we:

**Connect** across all borders and boundaries, driving global innovation and collaboration.

**Lead** in all that we do to ensure our clients lead in all they do.

**Sustain** success by nurturing our people while harmonising limited resources, social responsibility, and profitable growth.

By doing good, we will do well for our clients, ourselves, and our community. We do this with passion for people, ideas and the world in which we live.

### Our People

3,200 employees worldwide, with 2,300 consultants who have broad industry experience and come from leading business schools. We staff client teams with the best people from across A.T. Kearney.

### Our Locations

A.T. Kearney has 58 offices in major business centers in 40 countries.

### Our Industry Specialisation

- Aerospace & Defense
- Automotive
- Pharmaceuticals & Health Care

- Communications & High Tech
- Public Sector & Government
- Transportation
- Consumer Products & Retail
- Utilities
- Energy & Process
- Financial Institutions
- Private Equity

### Our Service Practices

- Organisation & Transformation
- Procurement & Analytic Solutions
- Strategy, Marketing & Sales
- Operations
- Innovation & Complexity Management
- Supply Chain Management
- Strategic Information Technology
- Mergers & Acquisitions

### Our Clients

Globally, our clients are large private- and public-sector organisations.

### Our Heritage

The company was founded in 1926, when Andrew Thomas (Tom) Kearney joined our predecessor firm. We still believe in Tom's mantra that, "Our success as consultants will depend upon the **essential rightness** of the advice we give and our capacity for convincing those in authority that it is good."

### The A.T. Kearney Difference

We have a distinctive, collegial culture that transcends organisational and geographic boundaries. Our consultants are down to earth, approachable, have a passion for doing innovative, great client work, and we always seek to deliver immediate impact and growing advantage.

### A New Consultant's Role

You are able to contribute immediately as a full member of a client team, creating a career advantage that sets you up for future success.

For more information, please visit [www.atkearney.com.au](http://www.atkearney.com.au)

# THE BOSTON CONSULTING GROUP



**ADDRESS** / Level 41, 161 Castlereagh Street, Sydney NSW 2000



**CONTACT** / E: [australiacareers@bcg.com](mailto:australiacareers@bcg.com)



**OFFICE LOCATIONS** / BCG has over 80 offices in more than 45 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 & Telecom, Health Care, Industrial Goods, Consumer, Energy, Financial Institutions, Insurance and Public Sector.

## ABOUT THE COMPANY

### What is unique about this company?

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.

In 2014 BCG Australia was awarded the #1 spot as Top Graduate Employer in the Consulting Industry in GradAustralia's Top 100 Graduate Employers. As well as ranking top choice among consulting firms, BCG ranked 15th overall out of a total field of 100 potential employers. Globally BCG has been recognized 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.

## 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 [bcg.com.au](http://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 [careers.bcg.com](http://careers.bcg.com)

### 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.

**Deloitte.**

**My team  
re-defined tax  
compliance using  
digital, data  
and design**

**NOT JUST**

**I AM AN ACCOUNTANT**

**DISRUPT  
YOUR  
THINKING**

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**[yourfuture.deloitte.com.au](http://yourfuture.deloitte.com.au)**

# DELOITTE



**ADDRESS** / 225 George St, The Rocks  
NSW 2000



**CONTACT** / **E:** [graduaterecruitment@gs.com](mailto:graduaterecruitment@gs.com)



**OFFICE LOCATIONS** / Auckland,  
Melbourne, Sydney, Perth and over 70 offices  
globally.



**AREAS** / Corporate Advisory, Global Investment Research, Investment Management, Operations,  
Securities, Services, Technology

## ABOUT THE COMPANY

“*You’ll be joining a firm with a relentless drive and passion for world class client service and a sense of shared responsibility for our place in our local communities that matches your own.*”

### ‘I could only have done it at Deloitte’

When we hear this it means we’re inspiring our people to achieve their potential. So how do we do this?

Our ongoing innovation combined with our commitment to a diverse and collaborative culture set us apart. You’ll be joining a firm with a relentless drive and passion for world class client service and a sense of shared responsibility for our place in our local communities that matches your own.

### What we do

As a leading professional services firm, Deloitte Touche Tohmatsu and its affiliates provide audit, tax, consulting, technology, risk management and financial advisory services through over 6,000 people throughout Australia and over 200,000 staff globally. 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.

In 2014 we were awarded the Employers of Choice for Gender Equality award by the

Workplace Gender Equality Agency (WGEA). This award was previously known as Employer of Choice for Women (EOWA), which we held for 11 consecutive years.

Additionally at the 2013 Financial Review Capital CFO Awards we were awarded Accounting Firm of the Year and Audit firm of the Year – this is the first time a firm has won both awards in the same year and is a testament to our people. So step into your future with one of our programs especially for applicants who are still studying at university.

### Our Deloitte Development Program

This two day interactive program offers you professional development, an insight into life at Deloitte and an advanced opportunity to secure a summer vacation position. You are eligible if you are in your first year of a three year degree, second year of a four year degree or third year of a five year degree.

## ABOUT INTERNSHIP & GRADUATE POSITIONS

### Our Summer Vacation Program

This is your opportunity to gain practical and paid work experience. Spend three to eight weeks gaining exposure to client work, our award winning learning programs, and social events, with the prospect of securing a graduate position with the firm. If you’re in your penultimate year at university you are eligible to apply.

### Our Graduate Program

Join us at Deloitte in early 2016 for a career that will stimulate, reward and motivate you like no other. Surrounded by a large peer group, you’ll be supported by a dedicated mentor and counselling team who will work with you to build your technical and business skills.



## HOW WILL YOU MAKE AN IMPACT

### CONTRIBUTE, COLLABORATE AND SUCCEED WITH A CAREER AT GOLDMAN SACHS

If you're the kind of person who can't wait to make a difference, consider a career at Goldman Sachs. We believe that good ideas and innovations can come from anyone, at any level. We offer meaningful opportunities, best-in-class training and a wide variety of career paths for talented people from all academic backgrounds. Plus, with access to important clients and projects, you'll have the chance to make an impact with global significance.

#### How To Apply:

Submit your CV, cover letter and most recent academic transcript via our online application form at

[www.goldmansachs.com/careers](http://www.goldmansachs.com/careers)

- Select 'Apply Now' under the Students and Graduates section
- You will need to Register before continuing with the application
- Select 'Summer Internship' from the position listing
- Use 'Add Another' to add up to 3 location and division preferences

Please ensure all information submitted is accurate before finalising your application. No further editing is possible once the application is submitted.

### 2015/16 SUMMER INTERNSHIP APPLICATION DATES

#### MELBOURNE

DATE: Midday Thursday July 2, 2015

#### SYDNEY AND PERTH

DATE: Midday Thursday July 23, 2015

Our 11 week intern program is designed for candidates in their penultimate year of study for a university degree.



DOWNLOAD OUR APP  
to learn more about how  
you can make an impact.

[goldmansachs.com/careers](http://goldmansachs.com/careers)



@GSCareers



**ADDRESS** / Governor Phillip Tower, 1 Farrer Place, Sydney NSW 2000



**CONTACT** / E: [graduaterecruitment@gs.com](mailto:graduaterecruitment@gs.com)



**OFFICE LOCATIONS** / Auckland, Melbourne, Sydney, Perth and over 70 offices globally.



**AREAS** / Corporate Advisory, Global Investment Research, Investment Management, Operations, Securities, Services, Technology

## PERSONAL PROFILE

### APPLYING YOUR LAW DEGREE TO CORPORATE ADVISORY

AN ASSOCIATE PERSPECTIVE

**How is the study of Law directly translatable to a role in Corporate Advisory? / How have you been able to apply the skills learned in your degree to your work at Goldman Sachs?**

The defining characteristic of working within the Corporate Advisory Division is the broad scope of the role and the wide array of skills required to succeed. In order to achieve our goal of being trusted advisors to large corporations, governments, institutional investors and high net worth individuals, we are frequently expected to understand and unpick complex legal arrangements and structures. Similarly, while not providing legal advice, we are often turned to in order to assist with determining the key commercial considerations or consequences arising from a client's circumstances, including considering any advice they have received with respect to their legal rights. Against this backdrop, technical legal training can have a direct relevance.

More importantly, however, are the supporting skills developed during the study of Law. Attention to detail, verbal reasoning, and persuasive written communication are all essential elements of the wide spectrum of tools required to assist clients with achieving their objectives.

**Why did you choose to pursue a career in Corporate Advisory over a career in law? / Why would you encourage Law students to consider this (non- traditional) career path?**

I began my career in a corporate law firm and worked in M&A, banking and finance and insolvency. I enjoyed the nature of professional services and the opportunity to render advice to clients. I also enjoyed transaction work which had the potential to be extremely fast moving and dynamic.

Notwithstanding this, I quickly learned that lawyers are generally called on to be subject matter experts and provide very specific, technical advice. For this reason, a lawyer's role is not characterised by a focus on a client's key business, commercial and financial issues and concerns (although awareness of these matters can be advantageous).

What attracted me to working in Corporate Advisory was the opportunity to rapidly develop this broad range of commercial skills and acumen in a fast paced environment. A key part of this is the opportunity to take on significant responsibility and gain important client exposure more quickly than typical in other professional services areas.

As a starting point for your career, working as a junior analyst in the Corporate Advisory division of Goldman Sachs has significant advantages. The depth and breadth of experience is second to none as a stepping stone into other roles in large corporations and investment firms. These potential future employers greatly value the training and learning which junior analysts receive within the high paced, demanding Corporate Advisory business.

**Coming from a law background, what was the biggest learning curve for you as a junior analyst? Does your Law degree give you an added advantage compared to your Finance peers?**

Coming from a Law / Arts background, the key challenge for me in entering the Corporate Advisory business was the need to quickly develop financial analysis skills. This included a basic understanding of key accounting principles, valuation and basic economic concepts and ideas.

These skills are particularly essential as a junior analyst because one of the key focal points of the role is undertaking detailed financial analysis of a broad range of potential transactions, industry sectors, business models and other commercial circumstances. Strong performance in this regard requires autonomy, accuracy and efficiency. To achieve this, all junior analysts go through a steep learning curve. A key takeaway is that Corporate Advisory work is a true multidisciplinary practice and that as a result it is challenging (and often exciting)

for junior analysts beginning their careers.

**What type of questions can students expect at the interview stage? How can Law student's best prepare?**

Our key objective when interviewing for junior analysts in the Corporate Advisory division is to select candidates that are:

- (a) a close cultural fit with our team;
- (b) highly intelligent and enthusiastic about learning and developing their skills; and
- (c) have a genuine interest in commercial issues, corporate finance and markets. In order to evaluate a candidate with respect to these key objectives, we seek to test a wide range of skills, characteristics and attitudes.

Law students should expect to address high level financial concepts, basic valuation and accounting principles. An extensive understanding of these areas is not essential, but familiarity and awareness of these key principles is recommended. One of the most effective ways to develop this sort of understanding is to follow discussions of major transactions or economic developments in the press.

There are many types of questions which cannot be rehearsed or prepared. The key to addressing these questions well in an interview context is to take the time to think about what is being asked and why it might be important and then calmly framing a response.





**ADDRESS** / Chifley Plaza, Chifley Tower Management Office, 2 Chifley Square, Sydney NSW 2000



**CONTACT** / E: sh-campus-anz@ubs.com

## ABOUT THE COMPANY

*“If you enjoy being challenged, are self motivated, driven and collaborative then you’re likely to thrive in our exciting, complex and ever-changing environment.”*

UBS is a global financial services firm offering wealth management, investment banking and asset management and, in Switzerland, retail and commercial banking.

Around the world, individuals look to UBS to provide them with the advice and opportunities they need to protect and grow their wealth. Leading companies and institutions rely on our financial resources, expertise and infrastructure to help them grow their businesses, manage their risks and invest in the future.

In Australia, UBS consistently maintains its position as a leading corporate adviser in domestic and Australasian cross border transactions. We have completed more deals in Australasia than any other bank over the last 10 years, underwritten twice the equity raised by any competitor since 2008 and are the leading house for the execution of large block trades. UBS also continues to lead the bond market in Australia, providing consistent and superior price making and client service.

UBS has been accredited as an ‘Employer of Choice for Women’ by the Equal Opportunity for Women in the Workplace Agency since 2004. The firm employs circa 1,000 staff in Australia and New Zealand.

If you enjoy being challenged, are self motivated, driven and collaborative then you’re likely to thrive in our exciting, complex and ever-changing environment. Degree major

is less important to us than your ability to analyse problems, plan ahead, make decisions, demonstrate sound judgement and communicate with others.

At UBS, we aim to have a candidate evaluation process that is objective from start to finish. This gives every applicant an equal opportunity to secure a position. We use a number of assessment tools including numerical and logical reasoning tests, interviews, team exercises and presentations to help us evaluate your individual skills and qualities and assess your potential against the requirements of the role. Importantly, we offer a number of opportunities for you to meet with our people and determine if UBS is the right match for you.

Our Internship and Graduate Training Programs offer continuous learning in a fast-paced yet supportive environment. The program lays the foundation for a rewarding career in financial services by combining intensive classroom education, professional skills development, coaching from senior colleagues and on-the-job experience.

Whether it’s acquiring the technical knowledge to create the products of the future or developing the skills to be a leader of tomorrow, interns and graduates are encouraged to make the most of their talents.



# French. Philosophy. Finance.

It doesn't matter what you're studying. (Really, it doesn't)  
But you need an **enquiring mind**.

We don't just look at what you're studying. (Really, we don't.) We care about your attitude. And it doesn't matter if you like things fast-moving or measured. You like reading people or plotting charts. Deliberating or deciding. Or some of all those things.

Our summer internship program offers a broad experience and opportunity to learn about our organisation, our clients and the products and services we offer. The internship will enable you to demonstrate and develop your skills, learn about the UBS culture and most importantly, explore a potential career with us.

Application deadlines:

**2015–2016 Summer Internship Program, Melbourne:**

12:00 p.m. (AEST) Thursday, July 2, 2015

**2015–2016 Summer Internship Program, Sydney and Perth:**

12:00 p.m. (AEST) Thursday, July 23, 2015

All applications must be submitted online via [www.ubs.com/graduates](http://www.ubs.com/graduates)



# BAIN & COMPANY



**ADDRESS** / Level 45, Governor Phillip Tower, 1 Farrer Place, Sydney NSW 2000



**CONTACT** / Adele Burke, Senior Recruiter  
**E:** australia.recruiting@bain.com & **P:** (02) 9024 8600



**OFFICE LOCATIONS** / 51 offices globally. Sydney, Melbourne and Perth in the Australian practice.



**AREAS** / We work across a range of industries including Airlines & Transportation, Financial Services, Industrial Goods & Services, Social & Public Sector, Telco, Consumer Products, Utilities & Energy, Healthcare, Private Equity, Media, Oil & Gas, Metals & Mining, Technology, and Retail.

## ABOUT THE COMPANY

### What is unique about this company?

Bain & Company is one of the world's leading management consulting firms. We help the world's top companies solve their toughest challenges in strategy, operations, technology, organisation, private equity and M&A. Bain was founded on the principle that consultants should deliver sustainable and measurable results – not just reports – to our clients. At Bain you will grow through impact by developing strong client relationships and creating real change for influential organisations. You will thrive with support from day one, working with extraordinary teams on challenging problems, gaining high-profile client exposure and building a practical skill-set through real-world leadership and development. Bain will set you up to achieve your long-term career goals, offering a flexible tailor-made career, a general business mindset and a powerful alumni network.

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

Our “product” is our ideas, the solutions to many of the world's most complex challenges. We're looking for all-rounders – independent thinkers who thrive as part of a team. We recognise that everyone is different and everyone will bring their own unique experiences and perspectives to the team. Our candidates are from a diverse range of degrees including LLBs and JDs. The essential skills we'll be looking for in an undergraduate are: a demonstration of exceptional academic performance and strong analytical, interpersonal and leadership skills.

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

Bain is committed to redefining social impact globally, locally and individually. Our global social impact offering is driven by

the passions of our people and commitment of our leadership team. That's one reason why we founded The Bridgespan Group, a non-profit organisation that delivers high-level strategy consulting services to the non-profit sector. Bain has also shaped the Australian non-profit industry, working with and supporting numerous non-profit partners. For example, Bain was involved in the creation of (and ongoing support for) the Australian Charities Fund, which has raised \$90M+ for 180+ charities since 2002. Further, Bain has played a significant role in supporting the Chris O'Brien Lifehouse at RPA, an integrated and patient-focused cancer centre. There are numerous opportunities for Bainies to get involved in pro bono projects, fundraising events, volunteering and workplace giving.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

The Australian practice recruits for our Associate Consultant positions in March each year. Students in their final year can submit applications from January with interviews taking place in March. The next graduate intake will be in March 2016 for positions starting in 2017.

We also accept applications for the True North Scholarship, open to female students in their penultimate year of undergraduate study. More information about the True North Scholarship will be on our recruiting website [joinbain.com](http://joinbain.com) in July. Interviews usually take place in late August / early September.

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

All applications need to be made online. Please go to [joinbain.com](http://joinbain.com) to submit your cover letter, CV, academic transcript, and university entrance score. Our interview process consists of two rounds of interviews, with two to three interviews per round. All interviews are case-based and run for 45 minutes.

### What does the firm offer its graduates?

Graduates join as Associate Consultants. The firm provides a wide range of opportunities including:

- Tailored mentoring program for all levels of consultants

- International transfer opportunities to another Bain office for 6 months
- Global training with your global start class run every 12 – 18 months by Bain Partners and Managers
- Externship opportunities at a company or other organisation of your choice

Bain sees Diversity as one of our key factors to success. We have active affiliation groups for additional support, mentoring and sponsorship e.g., Women @ Bain, BGLAD (Bain Gay & Lesbian Association for Diversity), Latinos @ Bain, and Veterans @ Bain.

# BAIN & COMPANY



# BARCLAYS



**ADDRESS** / 42/F, 225 George Street,  
Sydney NSW 2000



**CONTACT** / **E:** campusrecruitmentasia@barclays.com



**OFFICE LOCATIONS** / Sydney



**AREAS** / Investment Banking

## ABOUT THE COMPANY

### What is unique about this firm?

We have a 300-year-strong foundation on which to build. Our status as one of the world's major financial services providers give us weight and momentum. Our expertise across personal banking, credit cards, corporate and investment banking, and wealth and investment management offers true variety. And in over 50 countries around the world, our 140,000 people are coming together to set examples of accountability, collaboration, good citizenship and, above all, pride in the work we do. All of this is guided by a strong set of values: respect, integrity, service, excellence and stewardship.

### What does the company look for in a potential employee?

- Genuine interest in financial markets
- Team work and project management skills
- Strong verbal, quantitative, and analytical skills
- Proven leadership qualities, a strong work commitment, and high ethical standards
- Resourcefulness, team orientation, enthusiasm, and an entrepreneurial spirit
- Ability to handle long work hours and demanding assignments, which are a constant reality in the field

- Proven academic performance, demonstrated solid numerical and analytical skills

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

Our success depends on each and every one of us making citizenship part of everything we do. It is evident in a lot of our activity. Nowhere more so than in the many opportunities there are for colleagues to volunteer their time and skills in local communities around the world. Our community programmes focus on developing the skills of the next generation so they can achieve economic security.

## ABOUT INTERNSHIPS

### How do students apply for internships to this company this year?

All candidates interested in applying must complete an online application by registering at Barclays website: [barclays.com/joinus](http://barclays.com/joinus). Eligible for existing Australian or New Zealand PRs/Citizens only.

**APPLICATION DEADLINE:** 12pm Sydney Time, 23rd July 2015

### What work does the company offer an intern?

The Barclays Summer Internship Programme is designed to provide our summer interns with broad exposure to the businesses. This

10-week intensive programme consists of real and practical work assignments that allow you to participate and contribute to real meetings and research projects. We also emphasise balancing work through a variety of corporate events and social community events that enable you to build a vital network of colleagues and friends. Throughout the programme, you will learn from banking professionals and gain hands-on experience. You will find out what helps people to flourish in Barclays and gain a chance to confirm your career aspirations.

## ABOUT GRADUATE POSITIONS

*Our status as one of the world's major financial services providers gives us weight and momentum.*

### Does the company take graduates directly?

Yes, we run our graduate recruitment in April. Candidates interested in applying must complete an online application by registering at Barclays website: [barclays.com/joinus](http://barclays.com/joinus).

# CREDIT SUISSE



**ADDRESS** / 1 Macquarie Place,  
Gateway, Level 31, Sydney NSW 2000



**CONTACT** / APAC Campus Recruiting Team  
E: campus.recruitment-ap@credit-suisse.com



**OFFICE LOCATIONS** / Sydney and Melbourne



**AREAS** / Investment Banking Department and Equities Department

## ABOUT THE COMPANY

### What is unique about this company?

Working at Credit Suisse will give you access to networks and resources, while enabling you to benefit from the stability of one of the most admired firms in the industry.

We are renowned for our strong, supportive culture and collegial, team-oriented atmosphere. We work hard to develop well-rounded team members with strong execution skills and in-depth product knowledge.

Our entrepreneurial culture offers a broad range of opportunities. You will be supported and coached from the day you join and

throughout the course of your career. We offer opportunities for cross-business and international mobility, and you will have the opportunity to work with some of the most diverse and talented people in the industry.

### What does the company look for in a potential employee?

We look for people with a wide range of experiences, interests and degrees who will add fresh perspectives to our business. A career with us means that you can help shape our future. Whatever your background, you will need to be:

- A leader who assumes responsibility and mobilizes others
- A critical thinker with excellent problem-solving skills
- A self-starter who achieves significant results
- An adaptable team member who can build and support strong relationships
- An excellent communicator who is articulate and has strong listening skills
- A principled contributor who is committed to the highest standards of ethical behaviour.

## ABOUT INTERNSHIPS

### How do students apply for internships to this company this year?

Please visit our website at [credit-suisse.com/careers](http://credit-suisse.com/careers) to learn more and apply for our internship programs.

Deadlines:

- **2015 Winter Insight Program (winter internship)**  
Tuesday, May 5, 2015 at 12:00pm AEST
- **2015 Investment Banking Women's Scholarship**  
Friday, May 29, 2015 at 5:00pm AEST
- **2015 - 2016 Summer Internship**  
Melbourne Office: Thursday, July 2, 2015 at 12:00pm AEST  
Sydney Office: Thursday, July 23, 2015 at 12:00pm AEST

### What work does the company offer an intern?

Our Internship Program provides a comprehensive, 10-12 week introduction to Credit Suisse and is designed to offer real

insight into our business. The program is one of the most in-depth internships within the financial services industry. From day one, you will be part of the team. You will be responsible for projects and tasks that matter to the business. You will face real challenges, have real client exposure, enjoy real achievements and have your talents recognized every step of the way.

Because we want to bring the very best people into our organization – people who understand our business inside and out – we have designed our internships to act as a pipeline into our future full-time classes of new hires. This means that if you show real potential and demonstrate exceptional performance during your time with us, you may be offered a full-time position for the following year.

### Does the company intend to offer internships to students outside their penultimate year?

Our goal is to fill our full-time positions with the intern class, thus priority will be given to the penultimate year students; however, it is never too early to attend recruiting events and prepare for future applications.

“ We are renowned for our strong, supportive culture and collegial, team-oriented atmosphere ”

# GRESHAM ADVISORY PARTNERS



**ADDRESS /** Level 17, 167 Macquarie Street, Sydney



**CONTACT / E:** recruitment@gresham.com.au



**OFFICE LOCATIONS /** Sydney, Melbourne and Perth



**AREAS /** Investment Banking (Mergers & Acquisitions Advisory)

## ABOUT THE COMPANY

### What is unique about this company?

Gresham is a leading independent Australian investment and advisory house with offices in Sydney, Melbourne and Perth. The firm predominantly focuses on providing Mergers & Acquisitions advice to large domestic and international companies.

Since establishment in 1985, the Group has built a solid reputation for independence and innovation and has a distinguished track record of advising on many of the largest and most complex transactions completed in the Australian marketplace.

Our team includes some of the most experienced leaders in the industry who have enjoyed extensive involvement within the financial services markets not only in Australia, but in Europe, the United States and Asia.

Gresham has been involved in M&A transactions worth an aggregated value exceeding \$350 billion over the last 10 years.

### How are the skills and interests of a law student relevant to your company?

Gresham considers candidates from a diverse range of backgrounds. There are a range of skills that law students can benefit from when it comes to a potential career at Gresham, including critical thinking, problem solving, structuring and negotiation skills.

## ABOUT INTERNSHIPS

### How do students apply for internships to this company this year?

Gresham is looking to recruit summer interns for its Sydney and Melbourne M&A teams. The role will be offered to students in their penultimate year of study and runs for 10-12 weeks over the summer.

Internship applications open 1 May 2015 and close 23 July 2015.

Please go to [gresham.com.au/careersgresham](http://gresham.com.au/careersgresham) for details about how to apply.

### What does the company look for in an intern?

We look for candidates who:

- Have a strong academic record
- Are highly motivated, enthusiastic and display a strong desire to learn new concepts and skills
- Have an interest in corporate finance
- Enjoy working within a team
- Are capable solving complex problems
- Take an interest in extra curricular activities
- Are excellent communicators and possess developed interpersonal skills

### What work does the company offer an intern?

We offer our interns:

- A strong training program and support base
- Opportunity to work alongside some of Australia's leading and most experienced investment bankers
- Exposure to a diversified and leading client base
- Pathways to personal and career development
- A fast-paced, interactive and dynamic work environment

## ABOUT GRADUATE POSITIONS

“ [Gresham] has built a solid reputation for independence and innovation, and has a distinguished track record. ”

### Does the company take graduates directly?

Yes. However, Gresham is not considering Graduate applications in its Sydney office at this time.

# J.P. MORGAN



**ADDRESS** / Floor 11, 85 Castlereagh Street, Sydney NSW 2000



**CONTACT** / E: [aus.grad@jpmorgan.com](mailto:aus.grad@jpmorgan.com)



**OFFICE LOCATIONS** / Sydney and Melbourne



**AREAS** / We are a global leader in the banking industry, offering a full range of financial products and services to nearly 20,000 clients in over 100 countries. We provide strategic advice, lend money, raise capital, help manage risk, extend liquidity, and hold leadership positions in all of our major business lines.

## ABOUT THE COMPANY

### What is unique about this company?

Working with a team committed to doing their best – and being the best. Earning the trust of our clients. Demanding excellence in yourself. That's what it means to be part of J.P. Morgan. Join us and you'll help shape the future of one of the most respected financial institutions in the world.

### What does the company look for in a potential employee?

Our employees come from all diverse background. We are looking for team players and future leaders with exceptional drive, creativity and interpersonal skills. Impeccable academic credentials are important, but so are your achievements outside the classroom.

### What advice would you offer to someone applying to the company?

Learn as much as you can about J.P. Morgan, our business areas and our culture by attending our careers events and our careers website. You'll need to complete our online application form for the business area to which you feel best suited. As you need to state a preference for a particular business area, it is important that you spend time understanding the differences between them.

Other tips are:

- Take your time — This is your first chance to sell yourself, so make sure you provide us with relevant information that is going to differentiate you from other applicants
- Think laterally — Use examples of achievements, both inside and outside the classroom, to illustrate qualities such

as teamworking, interpersonal skills, drive and creativity

- Don't copy and paste — Individualise your application form
- Demonstrate your motivation for applying to J.P. Morgan — Make sure you know exactly why you would like to work with us

### How does the company encourage employees to learn and develop?

Training and development aren't only about enhancing your skills. Sure, you'll get rigorous technical instruction. But you'll learn to present, manage, sell, influence, lead, and be part of a team. You'll gain insights that will be invaluable throughout your career. And you'll benefit from the openness and dedication of colleagues and senior leaders whose willingness to help is the essence of what it means to work here.

## ABOUT INTERNSHIPS

### How are the skills and interests of a law student relevant to your company?

Other than the skills set listed above, we also look for individuals who have a strong interest in the business and the financial markets. Personality is key, as well as curiosity, drive, initiative, communication skills and intelligence.

### How do students apply for internships to this company this year?

Students can apply via the Asia Pacific section of our careers website: [jpmorgan.com/careers](http://jpmorgan.com/careers).

### What work does the company offer an intern?

We are offering the following summer internship programs this year:

Application Period for 2015

- **Winter Internships:** Mar 24 – Apr 30
- **Summer Internships (VIC):** Jun 2 – Jul 2
- **Summer Internships (NSW):** Jun 23 – Jul 23

BUSINESS AREA/PROGRAM	WINTER INTERNSHIP	SUMMER INTERNSHIP (VIC)	SUMMER INTERNSHIP (NSW)
Corporate Analyst Development Program			X
Equity Research	X		
Investment Banking	X	X	X
Technology			X

## ABOUT GRADUATE POSITIONS

### Does the company take graduates directly?

Yes, we have graduate opportunities across Finance, Investment Banking, Sales & Trading and Technology.

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

Students can apply via the Asia Pacific section of our careers website: [jpmorgan.com/careers](http://jpmorgan.com/careers). Please note the full-time application will close on Apr 16, 2015.

### Are there any international opportunities for graduates, such as intra-company transfers?

In J.P. Morgan, career mobility doesn't mean just following a linear path. We're a global organisation so you could end up in any of a number of locations. But changing geographies is only one aspect. Maybe you'll want to be exposed to different areas of the firm or take a new direction entirely. Those options will be available to you, too.

# LEK CONSULTING



**ADDRESS** / Sydney office – Level 26/88 Philip Street, Sydney NSW 2000,  
Melbourne office – Level 32/8 Exhibition Street, Melbourne VIC 3000



**CONTACT** / Janine Clifford  
**E:** j.clifford@lek.com & **P:** 03 9270 8326



**OFFICE LOCATIONS** / Sydney and  
Melbourne



**AREAS** / Strategy Consulting, Strategy Activation, M&A

## ABOUT THE COMPANY

### What is unique about this company?

L.E.K. is a global strategy consulting firm that brings creative thinking to critical business challenges through a unique combination of objective research, rigorous analysis and deep industry experience, which leads to practical insights that have a real impact for our clients. L.E.K. provides a comprehensive range of capabilities around the globe, including strategy, M&A and performance improvement.

### What does the company look for in a potential employee?

We recruit graduates from all degree disciplines. We do not have a rigid checklist of qualities a potential Associate must possess. Rather, our recruiting experience has shown that outstanding academic achievement, combined with quantitative analysis, notable extracurricular interests, and demonstrated leadership and initiative is

an excellent base for an Associate with LEK Consulting.

### What advice would you offer to someone applying to the company?

Do some research on our business to understand if you are aligned with the work and our core values. Speak to people in the management consulting industry, and ensure you spend time preparing for case interviews.

## ABOUT INTERNSHIPS

### How do students apply for internships to this company this year?

Internship opportunities will open in July 2015. Apply online via our careers page. You will need to send through a cover letter, resume and your most up to date academic transcripts. Our internship program is a ten-week program that runs over the summer period.

### How many interns did your company take last year? 4 interns

### What is the anticipated internship intake this year? 4 interns

### What does the company look for in an intern?

Strong academic achievement, combined with quantitative analysis, notable extracurricular interests, and demonstrated leadership and initiative is an excellent base. We also look for interesting work experience.

### What work does the company offer an intern?

You would join a case team that will be involved in M&A, strategy or strategy activation projects. Our internships are 10 week programs that run over the summer period – December to end of January/early February.

### Does the company intend to offer internships to students outside their penultimate year?

Our strong preference is students in their penultimate year.

## ABOUT GRADUATE POSITIONS

### Does the company take graduates directly? Yes.

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

Applications are accepted online via our careers page. Our graduate recruitment

program is undertaken in March of each year. Applications open in February.

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

Our environment is a fast paced meritocracy. Typical progression path is a few years as an Associate before moving into a Senior Associate Consultant then Consultant role. This is typically a 4 to 5 year timeframe subject to performance. Strong performers will be fast tracked.

## PERSONAL PROFILES

### KAREN LEE

COMMENCED AS A GRADUATE  
IN 2014

Fun. Challenging. Stimulating. Exciting. Amazing. These are just a few of the words that spring to mind when reflecting

upon my first year at L.E.K. after joining as a University of Melbourne, Bachelor of Commerce graduate. This past year I've had the opportunity to work across a broad range of industries covering many sectors of the economy such as retail, health, mining and energy. The type of work has varied too; from working onsite to help them improve their business, to conducting interviews in

order to gain an insight into customer trends in the retail market or with physicians.

If you're curious about whether consulting is for you, I encourage you to come chat with us when we visit your campus or leave a comment below. We'll be sure to do our best to answer your questions!

# MACQUARIE GROUP



**ADDRESS** / 50 Martin Place, Sydney  
NSW 2000



**CONTACT** / Macquarie Graduate Recruitment Team  
E: [graduate@macquarie.com](mailto:graduate@macquarie.com) & P: 02 8237 4477



**OFFICE LOCATIONS** / In addition to its significant presence in Australia, Macquarie Group has substantial operations across the Asia-Pacific, the Americas and Europe, the Middle East and Africa.



**AREAS** / Banking and Financial Services Group; Corporate and Asset Finance Group; Commodities and Financial Markets; Corporate Operations Group; Financial Management Group; Legal and Governance; Macquarie Capital; Macquarie Asset Management; Macquarie Securities Group; Risk Management Group.

## ABOUT THE COMPANY

### What is unique about this company?

Macquarie Group is a global financial services provider with offices in 28 countries.

Our breadth of expertise covers advisory and capital markets, trading and hedging, funds management, asset finance, financing, research and retail financial services. The diversity of our operations, combined with a strong capital position and robust risk man-

agement framework, has contributed to our 45-year record of unbroken profitability.

At Macquarie we uncover the opportunities others may miss. That's because we know success comes from encouraging our people to think differently. Our culture promotes innovation and entrepreneurial drive within a strong risk management framework.

### What does the company look for in a potential employee?

Macquarie seeks high calibre candidates who have a strong interest in the financial services sector 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.

## ABOUT INTERNSHIPS

### How do students apply for internships to this company this year?

Students will need to apply for our internship opportunities online via our website, [macquarie.com.au/graduates](http://macquarie.com.au/graduates). Application deadlines for our 2015/2016 Australian Summer Internship program are as follows:

- Melbourne office: Thursday 2 July 2015, 12pm AEST

- All other offices: Thursday 23 July 2015, 12pm AEST.

### What work does the company offer an intern?

Macquarie's summer internship program gives students in their penultimate year of study the opportunity to gain invaluable hands-on experience. Working alongside leading industry professionals you will receive structured induction, on-the-job training and networking opportunities. The

program runs for 10 to 12 weeks over the summer period.

There are a 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 for those 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.

## ABOUT GRADUATE POSITIONS

### Does the company take graduates directly? Yes

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

Please apply online via our website, [macquarie.com.au/graduates](http://macquarie.com.au/graduates).

Applications for the 2016 Australian Graduate program close on Thursday April 16, 12pm AEST. We encourage you submit your application well in advance of this date.

### What does the company offer its graduates?

Join the Macquarie graduate program and you can have the opportunity to define your career from day one. The work is stimulating and you'll be in a team working on live projects and transactions.

Your career development starts with a tailored orientation and business group specific workshops. You will then embark on a structured 12-month program with on-

the-job training, access to a comprehensive range of external and internal courses and the opportunity to build your business network.

### Are there any international opportunities for graduates, such as intra-company transfers?

Yes. Overseas travel, along with permanent and temporary placements with our offices around the world, are features of our international presence and global business.

## PERSONAL PROFILE

### SAM

ANALYST, 2015 GRADUATE

**What is your role?** I am responsible for the research, design and creation of a range of commercial materials for our clients. My day can include building a financial model, pre-

senting technical analysis, meeting with lawyers or accountants, examining transactional issues or creating investor presentations.

**What skills and attributes are required for your role?** In my role it is important to have energy and commitment, be strongly driven and have a keen interest in financial markets.

**What attracted you to join Macquarie?** I was attracted by Macquarie's reputation. Personally there was a strong cultural fit and I believed that the work would continue to challenge and motivate me.

# POTTINGER



**ADDRESS** / Level 35, AMP Centre, 50 Bridge Street,  
Sydney NSW 2000



**CONTACT** / Pedro Perez  
**E:** careers@pottinger.com & **P:** 02 9225 8022



**OFFICE LOCATIONS** / Sydney CBD



**AREAS** / Strategy, Data Analytics, Mergers and Acquisitions, Financing

## ABOUT THE COMPANY

“ [At Pottinger],  
you will be  
stimulated and  
appreciated.  
You will work  
with people who  
live the values  
they espouse.

### What is unique about this firm?

The quality of the team and the values, ethics and principles they uphold.

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

- Advising the government on important infrastructure policy and decisions and on other matters some of which have been reported in newspapers including decisions regarding Qantas.
- Working with a large US company to redesign its corporate strategy both domestically and internationally.

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

Critical thinking, integrity, a sense of fun, a great colleague and individual style.

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

Don't bold lines in your cover letters! Just let

us know why it is that you think you might enjoy what we do and what is distinctive about yourself. If you interview with us, bring yourself to the interview so we can both figure out if this is an environment in which you would flourish.

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

Through direct mentoring, significant ongoing training, external opportunities, constant reinforcement from the CEO.

## ABOUT INTERNSHIPS

### What work does the organisation offer an intern?

The opportunity to do interesting work with a wonderful, thoughtful and caring team to establish if this is really a career that you would be prepared to make a commitment to.

### Are there any particular subjects or areas of study that are preferred by the organisation?

You need to be numerate and an excellent communicator irrespective of what you have studied. We like different disciplines so that it allows for diversity of perspective and views in the workplace.

### Does the firm intend to offer internships to students outside their penultimate year?

We have done so on occasions.

## ABOUT GRADUATE POSITIONS

### Does the firm take graduates directly?

Yes - we run a graduate recruiting program, the details of which can be found on our website: pottinger.com

### What does the firm offer its graduates?

An interesting career with training, mentoring and senior input from the very beginning. You will be stimulated and appreciated. You will work with people who live the values they espouse.

# Public Sector

*The experience of working in the public sector can be diverse and unpredictable, but working as a government lawyer is about as rewarding as it gets.*

*The relatively more relaxed style and genuine focus on work/life balance means that the much-sought after 9-6 life is actually a reality in the public sector. However, that is not to say that public sector work is not stimulating, sophisticated or meaningful. For example, the Australian Government Solicitor operates just like any other competitive business enterprise and must maintain competitive standards to continue bringing in work.*

*Government lawyers are often immersed in a culture that emphasises a social good to the work being done, in the absence of catering to commercial clients' needs. For those working at the DPP or NSW Crown Solicitor's Office, for example, the measures of performance are based more on how well the community interest is served, not on the number of hours billed.*

*Further, criticisms of the public sector surrounding lack of promotion and lower pay are also unfounded. While there may be comparatively fewer opportunities for advancement in the public sector, at the senior levels there is greater flexibility between government jobs and departments. Contrary to popular belief, salaries starting at the junior and mid levels of the public sector are just as competitive as commercial law firms, if not more so.*

# PUBLIC SECTOR JOBS

Courtesy of the Careers Centre, edited for this guide.

## 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

The Careers Centre 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.

There may also be employer presentations by Public Sector organisations 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.

## Helpful links

### AUSTRALIAN GOVERNMENT

- A directory of departments: [australia.gov.au/directories/australian-government-directories/portfolios-departments-and-agencies](http://australia.gov.au/directories/australian-government-directories/portfolios-departments-and-agencies)
- Australian Public Service Jobs website: [apsjobs.gov.au](http://apsjobs.gov.au)
- Australian Government Job Search website: [jobsearch.gov.au/government](http://jobsearch.gov.au/government)
- Australian Public Service Commission website: [apsc.gov.au](http://apsc.gov.au)

### NEW SOUTH WALES GOVERNMENT

- Information and links to NSW Government recruitment: [jobs.nsw.gov.au](http://jobs.nsw.gov.au)
- NSW Department of Premier and Cabinet website: [dpc.nsw.gov.au/home](http://dpc.nsw.gov.au/home)

### LOCAL GOVERNMENT

- For graduate recruitment programs: [chandlermacleod.com/lgradnsw](http://chandlermacleod.com/lgradnsw)
- Some local government jobs in Australia and NZ may be found at [counciljobs.com](http://counciljobs.com)

## Applying for Public Service Jobs

### 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.

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.

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.

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?

Many government organisations also require applicants to complete online applications.

### 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 information provided on page 9.

### INTERVIEWS

Interviews for nearly all Public Service jobs will involve a panel. For further information, please refer to the information provided on page 18.

# ADMINISTRATIVE APPEALS TRIBUNAL



**ADDRESS** / Level 7, City Centre Tower, 55 Market Street, Sydney NSW 2000



**CONTACT** / Human Resources  
P: 07 3361 3014; 07 3361 3017; or 1800 641 525



**OFFICE LOCATIONS** / The Tribunal has offices in all states of Australia and in the Australian Capital Territory



**AREAS** / Merits Review of Administrative Decisions

## ABOUT THE ORGANISATION

This involves considering afresh the facts, law and policy relating to that decision. The Tribunal considers the material before it and decides what is the correct - or, in a discretionary area, the preferable - decision. It will affirm, vary or set aside the decision under review.

### What is the purpose of the organisation?

The Administrative Appeals Tribunal provides independent merits review of administrative decisions. It aims to provide a review mechanism that is fair, just, economical, informal and quick.

The Tribunal reviews a wide range of administrative decisions made by Australian Government ministers, departments, agencies and some other tribunals. In limited circumstances, the Tribunal can review administrative decisions made by state government and non-government bodies.

The Tribunal can also review decisions made by the Norfolk Island Government.

### What is the organisation currently working on?

On 13 May 2014 the Government announced that the Administrative Appeals Tribunal would be amalgamated with the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal with effect from 1 July 2015.

The Government also announced that merits review of Freedom of Information matters, currently undertaken by the Office of the Australian Information Commissioner, has been transferred to the Administrative Appeals Tribunal from 1 January 2015.

### What does the organisation look for in a potential employee?

Members of the Tribunal are statutory office holders appointed by the Governor-General. From time to time the Tribunal seeks to have appointed, persons with professional skills or knowledge in areas including aviation, actuary, social work, specialist or general medicine, compensation and so on. Information about these positions and how to apply is available at the Attorney-General's website ([ag.gov.au/AATemployment](http://ag.gov.au/AATemployment)).

The AAT employs staff under the Public Service Act 1999. Staff are Commonwealth public servants and are employed as either ongoing or non-ongoing to perform a range of duties including management of the Tribunal's Registries, conducting conferences, legal research, provision of client services and support services to Members.

### What advice would you offer to someone applying to the organisation?

If you are interested in working at the Tribunal look on the current vacancies page on the Tribunal's website: [aat.gov.au](http://aat.gov.au) and on the APS Employment Gazette: [apsjobs.gov.au](http://apsjobs.gov.au).

All advertisements for Tribunal vacancies include a contact person for selection documentation. This contact person can also provide you with a contact name for further

information about the position.

Alternatively, the Tribunal's Human Resource Management functions are based in Brisbane and selection documentation can be sent or emailed to you from there. The HR Section may be contacted on 07 3361 3014; 07 3361 3017; or 1800 641 525.

### Does your organisation take graduates directly?

AAT Administrative Assistants (Legal) are generally recruited directly from University, either during or after the final year of their law degree, and are employed on a non-ongoing basis, usually for 12 months. In addition to notification in the Gazette these employment opportunities are also notified on University Law School noticeboards.

# AUSTRALIAN HUMAN RIGHTS COMMISSION



**ADDRESS** / Level 3, 175 Pitt Street,  
Sydney NSW 2000



**CONTACT** / E: jobs@humanrights.gov.au

## ABOUT THE ORGANISATION

### What sets this organisation apart from others?

The Australian Human Rights Commission is Australia's national human rights institution. It is an independent, statutory authority which has statutory responsibilities for:

- education and public awareness;
- investigating and resolving complaints alleging discrimination and a human rights breach;
- human rights compliance; and
- policy and legislative development.

The Commission's Mission is to lead the promotion and protection of human rights in Australia by:

- making human rights values part of everyday life and language;
- empowering all people to understand and exercise their human rights;
- working with individuals, community, business and government to inspire action; and
- keeping government accountable to national and international human rights standards.

### 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. Whole 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 Commission's performance management process to identify area for development and building of current skill levels. Internal employment opportunities can be considered for short to medium term career development.

### What does the organisation look for in a potential employee?

- High level understanding of human rights issues in Australia;
- Professional and culturally sensitive interaction with colleagues, external and community stakeholders;
- Analytical skills;

- Exceptional communication skills;
- Capacity to work within professional boundaries and exercise sound judgement;
- Broad experience and connection with communities;
- Personal qualities, including integrity, objective, impartial and fair minded, commitment to principles that underpin the Commission's legislation, respectful and ethical.

### 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.

### How are the skills and interests of a law student relevant to your organisation?

The Commission's work also involves research, analysis and understanding of complex legislation and how it applies in various circumstances. Whether employed in our Legal, Policy or the Investigation Conciliation Service, a wide range of legal skills are used on a daily basis. Staff who work within a Policy area need to develop compelling submissions and communicate effectively to legislators and policy makers. Investigation Conciliation staff need to understand and apply the law and to facilitate an ADR process to encourage parties to come to an agreed position often after holding sometimes entrenched positions. Legal staff need to have a high level understanding of the law and its application, and to be a 'subject matter expert' when making submissions before the courts or other government processes. Interest areas can range from specific work in discrimination law, disability issues, Indigenous health, education or native title, LGBTI issues, asylum seekers and refugees, children's rights, international engagement etc.

### Do you offer any opportunities for non-penultimate year students?

The Commission offers internships/vocational placements to final year students across a range of areas 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 demonstrated high performance and opportunities provided through projects and collaboration.

### How do students apply for an Internship?

- Advertising occurs twice a year
- Applicants follow the application process on the Commission's website
- Applicants are assessed and may be required for interview.

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 some research and analysis, listening in on the National Information Hotline;
- Assist in writing a background briefing paper, a draft speech, a draft chapter for a report
- Attending internal and external meetings with staff and Commissioners;
- Liaising with other government and non-government agencies on current social policy issues or projects;
- Participating in in-house learning sessions and report/inquiry launches; and/or
- Admin support of an international delegation visit.

### Does the organisation take graduates directly?

The Commission's Graduate program commenced in early 2015 and a further round is expected to take place again at the end of 2015 for placement in 2016.

# AUSTRALIAN LAW REFORM COMMISSION



**ADDRESS** / Level 40, MLC Tower, 19 Martin Place, Sydney NSW 2000



**OFFICE LOCATIONS** / Sydney



**CONTACT** / Trisha Manning  
**E:** [info@alrc.gov.au](mailto:info@alrc.gov.au) & **P:** 02 8238 6300



**AREAS** / National Law Reform

## ABOUT THE ORGANISATION

“ALRC internships provide an opportunity for students to work alongside Commission members and legal staff, learning about law reform issues and witnessing first-hand the law reform process.”

### What is the purpose of the organisation?

The ALRC conducts inquiries into areas of law at the request of the Attorney-General of Australia. The ALRC's objective is to make recommendations for law reform that: bring the law into line with current conditions and needs; remove defects in the law; simplify the law; adopt new or more effective methods for administering the law and dispensing justice; and provide improved access to justice.

### What is unique about this organisation?

The ALRC is the only federal agency dedicated to national law reform. ALRC internships provide an opportunity for students to work alongside Commission members and legal staff, learning about law reform issues and witnessing first-hand the law reform process. Intern work is credited in ALRC publications.

### What is an interesting project on which the organisation is currently working?

The ALRC is currently working on the “Freedom Inquiry”, reviewing Commonwealth legislation to identify provisions that unreasonably encroach upon traditional rights, freedoms and privileges. It is anticipated the Attorney-General will give the ALRC an additional law reform Inquiry in due course.

### How are the skills and interests of a law student relevant to your organisation?

Legal interns contribute to the work of the ALRC primarily through their research and writing skills. Intern work is credited in ALRC publications.

### Do you offer any opportunities for non-penultimate year students?

The ALRC offers internships to students in their penultimate or final year of an undergraduate or graduate law degree from any university.

### What work does the organisation offer a clerk/intern?

Interns are supervised by a Legal Officer and undertake work determined by the needs of the ALRC. Typical tasks include producing research briefs and memos. Wherever possible, interns will attend team meetings, consultations, Advisory Committee meetings and law reform proposal workshops, and work closely with the Inquiry team they have been assigned to. You can hear more about the intern experience from ex-interns themselves, in a series of recorded interviews at [alrc.gov.au/news-media?inquiry-tid=All&top-ic=155&type=277&year=All](http://alrc.gov.au/news-media?inquiry-tid=All&top-ic=155&type=277&year=All)

### How do students apply for an internship?

Students can apply for an internship through the ALRC website ([alrc.gov.au/about/legal-internship-program](http://alrc.gov.au/about/legal-internship-program)). There is a formal selection process and the ALRC will only consider applications that address the selection criteria. Shortlisted applicants will be invited to attend an interview.

### Does your organisation take graduates directly?

No.

# AUSTRALIAN TAXATION OFFICE

 **ADDRESS** / 26 Narellan Street.  
Canberra ACT 2600

 **CONTACT / E:** [EntryLevelPrograms@ato.gov.au](mailto:EntryLevelPrograms@ato.gov.au)

 **OFFICE LOCATIONS** / Adelaide, Albury, Brisbane, Canberra, Hobart, Melbourne, Newcastle, Perth, Sydney, Townsville

## ABOUT THE ORGANISATION

### What is the purpose of the organisation?

We are Australia's principal revenue collection agency, responsible for managing and shaping the tax and superannuation systems for the benefit of the Australian community.

### What is unique about this organisation?

Our graduate program provides an opportunity for you to develop in a dynamic and high profile national organisation. We value our people and their diverse skills and give high priority to developing their capabilities.

We offer:

- an intensive 12-month program challenging work rotations to develop your skills and explore different areas of interest;
- a program manager to support you professionally and personally throughout the year;
- dedicated training and development opportunities;
- a competitive starting salary of around \$58,000;
- flexible working arrangements; and
- an excellent social and networking base with fellow graduates.

On successful completion of the ATO Graduate Program, you will:

- be positioned in an ongoing role that is relevant to your discipline;
- be paid over \$64,000 when you start in your permanent position;
- be eligible for advancement to the next classification level; and
- continue to receive a wide range of employee benefits, including four weeks annual leave, annual salary advancement, flexible working hours and excellent super benefits.

Your graduate year gives you an unmatched opportunity to develop networks and professional contacts, along with friendships with a range of people.

### What does the organisation look for in a potential employee?

We're looking for the right company: thinkers with the energy, courage and resilience to make a difference.

### How are the skills and interests of a law student relevant to your organisation?

Our professionals provide technical leadership for our organisation and promote certainty of law interpretation for taxpayers, their advisors, Department of Treasury and government. We establish and maintain the ATO's view of existing tax laws and oversee processes to ensure consistency and timeliness of tax technical decisions.

We also help shape the development of new laws by working with the Department of Treasury, providing high quality advice on policy proposals and implementation of new law.

### Does your organisation take graduates directly?

We have one intake for our graduate program each year, with applications usually opening in March.

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

To find out more and apply for the ATO Graduate Program, visit [destination.ato.gov.au](http://destination.ato.gov.au).

### What role would a graduate have?

During the graduate program you'll complete a comprehensive, structured training and development program. The program is designed to develop and build skills that you can take with you - wherever your career leads. You'll participate in work placements; receive technical and professional skills

“ We're looking for the right company: thinkers with the energy, courage and resilience to make a difference. ”

training, as well as on-the-job training in a range of areas.

As an ATO graduate you'll work alongside other professionals, contributing to the economic and social wellbeing of the Australian community. Together you'll help shape an organisation known for its contemporary services, expertise and integrity.

You could work in teams that:

- have an influential role in shaping tax law, policy and design;
- manage our litigation cases and clarify the law;
- manage interpretative advice and guidance;
- enhance our relationships with professional bodies, consultative forums and the community; and
- work with other business areas across the ATO to provide advice and clarity on law.

# COMMONWEALTH DIRECTOR OF PUBLIC PROSECUTIONS (CDPP)



**ADDRESS** / 4 Marcus Clarke Street,  
Canberra City ACT 2601



**CONTACT** / Recruitment Manager  
**E:** [national.recruitment@cdpp.gov.au](mailto:national.recruitment@cdpp.gov.au)



**OFFICE LOCATIONS** / Canberra, Sydney, Brisbane, Townsville, Cairns, Darwin, Perth, Adelaide, Hobart and Melbourne



**AREAS** / Criminal law – our practice is diverse and based on a new operating model consisting of nationally organised and run practice group, aimed at providing a more effective, efficient and nationally consistent federal prosecution service

## ABOUT THE ORGANISATION

Commonwealth criminal activity continues to evolve and expand reflecting changes in contemporary society and posing significant threats to Australia. Rapid technological development and the increasingly international nature of society enables innovative, highly coordinated and sophisticated criminal activity. A large part of the CDPP's practice involves serious and organised criminal activity as offenders constantly look for vulnerabilities to exploit for criminal gain.

Crime types include:

- Fraud including social security fraud, tax fraud, and general fraud
- Serious drugs
- Commercial prosecutions
- Counter-terrorism
- Money laundering
- Human trafficking, slavery and slavery-like conditions
- People smuggling
- Child exploitation
- Environment prosecutions
- Safety prosecutions
- Cybercrime.

### What is the purpose of the organisation?

The CDPP is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective, ethical, high quality and independent criminal prosecution service for Australia in accordance with the Prosecution Policy of the Commonwealth.

### What is unique about this organisation?

The CDPP is within the Commonwealth Attorney-General's portfolio, but we operate independently of the Attorney-General and the political process.

We provide an effective and efficient independent prosecution service that contributes to a fair, safe and just Australia where Commonwealth laws are respected, offenders are brought to justice and potential offenders are deterred.

The CDPP generally conducts Commonwealth prosecutions in the State and Territory courts of Australia. Our work is not limited to only litigation in court. We are also involved in a range of other work such as assessing evidence, drafting charges and providing legal advice and assistance to investigators. Commonwealth offending can often involve very large and complex briefs of evidence which may take significant time and expertise to consider and formulate strategies to prosecute.

CDPP prosecutors appear in all levels of the courts from Magistrates Courts to the High Court and we are involved at all stages of the prosecution process including mentions, bail, summary matters, committals, trials and appeals. This differs somewhat from the majority of State and Territory DPPs where the emphasis is mainly on committals and trials and there are police prosecutors who handle many matters at earlier stages.

### What does the organisation look for in a potential employee?

We're looking for people who value integrity, honesty, impartiality and who want to make a difference. Working alongside our experienced prosecutors, you'll have the opportunity to actively participate in shaping our organisation and work with our partner agencies to deliver services that untimely contribute to a safer Australia.

### What advice would you offer to someone applying to the organisation?

We are looking for graduates with a strong record of academic achievement, who have a genuine interest in criminal law issues and understand the important contribution our work makes in society.

Core skills will also include excellent written and verbal communication skills, integrity, ethical practice and a motivation to provide an effective prosecution service.

All vacancies are advertised on [cdpp.gov.au](http://cdpp.gov.au). Should you wish to apply for a job at the CDPP, a summary addressing the competencies (selection criteria) will form a crucial part of any application. You are encouraged to set out why you have the right aptitude, skills and experience for the vacancy based on these competencies. You may wish to include examples to demonstrate and substantiate your claims against the competencies that can be verified by your referees.

### Does your organisation take graduates directly?

No, not at this time.

“ We provide an effective and efficient independent prosecution service that contributes to a fair, safe and just Australia.”

# COMMONWEALTH OMBUDSMAN



**ADDRESS** / Level 5, Childers Square, 14 Childers Street, Canberra ACT 2601



**CONTACT** / David Bartholomew, Human Resources Manager  
P: 02 6276 0156



**OFFICE LOCATIONS** / Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth

## ABOUT THE ORGANISATION

“*The Commonwealth Ombudsman exists to safeguard the community in its dealings with Australian Government agencies.*”

### What is the focus of your organisation?

The Commonwealth Ombudsman exists to safeguard the community in its dealings with Australian Government agencies by:

- Handling complaints and conducting investigations,
- Performing audits and inspections,
- Encouraging good administrative practices, and
- Carrying out specialist oversight tasks.

### OUR COMPLAINTS & INVESTIGATIONS ROLE

The Ombudsman can investigate complaints about the administrative actions of Australian Government departments and agencies. If a complaint raises matters that we can and should investigate, we will do so as quickly as practicable, acting fairly, independently and impartially. If we cannot assist with a particular complaint, we will explain why, and suggest other avenues for resolving the matter.

### OUR MONITORING AND INSPECTION ROLES

The Ombudsman has statutory responsibility for inspecting the records of certain law enforcement and agencies in relation to: covert controlled operations; telecommunications interceptions; stored communications; and the use of surveillance devices. We are responsible for inspecting and reporting on some immigration detention matters, and for reviewing the exercise of coercive information-gathering powers by the Director of Fair Work Building & Construction.

### OUR PUBLIC INTEREST DISCLOSURE ROLES

The Ombudsman promotes and maintains the Commonwealth public interest disclosure scheme and undertakes a specific defined role for the whole of the Australian Government.

### Job opportunities

The Ombudsman does not operate a graduate recruitment program, but encourages graduates to apply for advertised vacancies. From time to time we can accommodate unpaid work experience placement requests, resources permitting. Any request for a work experience placement should include a statement of support from the university.

### What would work at the Commonwealth Ombudsman typically involve?

Ombudsman employees can work across a wide range of issues of national importance. Our staff are exposed to a wide range of legislation, policy, and procedures from a range of different agencies, including those with responsibilities for policy development and those charged with service delivery.

### When are applications taken and what are the stages involved in the application process?

Positions are advertised when vacancies become available in the office. All employment opportunities at the Ombudsman's Office are subject to the usual rules for employment in the Australian Public Service. Interested applicants should read the job advertisement carefully. Job packages can be downloaded from our website and should contain all relevant information. The office's conditions of employment are contained in our Enterprise Agreement 2011-2014, located at:

[ombudsman.gov.au/pages/working-for-us/benefits-and-conditions](http://ombudsman.gov.au/pages/working-for-us/benefits-and-conditions)

### What do you look for in an applicant?

Our staff have a wide range of skills, qualifications and experience. We value integrity, impartiality, honesty and service. Our staff are expected to maintain the strictest confidentiality.

Each advertised position will specify relevant selection criteria and each applicant should provide a statement of claim against each of the criteria, along with any other information they think is useful and appropriate. Generally speaking, desirable attributes in an applicant would include:

- Excellent communication, research, analytical and/or investigative skills; and
- Abilities to prioritise and work independently or as part of a team.

# DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)



**ADDRESS** / R.G. Casey Building, John McEwen Crescent, Barton ACT 0221



**CONTACT** / E: [gradrec@dfat.gov.au](mailto:gradrec@dfat.gov.au)



**OFFICE LOCATIONS** / Canberra

## ABOUT THE ORGANISATION

### What is the purpose of the organisation?

To make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth.

The Department of Foreign Affairs and Trade (DFAT) provides foreign, trade and development policy advice to the government. We work with other government agencies to ensure that Australia's pursuit of its global, regional and bilateral interests is coordinated effectively.

### How does the organisation encourage employees to learn and develop?

We offer training and development opportunities across a broad range of topics, including leadership and management skills, core professional knowledge and skills, and languages.

We also offer leave and financial assistance to support further part-time study in fields relevant to the department's work. Graduates may apply for our study provisions after completing their two year graduate program.

### What does the organisation look for in a potential employee?

As a dynamic agency working in a complex environment, DFAT is looking for graduates from varied background who possess high-level analytical and communication skills.

Practical, results-oriented people who are adept at working in teams and are able to work under pressure, occasionally in difficult environments, meet tight deadlines. People who are pro-active in getting out and about and making contacts.

### What advice would you offer to someone applying to the organisation?

We are looking for graduates with a strong record of academic achievement, as well as extra-curricular activities in whatever

form that might take, be that paid work supporting yourself through university, involvement in community groups and events, or a range of other activities. We are looking for graduates who have a genuine interest in international issues and understand the contribution Australia can make internationally.

Successful applicants will have a strong record of academic achievement and usually have honours, combined or higher degrees. However, academic qualifications are not the sole criterion for selection. Applicants will also be assessed on the quality of work experience, extra-curricular achievements and community activities.

The department is looking for graduates who are:

- talented and highly motivated
- good communicators
- strategic thinkers and practical problem solvers
- team players, flexible, adaptable and resourceful
- sensitive to, and appreciative of, difference and diversity.

### Does your organisation take graduates directly?

Yes. Please visit [dfat.gov.au/careers/graduate-recruitment/Pages/graduate-recruitment.aspx](https://dfat.gov.au/careers/graduate-recruitment/Pages/graduate-recruitment.aspx) for further information, including details regarding how to apply.

### What role would a graduate have?

DFAT's Policy Graduate Program is for applicants from all academic backgrounds and prepares successful candidates for a career as a generalist policy officer.

These graduates undertake a two-year professional development program in Canberra, combining work placements with formal training modules. This enables our graduates to develop a broad knowledge and understanding of the Government's foreign, trade and aid policy priorities,

the international environment and the department's financial and corporate context.

The program includes a block of courses designed to build upon and give graduates the opportunity to fill gaps in their academic studies. For example, those who haven't studied economics have the opportunity to take an introductory course in economics and those without law have the opportunity to take an international law course. There are also workshops to develop graduates' presentation and negotiation skills, as well as courses in human rights, diplomacy, international development, people and financial management, and consular services. Graduates also have an opportunity to travel interstate to make calls on peak industry bodies and government officials.

Graduates generally undertake five placements of 5-6 months across key areas of the department's work. These include multilateral desks (such as disarmament, development issues, counter-terrorism or human rights), bilateral desks (including foreign policy and aid program delivery), trade desks (covering areas such as the WTO, free trade agreements or international finance), development desks (including development and sectoral policy, humanitarian response and aid management) and corporate desks (such as consular or human resources).

On completion of the program, graduates take up a longer-term placement in the department and become eligible to apply for overseas postings.

# DEPARTMENT OF JUSTICE



**ADDRESS /** 160 Marsden Street,  
Parramatta NSW 2150



**CONTACT / E:** [agrecruitment@agd.nsw.gov.au](mailto:agrecruitment@agd.nsw.gov.au) & **P:** 02 8688 8403

## ABOUT THE ORGANISATION

*“ We work towards a truly integrated justice system that is responsive to current issues in the justice sector and is well placed to understand and address the needs of individuals. ”*

FORMERLY KNOWN AS THE DEPARTMENT OF POLICE AND JUSTICE.

### **What is the purpose of your organisation?**

The Department of Justice provides an effective justice system for the people of New South Wales. The Department is responsible for managing courts and justice services, implementing programs to reduce crime and reoffending, managing custodial and community-based correctional services, protecting rights and community standards and advising on law reform and legal matters.

### **What sets this organisation apart from the others?**

The Department of Justice is a large and diverse department. Outstanding opportunities for mobility and career development are available across the Justice cluster and the public sector. Mobility across the divisions is encouraged, including Courts and Tribunal Services; Juvenile Justice; Corrective Services; Crime Prevention and Community Programs; Justice Strategy and Policy; the Office of the Secretary and Corporate Services.

Your work will have a real impact in the community. The Department holds a unique focus on client service, social justice, contemporary issues and public safety initiatives. We work towards a truly integrated justice system that is responsive to current issues in the justice sector and is well placed to understand and address the needs of individuals.

As a legal or policy officer, you may have a role in a highly sought-after position of integrity and confidentiality. Examples include Justice Policy, Justice Legal, Law Reform Commission or Crime Prevention and

Community Programs (including LawAccess NSW). Departmental employees also work closely with stakeholders, non-government and community organisations and other agencies within the broader Justice Cluster including NSW Police Force, Fire and Rescue NSW, NSW Rural Fire Service and NSW State Emergency Service.

### **Tell us about an interesting new project the organisation is currently working on:**

The Department is currently working on cutting edge issues including sentencing reform, access to dispute resolution, the disability strategic plan, the open government initiative including privacy and access to information, and diversionary programs such as Youth on Track.

### **How does the organisation encourage a work/life balance?**

The Department is a flexible family friendly workplace. The Department has a dedicated Well for Life team. The team provides information and services to support improved health and lifestyle, such as discounted gym membership. The Department also hosts the RESPECT campaign, which promotes the right to dignity at work.

### **How does the organisation encourage employees to improve their capacity and skills?**

The Department holds a commitment to recognising talent and providing opportunities to build your capabilities across the sector through strong networks

and increased mobility. The Talent and Organisational Development unit commits to learning and growth, mobility and succession planning, throughout employees' career in the Department.

### **What does the organisation look for in a potential employee?**

Potential employees will demonstrate a high level of technical skill in their area of expertise. Core skills will also include excellent written and verbal communication skills, integrity, ethical practice and a motivation to serve the people of NSW. Applicants will have an understanding of trends and issues in the justice sector, as well as broader public sector initiatives including the NSW Capability Framework. The Department actively encourages all applicants, particularly people of Aboriginal or Torres Strait Islander descent and people with disabilities.

### **Does the organisation take graduates directly?**

Our allocation for graduate positions is yet to be determined. Please visit [justice.nsw.gov.au](http://justice.nsw.gov.au), as this will be updated as further information becomes available.

# DEPARTMENT OF THE PRIME MINISTER AND CABINET



**ADDRESS** / 1 National Circuit, Barton ACT 2600



**CONTACT** / Amanda Harmer  
**E:** amanda.harmer@pmc.gov.au & **P:** 02 6228 6457



**OFFICE LOCATIONS** / National Office in Canberra with a large geographical footprint for the Indigenous Affairs Regional Network

## ABOUT THE ORGANISATION

“*At the cutting edge of reform and innovation in public policy, PM&C provides high level strategic policy advice on matters that are at the forefront of public and government administration.*”

### What is the purpose of the organisation?

PM&C has unique responsibilities and a privileged role. Our principal function is to provide high quality policy advice to the Prime Minister and the Cabinet on matters that are at the forefront of public and government administration, including domestic and international affairs and, in particular, the implications of proposals for Commonwealth-State relations.

At the cutting edge of reform and innovation in public policy, PM&C provides high level strategic policy advice on matters that are at the forefront of public and government administration.

### What is unique about this organisation?

The Department briefs the Prime Minister, the Cabinet Secretary, and the Parliamentary Secretary to the Prime Minister, and consults extensively across the Australian Public Service (APS) to ensure that the advice provided draws on the most appropriate sources.

### Why work in the public sector?

PM&C values the health, safety and wellbeing of its employees. We understand employees who are mentally and physically healthy are more likely to be engaged, committed and productive in all aspects of their work and life.

### Does your organisation take graduates directly?

Yes.

### What is the anticipated graduate intake for this year?

Our allocation of Graduate positions is yet to be determined.

### What does the organisation look for in a potential employee?

PM&C seek applications from high achieving and high potential candidates with qualifications in a broad range of disciplines.

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

Please visit [dpmc.gov.au/pmc/careers/graduate-careers](http://dpmc.gov.au/pmc/careers/graduate-careers) for more information. This will be updated as further information becomes available.

### What role would a graduate have?

Graduates have a unique opportunity to work across various areas in the department, undertaking multiple rotations through the different divisions. Graduates are actively involved in the work of the area they are placed within.

Each group of graduates works on a range of significant policy, programme and operational areas.

## RACHAEL HYDE

ADVISER,  
ACCESS AND  
ADMINISTRATIVE  
REVIEW

When I enrolled in my final year at Sydney Law School in 2013, I had no idea where I wanted to be the next year. I hadn't done a clerkship and I wasn't sure I wanted to practice as a lawyer right away. But I did want to work somewhere where I could apply my legal skills and where I would be interested and challenged each day. Eventually, I chose the Department of the Prime Minister and Cabinet (PM&C) for the depth and breadth of experience on offer.

Working at PM&C means providing high level strategic policy advice on matters that are at the forefront of public and government administration. The Department's graduate programme allows you five-month rotations in two different areas at PM&C, so you can sample different work areas before deciding on your final placement. I have been fortunate enough to work across subject matter as varied as Indigenous Affairs policy, social policy, legislation coordination and legal policy, as well as participate in the G20 Summit in Brisbane and assist with the Royal visit. Other graduates have spent time in international and national security areas or on temporary taskforces within the Department.

I have highly valued the opportunity to work with colleagues from a range of backgrounds, from commercial law and consulting to international relations, psychology and social work. I have found some great mentors at PM&C; intelligent, witty people who have a genuine interest in shaping government policy and understand the responsibility on the public service to provide frank and fearless advice to the government of the day. I have also been supported to continue my tertiary study. I was admitted as a lawyer in the New South Wales Supreme Court last year and I intend to start my Masters of Law later this year.

I thought moving down to Canberra by myself might be a challenge. But sharing the experience with dozens of other graduates at PM&C, not to mention hundreds of graduates across the public service, who are almost all coming from interstate, means an instant set of friends you can carpool, house hunt and compare notes from your first day of work with.

Almost eighteen months into the public service, I'm still not sure where exactly my passion lies (and I'm certainly not used to the Canberra winters). But I continue to be

challenged each day and to be fascinated by the machinery of government. I still get excited when I see the outcomes of my work in the news, or when I spot a politician coming down the road from Parliament House.

I would strongly recommend PM&C to you if you have an interest in government, want to apply your legal and critical analysis skills to solving complex problems and want to have a real influence on the most pressing issues of the day. The variety of work areas at PM&C means there is something for everyone and if, like me, you're still not quite sure what you want to do with your hard-earned law degree, there is certainly the opportunity to work across a wide range of domestic and international policy issues. I have found PM&C to be an exciting, high-paced workplace at the heart of government administration and a great foundation for whatever I choose to do in the future.

# LEGAL AID NSW



**ADDRESS** / Head Office: 323 Castlereagh Street, Haymarket, with 20 other locations across NSW.



**CONTACT** / Anita Fredkin  
**E:** anita.fredkin@legalaid.nsw.gov.au & **P:** 9219 5954



**OFFICE LOCATIONS** / Parramatta (2 offices), Newcastle, Campbelltown, Liverpool, Fairfield, Penrith, Bankstown, Blacktown, Burwood, Port Macquarie, Orange, Lismore, Gosford, Dubbo, Sutherland, Wollongong, Coffs Harbour, Nowra, Wagga Wagga, Tamworth



**AREAS** / People and Organisational Development, Family Law, Criminal Law, Civil Law

## ABOUT THE ORGANISATION

### What sets this organisation apart from the others?

We are a public sector agency which is the largest legal firm in NSW. We provide advice and minor assistance as well as representing people who qualify for aid in criminal, family and civil matters. As a public sector agency, Legal Aid has a strong social justice stance and provides legal services to the socially and economically disadvantaged within our community.

### Tell us about an interesting 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.

### 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.

### Does the organisation take graduates directly?

Yes.

### Anticipated graduate Intake for this year:

There will be an intake of five graduates this year: two Aboriginal and/or Torres Strait Islander places, one place for a candidate who can demonstrate that they have experienced social or economic disadvantage, and two places open to applicants.

### What is the method of application for graduates?

The program is advertised on Legal Aid website and 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 one month after advertising.

*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.*



# NSW CROWN SOLICITOR'S OFFICE



**ADDRESS /** 60-70 Elizabeth Street, Sydney NSW 2000



**CONTACT /** CSO Recruitment  
**E:** csorecruit@csso.nsw.gov.au & **P:** 02 9224 5000



**OFFICE LOCATIONS /** Sydney CBD



**AREAS /** Administrative Law, Child Protection, Commercial Litigation and Property Law, Community Law, Constitutional and Native Title Law, Criminal Law, Employment Law, Government and Commercial Law, Inquiries, Torts Law

## ABOUT THE ORGANISATION

*“ The work we perform is challenging and often high profile, with important social, economic and political implications for the community. ”*

### **What is the purpose of the organisation?**

The purpose of the Crown Solicitor's Office (CSO) is to provide independent, authoritative legal advice, representation and other legal services to the NSW Government and its agencies. The CSO operates on a commercial basis and competes with private law firms to undertake general legal work for government agencies.

### **What is unique about this organisation?**

The work we perform is challenging and often high profile, with important social, economic and political implications for the community. The culture of learning has led to unrivalled representation of our people at the Bar and the Bench.

### **How does the organisation encourage employees to learn and develop?**

The CSO offers excellent training opportunities, a rotation program between practice groups and secondment opportunities to client agencies.

### **What does the organisation look for in a potential employee?**

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.

### **Do you offer any opportunities for non-penultimate year students?**

The CSO recruits law students as legal clerks (paralegals) if they have completed at least

two years of legal studies with at least a credit average.

### **What is the typical career path progression of graduates at your organisation?**

Following the two-year graduate rotation program, a graduate is placed as a solicitor in one of the CSO's 11 Practice Groups. They are given responsibility for conducting appropriate legal matters (advice, transaction and/or litigation) and assist more senior solicitors with the conduct of their legal matters within a specialist Practice Group.

### **What work does the organisation offer a clerk/intern?**

The CSO has graduate recruitment programs: one 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 the conduct of legal matters within a specialist Practice Group. The graduates rotate at regular intervals and gain practical experience in different areas of law.

### **Does your organisation take graduates directly?**

Yes.

### **What is the anticipated graduate intake for this year?**

Recruitment is expected to commence July/August 2015, for intake February 2016.

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

Roles are advertised online through the government website: Jobs NSW and also on [Seek.com](http://Seek.com). They are usually open for a period of two weeks. Applicants should submit their CV and a 1-2 page covering letter responding to the two targeted questions on the advertisement. A copy of their academic transcript should be attached to the application. Applications should be submitted through [jobs.nsw.gov.au](http://jobs.nsw.gov.au). Shortlisted candidates will be invited to complete assessments and to attend an interview. A minimum of two referees will be contacted as part of the selection process.

### **What role would a graduate have?**

A graduate assists senior solicitors in the conduct of legal matters (advice, transaction and/or litigation) within a Practice Group, whilst developing and enhancing professional competence in the area of law in which the Group specialises. They would attend professional development and in-house training opportunities and contribute to corporate marketing activities.

**LUCY  
ELIZABETH  
BOYLE**

GRADUATE SOLICITOR

“ I decided at University that I wanted to do interesting, stimulating work. I wanted my work to be part of my life, not all of it. The CSO ticks all the boxes. ”

I decided at University that I wanted to do interesting, stimulating work. I wanted my work to be part of my life, not all of it. The CSO ticks all the boxes.

As a graduate solicitor, I've had the opportunity to spend time in the Administrative, Criminal and Commercial Litigation and Property law teams. In each I have developed different skills and knowledge, including advice, transaction and litigation work.

I have provided advice on obscure questions of law, brought applications with respect to high risk violent offenders and defended

decisions made by the Chief Commissioner of State Revenue. I have always been supported and mentored by Senior Solicitors, while gaining valuable insight into their practice management and client management habits.

I have felt comfortable challenging myself, my legal knowledge and legal skills, knowing that those around me have vast experience and are wishing me to succeed.

I could not envisage a more wonderful environment in which to start a legal career.

**ROBERT  
GHANEM**

SOLICITOR

I completed a Bachelor of Science/ Bachelor of Laws (Hons) and a Master of Environmental Science and Law at the University of Sydney in 2009.

I joined the CSO in 2011. I was attracted to the CSO because of its prestigious reputation, its breadth of legal work and the fact that it involved providing legal services to the NSW Government to achieve positive outcomes for the people of NSW.

Through the CSO rotational policy, I have been exposed to and gained experience in many areas of law - contract law, commercial litigation, property transactions, child protection, legal advice writing and advocacy in all courts and tribunals in NSW. I would strongly recommend the CSO to any prospective employee as you will quickly develop your legal skills and experience in a myriad of legal areas, while receiving ongoing training and support to further your career.

“ I would strongly recommend the CSO to any prospective employee as you will quickly develop your legal skills and experience in a myriad of legal areas. ”

# NSW PUBLIC DEFENDERS



ADDRESS / 23/1 Oxford Street, Darlinghurst NSW



CONTACT / Ruth Heazlewood, Chambers Manager  
E: Ruth\_Heazlewood@agd.nsw.gov.au & P: 02 9268 3111

## ABOUT THE ORGANISATION

### What is the purpose of the organisation?

NSW Public Defenders are salaried barristers appointed under the Public Defenders Act 1995 to provide representation to legally aided people charged with serious criminal offences.

### What is unique about this firm?

The Public Defenders are unique in that they are the only independent statutory office in Australia providing this service. Public Defenders appear in serious criminal cases and are highly regarded for their expertise as criminal law practitioners. They only appear for socially and economically disadvantaged clients.

### How does the organisation encourage employees to learn and develop?

Public Defenders provide students with a wide range of experiences in the preparation and observation of criminal cases. Students are given real cases to work on and many are able to attend court to follow trial, sentence and appeal cases. They may be given complex research tasks and all are encouraged to take an active role in the office and work independently, but with supervision and support.

### What does the organisation look for in a potential employee?

We look for a strong interest in social justice and a passion for criminal law. A capacity to work independently, high level research skills, an interest in advocacy and good communication and interpersonal skills are also valued.

### What advice would you offer to someone applying to the organisation?

Find out as much as you can about Public Defenders and demonstrate a real interest in working in the criminal jurisdiction. Choose electives in criminal procedure, evidence and research but also demonstrate an interest in social justice either through study or extra-curricular activities. Above all, persist.

### Why work in the public sector?

Many good legal jobs, especially in criminal practice, are located in the public sector. The focus in these jobs is on providing a much needed service and not on making money. Employees are usually well supported with training, leave and other entitlements. It is sometimes easier to achieve a better work/life balance.

### Do you offer any opportunities for non-penultimate year students?

We prefer to have 4th – 5th year students as they have hopefully developed a level of maturity to cope with the work and studied criminal law subjects at an advanced level.

### What is the typical career path progression of graduates at your organisation?

Criminal law jobs are not easy to get but many of our students eventually find work with Legal Aid NSW, the Aboriginal Legal Service, the Office of the Director of Public Prosecutions, Crown Solicitors, Royal Commissions or small private firms. Other options include working as an associate or tipstaff for a District Court or Supreme Court Judge.

### What work does the organisation offer a clerk/intern?

Clerks/interns assist in the preparation of trial and appellate matters including organising briefs of evidence, providing witness and other summaries, chronologies, tables of evidence, legal research, attending client conferences and court hearings and filing documents.

### How do students apply for an internship?

All applications are made to the Chambers Manager and should include a brief letter with CV and recent academic transcript.

### Does your organisation take graduates directly?

Public Defenders only provide paid positions for graduates who qualify under our Aboriginal Law Graduates Program. This is a temporary position to assist with the completion of practical legal training prior to admission.

### What is the anticipated graduate intake for this year? There is a maximum of two positions per year.

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

Applicants for the Aboriginal Law Graduate position need the support of their Dean of Law School or senior criminal law lecturer or be nominated by the NSW Bar Association's Indigenous Lawyers Committee.

### What role would a graduate have?

The role is equivalent to a paralegal role.

## PERSONAL PROFILE

### CHANTELLE PORTER

ABORIGINAL LAW GRADUATE

My name is Chantelle Porter, and I am currently completing my practical legal training at the Public Defenders Chambers. I am employed as a paralegal through the Aboriginal Law Graduate Program.

It was my ambition to work at the Public Defenders, as I have a keen interest in the criminal law. I am particularly interested in

the rules of evidence and court processes. I further desired to work at the Public Defenders, as it is a social justice driven organisation that represents disadvantaged and vulnerable clients. Given my experience of growing up in a small Aboriginal community, I believe that providing such people with a voice in the criminal justice system is essential.

Working at the Public Defenders has provided me with an invaluable opportunity to work alongside those barristers at the very top of their careers. This has given me

an incredible insight into what is required in the preparation and presentation of a case. It has also provided me with an enhanced understanding of techniques and approaches employed in advocacy.

Working at the Public Defenders Chambers has been both rewarding and challenging. It has involved a good balance of trial preparation and court observations. Ultimately, it has given me the opportunity to do real legal work alongside friendly and guiding co-workers.

# OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS NSW (ODPP)



**ADDRESS** / 175 Liverpool Street,  
Sydney NSW 2000



**CONTACT / E:** HumanResources@odpp.nsw.gov.au



**OFFICE LOCATIONS** / Sydney CBD; Campbelltown;  
Parramatta; Penrith; Gosford; Dubbo; Lismore; Newcastle;  
Wagga Wagga; Wollongong.



**AREAS** / Criminal Law

## ABOUT THE ORGANISATION

### What is the purpose of the organisation?

The ODPP is NSW's independent prosecution authority and was established by the Director of Public Prosecutions Act 1986.

The ODPP prosecutes all serious offences committed against the criminal law of the State.

The ODPP does not investigate crimes but conducts the prosecutions on behalf of the community. This means that the ODPP does not represent victims or the police in the same way that other lawyers usually represent clients.

The ODPP handles approximately 18,000 matters a year involving offences under the laws of New South Wales, including:

- Trials for indictable offences in the District Court and the Supreme Court;
- Committal proceedings for indictable offences in the Local Court;
- Appeals to the District Court from the Local Court;
- Appeals in the Court of Criminal Appeal and the High Court;
- Appeals in the Supreme Court and the Court of Appeal; and
- Some summary hearings in the Local Court including where a police officer is a defendant and when a defendant has been charged with a sexual assault offence against a child.

### How does the organisation encourage employees to learn and develop?

Benefits on offer include:

- Work in a social justice environment;
- Mentoring opportunities to learn from leading criminal law professionals;
- Work-life balance;
- Salary packaging;

- Extensive training and development opportunities; and
- Modern technology, equipment and facilities.

The ODPP also offers generous conditions and benefits, including flexible working hours and paid parental leave.

### Do you offer any opportunities for non-penultimate year students?

Yes, although the ODPP is currently reviewing its guidelines for Work Experience placements. In the Sydney metropolitan areas our major work experience focus is via our own Legal Development Program (see below). However, other work experience requests may be accommodated from time to time.

### What work does the organisation offer a clerk/intern?

Requests for work experience will be considered on a case by case basis and opportunities will vary depending on location, resources and other operational demands.

### How do students apply for an internship?

All requests for work experience should be sent to Human Resources at HumanResources@odpp.nsw.gov.au for consideration. Human Resources will co-ordinate all requests and obtain approvals if appropriate.

The general requirements for work experience requests for the Solicitors Office must:

- come from University (or other recognised tertiary institutions) work experience program co-ordinators - not individual students;
- include information about the course being studied and requirement for work

“Benefits include: work in a social justice environment, extensive training, mentoring opportunities [and more].”

experience;

- specify the duration of placement requested;
- include evidence that it is approved work experience, covered by institutions accident cover and public liability insurances;
- provide details of learning goals of work experience (this is critical to assess what would be involved in the placement and which location would be most suitable);
- if requesting to do Practical Legal Placements this must be made very clear as this type of experience requires more formal supervision and reporting;
- advise names of suitable student to participate in work experience (ODPP will not undertake any selection process); and
- confirm preferred location

#### **Does your organisation take graduates directly?**

Yes. The ODPP employs recent graduates as part of the Legal Development Program. You are eligible to undertake the graduate program if you have completed the coursework component of the College of Law's Professional Program (or its equivalent) or would have completed it prior

to commencing the program.

You are also eligible to undertake the program if you have completed, are currently undertaking or have not started the work experience component of the College of Law's Professional Program (or its equivalent). Those participants who have completed the work experience component need to have done so within 6 months immediately preceding the date of application to the ODPP's graduate program.

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

Positions are advertised on an ad hoc basis. When available, these positions will be advertised on [jobs.nsw.gov.au](http://jobs.nsw.gov.au). Please note that applications are only accepted for advertised positions.

#### **What role would a graduate have?**

We look for talented and enthusiastic individuals who have a desire to succeed and make a difference. The program is available in our Sydney and Sydney West locations on a full-time, 35 hours per week basis, for a period up to 12 months

What we offer:

- Paid practical legal experience in criminal prosecutions;
- Experience in working with senior lawyers and Crown Prosecutors;
- Ongoing on the job training and access to professional development to achieve MCLE points;
- Formal feedback and informal networking;
- An assigned lawyer to help you understand the work undertaken by the Office;
- Excellent working conditions including flexible work practices; and
- Challenging work that makes a difference.

The Legal Development Program will provide opportunities to develop and enhance:

- Organisational skills;
- Analytical skills;
- Advocacy skills;
- Legal research skills;
- Knowledge of criminal law, practice and procedure; and
- Communication skills.

*“ We look for talented and enthusiastic individuals who have a desire to succeed and make a difference. ”*

# PARLIAMENTARY COUNSEL'S OFFICE (PCO)



**ADDRESS** / Level 23, AMP Centre, 50 Bridge Street, Sydney NSW 2000



**CONTACT** / Michelle Butler, Director, Governance and Operations  
**E:** michelle.butler@pco.nsw.gov.au & **P:** 02 9321 3381



**OFFICE LOCATIONS** / Sydney



**AREAS** / Legislative Drafting and Advice (Bills and Subordinate Legislation)

## ABOUT THE ORGANISATION

*“PCO is the only agency of its type in NSW and is a vital link in the legislative process, working with Cabinet, Parliament and officers from Government agencies to meet the Parliamentary program and the Subordinate Legislation program.”*

### **What is the purpose of the organisation?**

The PCO provides the Government with a comprehensive and integrated range of high quality services for drafting and developing legislation, publishing legislation and providing advice and information about legislation to government. PCO also provides drafting services to non-government Members of Parliament. PCO provides public access to legislation through the authorised NSW legislation website.

The principal client of PCO is the Government, including Ministers of the Crown and Government agencies. Our other stakeholders include Parliament, individual Members of Parliament and the public.

### **What is unique about this firm?**

PCO is the only agency of its type in NSW and is a vital link in the legislative process, working with Cabinet, Parliament and officers from Government agencies to meet the Parliamentary program and the Subordinate Legislation program. PCO also works with other organisations to promote uniform legislation and plain language, and to further refine the content, appearance and availability of legislation.

### **How does the organisation encourage employees to learn and develop?**

The PCO has its own in-house Continuing Professional Development program, recognised by the Bar Association and the Law Society.

PCO also has a master/apprentice style structure, pairing less experienced legislative drafters with very experienced drafters. A peer review program for drafting work also provides feedback to assist with the development of drafting skills.

PCO is currently working on a Knowledge Management Program, including the development of an in-house wiki to encourage the sharing of information and knowledge about legislative drafting and publishing.

### **Does your organisation take graduates directly?**

PCO does not operate a graduate program. PCO recruits entry-level legislative drafters from time-to-time and advertises vacancies on the NSW Government jobs website: [jobs.nsw.gov.au](https://jobs.nsw.gov.au).

# Social Justice

*'Social justice' is a term that is often cited, but not always understood, within the corridors of Sydney Law School. Perhaps this is because it does not have one meaning; it is a term that applies to the work of lawyers, researchers and campaigners alike, with respect to animal welfare, environmental protection and human rights. What is it, then, that binds all of these things? The golden thread is a desire to redress inequalities. When we talk about social justice, we're talking about helping those who have been disadvantaged, to move towards a more fair and equitable society.*

*There seems to be a misconception that 'social justice' jobs are merely a backup for law students and graduates, who didn't get the marks to secure those highly sought-after clerkships. And it's not difficult to see how such a misconception has emerged. After all, working at a community legal centre does not confer the same status (or salary) as a position at a top-tier commercial law firm. However, such a misconception ignores the extraordinary capabilities of those who choose careers in the not-for-profit legal sector, and the immensely rewarding nature of the work that they do.*

*In order for community legal centres and advocacy organisations to make a real difference, they need the best lawyers that they can find. It is important to recognise, therefore, that finding jobs in the 'social justice' sphere can be as competitive and challenging as those in the commercial sector. One of the organisations that we approached for this year's Guide declined to be featured, because positions only open once every ten years, and they don't hire graduates. A desire to help people, therefore, will only get you so far. Hard work, persistence and experience are essential- as is knowledge of the opportunities that exist.*

*For those who already plan to pursue a career in social justice: we hope that this section of the Guide sheds some light on what it takes to make that happen. However, for those who have not considered such a career: we hope the section prompts you to explore your options. Many social justice organisations, with only a peripheral relationship to law, have a need for the knowledge and skills of law graduates. They are featured in this Guide so that they may inspire those looking for a fulfilling way to utilise their legal skills. Let the following lawyers, teachers, campaigners and humanitarians broaden your horizons and show you the rewarding many doors that your law degree can open.*

# VOLUNTEERING

Voluntary positions are a great way to get involved in social outreach programs and also assist in career development. The benefits of volunteering include gaining a better understanding of social justice issues, first-hand experience regarding a career in social justice, developing valuable career skills, making a difference in communities, giving back to society, being engaged with a specific cause, doing work that is

rewarding, challenging, and fulfilling, and enhancing your employability.

There are a variety of different organisations that take on volunteers, to contribute generally and also in a legal capacity. The following profiles of social justice organisations in this guide may assist you in looking for places that are willing to take law students as volunteers. Some of these organisations may also have paid positions available.

## *Public interest law*

Organisations that work on a broad scale, and are happy to host legal 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.

## *Community legal centres*

Popular places to provide legal assistance include the Community Legal Centres (CLCs), such as 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: [clcnsw.org.au](http://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. Several community legal centres require you to address specific selection criteria; see page 9, particularly the 'statement of claims' section, for advice on how to do so. 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. Having prior social justice experience is also an advantage.

### 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.

## *Other opportunities*

In addition to the organisations profiled in this Guide, the Sydney University Law School offers electives that involve placements with social justice organisations, including the Social Justice Clinical Course.

Volunteering opportunities outside of law can also be valuable in helping you gain social justice experience. There are a number of volunteering databases available online, such as the SEEK Volunteering database ([volunteer.com.au](http://volunteer.com.au))

SULS also offers a variety of volunteering opportunities, such as the Juvenile Justice Mentoring Program and Refugee Language Tutoring Program. For more information, see the SULS website.

# ABORIGINAL LEGAL SERVICE



**ADDRESS** / ALS Redfern (Central and South Eastern Regional Head Office): Level 1, 619 Elizabeth Street, Redfern NSW 2016



**CONTACT** / Sheri Misaghi (Student Legal Volunteer Program)  
E: [sheri.misaghi@alsnswact.org.au](mailto:sheri.misaghi@alsnswact.org.au) P: 02 8303 6600



**OFFICE LOCATIONS** / ALS has 23 offices across NSW and the ACT.  
**NSW Central South East:** Redfern (Head Office), Parramatta, Wollongong, Moruya, Nowra; **NSW North:** Grafton (Head Office), Tamworth, Newcastle, Armidale, Kempsey, Lismore, Moree, Taree, Coffs Harbour; **NSW West:** Dubbo (Head Office), Broken Hill, Bathurst, Bourke, Griffith, Wagga Wagga, Walgett; **ACT:** Canberra



**AREAS** / Criminal Law, Children's Care and Protection Law, Family Law

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

ALS is an Aboriginal community organisation giving free legal advice and representation to Aboriginal and Torres Strait Islander people across NSW and the ACT.

### What would work at your organisation typically involve?

ALS is concerned with criminal law, children's care and protection law and family law. Our organisation also assists Aboriginal and Torres Strait Islander men, women and children through the court process by providing legal advice, representation and referral to further support services. ALS runs a 24-hour Custody Notification Service for Aboriginal people taken into police custody also provides assistance in civil law matters.

### Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We advertise current job vacancies on our website.

Volunteer opportunities in research, policy development, marketing and IT are available in most ALS offices. For students specifically interested in gaining experience in legal matters relating to the Aboriginal community, ALS offers the Student Legal Volunteer Program. Successful applicants work closely with ALS solicitors and staff and receive hands-on training in the following areas:

- Legal research
- Drafting submissions
- Drafting letters and court documents
- Attending court with solicitors
- Preparing briefs for Counsel
- Instructing in trials
- Administrative tasks
- Paralegal tasks

### Is there a formal application process?

Applications for the Student Legal Volunteer Program are submitted through the ALS website.

# AMNESTY INTERNATIONAL AUSTRALIA



**ADDRESS** / Level 1, 79 Myrtle Street, Chippendale NSW



**CONTACT** / Amelia Freeland  
**E:** amelia.freeland@amnesty.org.au & **P:** 0423 280 658



**OFFICE LOCATIONS** / Brisbane, Sydney, Canberra, Melbourne, Hobart, Adelaide, Perth



**AREAS** / Human Rights

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Human Rights

### What is unique about this organisation?

We are one of the biggest international, member driven human rights organisations in existence with a global movement of over seven million people. We are independent of government, political parties, religious or economic agendas.

### What would work at your organisation typically involve?

Amnesty International Australia employs around 90 staff across a range of positions. Our employees bring a variety of skills and qualifications from diverse backgrounds. Our employees are dedicated, passionate individuals, united in the belief that together we can campaign for human rights impact and make a difference.

### What significant work has the organisation completed recently?

Seeing the positive outcomes of our work is what keeps us going. Some of these include:

Hakamada in Japan who was released after 45 years on death row, the rapist of a 10 year old Afghani girl who was held to account and sent to prison and changes in laws and policy. The majority of the world's countries have now abolished the death penalty, Fiji being the most recent, we stopped the caning of a woman in Aceh who was gang raped and we got a government inquiry into police torture in the Philippines, while Guadalupe in El Salvador was pardoned after being jailed for suffering a miscarriage. These things are priceless.

### What particular attributes do you think define your employees?

First and foremost: a passion for human rights. We offer employees many fantastic benefits and have a strong commitment to professional development and flexible work practices. As a result, we have some of the most committed, capable and experienced staff in their respective fields.

“ Seeing the positive outcomes of our work is what keeps us going. ”

## PERSONAL PROFILE

### CATHERINE (KATIE) WOOD

LEGAL AND GOVERNANCE MANAGER

I completed a combined Arts/Law degree in the mid-nineties (showing my age). While at Sydney Law School in Philip Street, I started to work part-time at a law firm in the city. I remained at that firm and practised law, predominantly in the area of commercial litigation, for five years. It was absolutely fascinating work and I learned an enormous amount during that time.

However, I had always had a strong interest in justice and human rights, so I resigned from the law firm and started to volunteer as a refugee caseworker at Amnesty International Australia. After a short while, I was appointed as the Campaign Coordinator for

Amnesty's Human Rights and Security Campaign. This campaign focused on the undermining of human rights in the context of the 'war on terror' and drew heavily on my legal background. I now look after legal and governance matters for the organisation. It is incredibly inspiring to use your legal skills at an organisation like Amnesty. Working on the promotion and protection of human rights is both humbling and rewarding.

# THE ARTS LAW CENTRE OF AUSTRALIA



**ADDRESS /** 43-51 Cowper Wharf Road, Woolloomooloo NSW 2011



**CONTACT / E:** artslaw@artslaw.com.au & **P:** 02 9356 2566



**OFFICE LOCATIONS /** Sydney



**AREAS /** Contracts, Copyright, Moral Rights, Trademarks, Business Names And Structures, Defamation, Insurance And Employment

## ABOUT THE ORGANISATION

### **What is the focus of your organisation?**

The Arts Law Centre is a national, independent, not-for-profit community centre which provides free or low cost specialised legal advice, education and resources to Australian artists and arts organisation. In addition, we seek to engage with Aboriginal and Torres Strait Islander artists through the 'Artists in the Black' program.

### **What would work at your organisation typically involve?**

Volunteers perform a range of tasks that are crucial in the daily running of our organisation. They also provide invaluable assistance to the legal team. Volunteers undertake legal research, communicate with clients, compose written instructions to be reviewed by lawyers, and perform administrative tasks. On occasion, volunteers will also attend document review sessions and take detailed file notes of the advice given if the lawyer present requests a note-taker.

### **What particular attributes do you think define your employees?**

Our employees are diligent, have an eye for detail and are passionate about the arts.

### **Do you offer paid or unpaid employment, internships or work experience opportunities to law students?**

Law students may apply to be daytime volunteers or interns.

### **What do you look for in an applicant?**

We welcome applications from recent law graduates and law students in their final years of study. It is required that applicants have completed either intellectual property or media law. We ask that daytime volunteers commit to working one day per week at our Sydney office for a minimum period of six months.

### **Is there a formal application process and if so, what are the stages of the application process?**

If you are interested in a volunteer position, please fill out an online application form that can be found on our website and attach your resume and current academic record. 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 availability of our current daytime volunteers. There are generally opportunities for at least six new daytime volunteers annually.

# ASYLUM SEEKERS CENTRE



**ADDRESS** / Becher House, 43 Bedford Street,  
Newtown NSW 2042



**CONTACT** / Lee Meredith  
**E:** lee.meredith@asylumseekerscentre.org.au & **P:** 02 9078 1900



**OFFICE LOCATIONS** / Sydney



**AREAS** / Services to support asylum seekers

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

The Asylum Seekers Centre (ASC) provides practical and personal support for asylum seekers living in the community, by way of:

- Emergency accommodation
- Emergency financial relief
- Casework
- Legal advice and assistance
- Healthcare
- Employment assistance
- Education
- Food
- Social support.

### What is unique about this organisation?

We are the only organisation in NSW that provides a full range of support services to asylum seekers. We have 16.5 FTE staff and over 300 volunteers who currently provide services to over 1,500 asylum seekers.

### What significant work has the organisation completed recently?

- Purchased an emergency accommodation centre, in partnership with the Sisters of Charity, in early 2015.
- Significantly increased our Employer Network, which has allowed us to place up to 50 people per quarter in employment.
- Toured 'Seeking Humanity', an art exhibition by Wendy Sharpe, to increase awareness of the challenges faced by asylum seekers and the contribution that they make to Australia.

### What particular attributes do you think define your employees?

Our employees are all professionals who are committed to supporting asylum seekers and helping them rebuild their lives in Australia.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We have a limited number of unpaid PLT and volunteer positions at ASC. Expressions

of interest for PLT positions can be directed to Laura Hibbert at the Refugee Advice and Casework Service (RACS) - 02 9114 1600.

### What kind of employment/volunteer opportunities are available?

Employment and volunteer opportunities are advertised on our website and Facebook page as they become available.

### Is there a formal application process?

Volunteers are requested to apply via our website.

### What are the benefits of taking a position at your organisation?

Working or volunteering at ASC provides an opportunity to use your skills and experience to support some of the most inspiring people you will ever meet.

## PERSONAL PROFILE

### SYLVIA ARZEY

LEGAL SERVICE MANAGER  
(ON SECONDMENT FROM  
THE REFUGEE ADVICE  
AND CASEWORK SERVICE)

I have always had an interest and passion for human rights and refugees and asylum seekers issues in particular. After three years in commercial practice and volunteering, I was fortunate to be offered full time employment with the Refugee Advice and Casework Service. Working in refugee and human rights law is very rewarding. It can also be challenging. The challenge stems mostly from the difficult current legal and policy context, including a wide raft of changes to relevant legislation and significant funding cuts. I work with incredible clients and enjoy being able to assist them through the daunting and complex legal process of applying for

protection in Australia. For those interested in working in this area, getting involved with volunteering and pro bono work (if you are at a firm) is a great way to develop your skills and experience, and gain opportunities to connect with others in the sector.

# THE AURORA PROJECT

 **ADDRESS** / 100 Botany Road, Alexandria NSW 2015

 **CONTACT** / Fiona Bell  
**E:** kim.barkin@auroraproject.com.au & **P:** 02 9310 8413

 **OFFICE LOCATIONS** / Sydney (however, we organise internships for students and graduates all around Australia, including capital cities and regional locations)

 **AREAS** / Native Title, Land Rights, Policy Development, Human Rights And Advocacy – all with an Indigenous focus

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

The Aurora Internship Program places law, anthropology and related social science (archaeology, cultural heritage, environmental management, human geography, history and sociology) students and graduates in four six week unpaid internships at Native Title Representative Bodies (NTRBs), Prescribed Bodies Corporate (PBCs) and at over 90 other organisations working to support the Indigenous sector.

### What is unique about this organisation?

The Program provides much needed assistance to under-resourced host organisations and exposes students and graduates to career opportunities and networks in the Indigenous/social justice sector.

What would work at your organisation typically involve?

The work varies depending on where you are placed, but interns can expect a healthy balance of challenging and interesting work along with a fair amount of administration tasks. Work might involve research, preparing briefs or papers, drafting documents, attending court, assisting in the development of policy, administrative tasks and helping to prepare events.

### What significant work has the organisation completed recently?

Overall, over 25% of our alumni are working or have worked for NTRBs or in the broader

Indigenous sector, as a direct outcome of our Program. The Program has led to over 300 interns going on to work in a full-time or part-time capacity in organisations working in native title and the broader Indigenous sector.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Unpaid internships, via the Internship Program, which may lead to paid opportunities.

### Is there a formal application process?

Yes:

- Stage 1: Applications open twice a year in March and August for one month online via the Aurora website at [auroraproject.com.au/about\\_applying\\_internship](http://auroraproject.com.au/about_applying_internship).
- Stage 2: If successful, complete an online form (regarding available timeframes, host preferences and self-funding) in preparation for your interview.
- Stage 3: Face to face interviews conducted Australia-wide (or via Skype if need be).
- Stage 4: If found to be eligible for a placement, a suitable match is found. This is not always guaranteed.
- Stage 5: Once placement is confirmed, the intern is put directly in touch with their supervisor.

### What do you look for in an applicant?

- A strong academic background.
- Demonstrated interest in native title, land rights, social justice, policy development and human rights – all with an Indigenous focus.
- Solid research and communication skills.
- A positive flexible attitude and willingness to help out under-resourced and over-worked organisations in which ever capacity they are needed.

### How many people do you accept to each position annually?

Up to 375 applications are accepted each intake round (winter and summer), and the number of placements per round is determined by the demand from the various host organisations (between 100 – 150 per round).

### What are the benefits of taking a position at your organisation?

The Aurora Internship Program offers a legitimate career or study-based learning experience in a vocational placement that enhances learning, and will inform and inspire your future study and work life. Internships benefit students, near-graduates and graduates who are transitioning from education to the workforce (or considering a career change), and they create opportunities for those interested in working in the Indigenous sector in Australia. In addition, you will develop valuable practical legal research skills in a diverse range of tasks - skills you have rarely used or did not know you had.

## PERSONAL PROFILES

*“Along with the amazing legal experience I gained, the Program also allowed me to meet and network with like-minded people from across the country.”*

- **Daniella Pratt**, placed with the Northern Territory Magistrates Court.

*“My internship experience enabled personal growth, facilitated the development of my legal skills, encouraged me to step out of my comfort zone and provided me with the opportunity to experience working cross-culturally and in an amazing part of Australia.”*

- **Jennika Woerde** placed at Yawoorroong Miriuwung Gajerrong Yirrgeb Noong Dawang Aboriginal Corporation [MGCORP].

# COMMUNITY LEGAL CENTRES NSW (CLCNSW)



**ADDRESS /** Suite 805, Level 8, 28 Foveaux Street, Surry Hills NSW 2010



**CONTACT /** Alastair McEwin  
**E:** [clcnsw@clc.net.au](mailto:clcnsw@clc.net.au) & **P:** 02 9212 7333



**OFFICE LOCATIONS /** The State Office is located in Surry Hills - however, CLCNSW currently has 39 member organisations, which consist of generalist and specialist community legal centres across NSW



**AREAS /** Community legal centres offer a range of legal and related services to their client community. Generalist centres provide legal advice and assistance on a wide range of issues including AVOs, children and young people, consumers, credit and debt, crime, employment, environment, family law and relationships, human rights, tenancy, victims compensation and wills and estates. Specialist centres concentrate on a particular area of law or target a specific group such as mental health, disability discrimination, immigration, the arts, refugees, women and older persons.

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Community legal centres (CLCs) work for the public interest, particularly for disadvantaged and marginalised people and communities. They promote access to justice by providing equitable and accessible legal services, and work towards achieving systemic change through community legal education and law reform.

As the peak body for CLCs, CLCNSW works to provide support to its member CLCs. This includes law reform, sector development and advocacy on funding and other issues.

### What would work at your organisation typically involve?

Working at a CLC typically involves interacting closely with solicitors and other staff to provide direct assistance to clients, working on submissions for law reform, participating in community legal education activities and networking with other centres.

Working at the State Office involves providing referrals to CLCs for members of the public, collaborating on submissions for law reform, and participating in the quarterly meetings of all of the CLCs.

### What significant work has the organisation completed recently?

CLCNSW engages in many law reform activities that recently include making submissions, letters and reports on matters that CLCs think are unjust and particularly affect socially and economically disadvantaged groups. CLCNSW is currently working on a number of advocacy projects involving reproductive rights,

child protection and victims compensation. Previous projects have included the value of law reform work and police accountability.

For a list of CLCNSW's recent submissions, letters and reports, please visit: [clcnsw.org.au/cb\\_pages/law\\_reform.php](http://clcnsw.org.au/cb_pages/law_reform.php).

### What particular attributes do you think define your employees?

Our employees are defined by their tireless commitment and dedication to assist disadvantaged clients seeking access to justice.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We offer short-term unpaid internships or work experience opportunities to law students.

### What kind of employment/volunteer opportunities are available?

Different centres have different policies regarding the involvement of volunteers. Volunteer students are often required to assist with administrative and reception work as well as initial client contact. Depending on the centre, volunteers might be involved in conducting initial client interviews, responding to general inquiries about the centre and its services, referring clients to appropriate community and government agencies, maintaining client files and documentation, assisting in advocacy work, drafting letters and other legal documents and completing legal research.

### Is there a formal application process?

Yes. Students who are interested in working or volunteering at the CLCNSW State Office are advised to either submit an expression of interest to the State Office or apply through

the Aurora Internship Program. Students who volunteer at the State Office can expect to work closely with the Aboriginal Legal Access Program and the Human Rights Program.

CLCs across NSW also run their own volunteer programs. Applicants looking to volunteer at a community legal centre are advised to visit [clcvolunteers.net.au](http://clcvolunteers.net.au).

### What do you look for in an applicant?

Ideally, applicants will have a strong commitment to social justice, a good understanding of the issues affecting CLC clients and strong research skills.

### How many people do you accept to each position annually?

The State Office of CLCNSW accommodates 2-4 volunteers each year.

### What are the benefits of taking a position at your organisation?

Working or volunteering at CLCNSW can be a very rewarding experience. It provides an opportunity to network with community legal centres across NSW, as well as a chance to assist in advocacy work across a wide variety of legal areas.

# ENVIRONMENTAL DEFENDERS' OFFICE (EDO NSW)



**ADDRESS** / 5/263 Clarence Street Sydney NSW 2000



**CONTACT** / Emily Ryan; Sarah Roebuck  
**E:** edonsw@edonsw.org.au & **P:** 02 9262 6989



**OFFICE LOCATIONS** / Sydney and Lismore



**AREAS** / Environment And Planning Law, Administrative Law, Criminal Law

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

EDO NSW seeks to empower the community to protect the environment through law. We have legal expertise in a wide range of areas, including:

- Climate change and energy
- Coastal, marine and fisheries management
- Farming and private land management
- Forestry, clearing vegetation and trees
- Mining and coal seam gas
- Biodiversity
- Planning, development and heritage
- Pollution
- Protected areas and public land management
- Water management.

### What is unique about this organisation?

We are a community legal centre specialising in public interest environmental law. Unlike private firms, our services are free or provided at vastly reduced rates. In contrast to other community legal centres, we are a specialist centre and work exclusively on matters relevant to environmental regulation and protection.

### What would work at your organisation typically involve?

EDO NSW is a multi-disciplinary office with several specialist functions. Our functions include litigation and legal advice, policy and law reform, community engagement and legal outreach, scientific expertise and Indigenous and international engagement.

### What significant work has the organisation completed recently?

In the past year, we have:

- assisted 10 individuals and community groups in litigation to defend the environment before the courts. We helped residents of Bulga in their legal battle against Rio Tinto's planned coal mine expansion that would have

destroyed the town and resulted in the clearing of endangered ecological communities protected under threatened species laws;

- launched a new online tool called Have Your Say which provides the latest information about when and how to comment on State and Federal government decisions affecting the environment, including tips for effective engagement;
- provided free initial telephone advice on environment and planning law matters to over 1,000 community members from across NSW, and over 200 written legal advices to individuals and community groups;
- made over 40 submissions to the NSW and Commonwealth governments to promote law reform in the areas of environmental planning, natural resource management, climate change, Aboriginal cultural heritage, and access to justice; and
- held 21 workshops and seminars throughout NSW on environmental planning law, native vegetation, mining and CSG, Aboriginal cultural heritage, and effective engagement in government decision-making processes.

### What particular attributes do you think define your employees?

EDO NSW is made up of talented and passionate lawyers who are dedicated to helping the community to protect the environment through the informed use of the law. Our lawyers are supported by equally talented and dedicated administration staff, scientific staff, fundraisers, media and communications experts and volunteers. Working for EDO NSW requires resourcefulness, a strong work ethic and a commitment to public interest work.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

EDO NSW accepts volunteers who have studied or are studying environmental law at university. We also supervise PLT placements

where we have capacity to do so.

### What kind of employment/volunteer opportunities are available?

Volunteers are assigned to work with a supervising solicitor and are given work that best meets their skills and experience. They assist in the preparation of court documents, draft letters and legal advices, conduct legal research, review and edit fact sheets/ other legal publications and assist with drafting policy submissions.

### Is there a formal application process?

Yes.

### If so, what is the method of application?

Email a short covering letter, your CV and the EDO NSW volunteer application form to [edonsw@edonsw.org.au](mailto:edonsw@edonsw.org.au).

The volunteer application form can be found on our website here: [edonsw.org.au/join\\_us](http://edonsw.org.au/join_us).

### What do you look for in an applicant?

We seek applicants who have a keen interest in and understanding of environmental issues. We also ask that our volunteers can commit to volunteering at least one day a week for a minimum of 12 weeks.

### How many people do you accept to each position annually?

In 2013-2014 over 50 volunteers assisted EDO NSW. We frequently review new volunteer applications and accept applicants subject to the merits of the application and the capacity of the office to supervise.

### What are the benefits of taking a position at your organisation?

Law students will experience working in a cutting-edge environmental law practice. We offer our volunteers a hands-on experience under the supervision of an accomplished practising solicitor.

# GAY & LESBIAN RIGHTS LOBBY



**ADDRESS** / Benledi House, 186 Glebe Point Road, Glebe NSW 2037; Postal: PO Box 304 Glebe NSW 2037



**CONTACT** / Justin Koonin, Convenor  
**E:** convenors@glrl.org.au & **P:** 0414 269 339



**OFFICE LOCATIONS** / Sydney



**AREAS** / Human Rights, Advocacy and Policy

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

The Gay & Lesbian Rights Lobby (GLRL) advocates on behalf of lesbians and gay men. We provide referral and educative resources on gay and lesbian rights to the media, policy makers and the community.

### What is unique about this organisation?

The GLRL focuses on reducing legal inequality faced by gay men and lesbians, and educating the community, media and individuals about gay and lesbian rights and areas of discrimination. Working with the Lobby is an opportunity to be involved with positive change and social justice.

### What would work at your organisation typically involve?

The GLRL is situated within the rights, advocacy and policy space. Our work often involves researching current legislation and policy, drafting submissions, writing to politicians and people of influence, and working with LGBTI organisations and the community to further equality and remove barriers to social justice for gay and lesbians in NSW.

### What significant work has the organisation completed recently?

Recently the Lobby has been involved with the progress of the Criminal Records Amendment (Historical Homosexual Offences) Bill 2014. NSW citizens who have historical convictions for gay sex crimes and other similar offences can now apply to have their records expunged.

In February, in the lead up to the NSW State Election, the Lobby along with partner LGBTI organisations, delivered a petition to the LGBTI Parliamentary Cross Party

Working Group calling for an Independent Police Complaint and Oversight Body. This speaks to reports of police activity during Mardi Gras in recent years and also to the longstanding allegations about historic homophobic policing and failure to investigate hate crimes in the 1980s and 90s.

### What particular attributes do you think define your employees?

The GLRL has a history of working with driven, passionate and persuasive individuals who are keen to advocate on behalf on lesbians and gay men, and their families.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes, all of the above.

### What kind of employment/volunteer opportunities are available?

- Internship/Volunteer opportunities (i.e Management Committee, working groups and supporting our two office staff); and
- One-off volunteer roles for students/ graduates to become involved with our events and forums.

### Is there a formal application process?

Paid positions are advertised on the GLRL website. Opportunities for volunteers exist year round.

### If so, what is the method of application?

Expressions of interest for paid and volunteer roles should be directed to the Secretary via email. For paid positions, the selection criteria must be addressed.

Email: [secretary@glrl.org.au](mailto:secretary@glrl.org.au)

### What do you look for in an applicant?

Often we look for candidates with legal or policy exposure, research skills, finance and secretarial (governance) interests, event and project planning experience. A commitment to diversity and equality are important, as well as an awareness of issues facing the LGBTI community.

### How many people do you accept to each position annually?

The Lobby relies heavily on volunteers at each level - Executive, Committee, working groups and general volunteer positions. Applications for Executive and Committee positions revolve around the Annual General Meeting date. Working Groups have several intakes per year, whilst general volunteers expressions of interest are accepted throughout the year.

There are two paid staff positions and many opportunities for volunteers. Internships are limited to several places per year.

### What are the benefits of taking a position at your organisation?

Students/graduates will gain experience in a social justice and policy environment, whilst learning about practical applications of legislation and opportunities for reform. Often there are opportunities to be involved with research, drafting submissions, meeting with the Policy Working Group and helping to plan the Lobby's events and activities.

# GETUP!



**ADDRESS** / 104 Commonwealth Street, Level 2, Surry Hills  
NSW 2011



**CONTACT** / Henny Smith  
**E:** [henny@getup.org.au](mailto:henny@getup.org.au)



**OFFICE LOCATIONS** / Sydney and Brisbane



**AREAS** / Social Justice, Environmental Sustainability and  
Economic Fairness

## ABOUT THE ORGANISATION

“ [We seek] to build  
a more progressive  
Australia and  
hold politicians to  
account.

### What is the focus of your organisation?

GetUp! is one of Australia's largest campaigning communities, with a membership of over 800,000 people. We're an independent, grassroots, community advocacy organisation that seeks to build a more progressive Australia and hold politicians to account.

### What is unique about this organisation?

GetUp! is a membership-based organisation that allows members to get involved only in campaigns which matter to them. There are no obligations and no commitment is expected - there is complete freedom of involvement.

### What would work at your organisation typically involve?

Depending on the team you're working with, "typical" work could involve background research, strategising campaigns, writing emails to thousands of members, developing social media posts, working in the custom back end of the website, analysing data or responding fast to breaking stories.

### What significant work has the organisation completed recently?

In the past year alone, GetUp! has run innovative electoral field campaigns, a large scale response to the federal budget and moving candlelight vigils to remember slain refugee Reza Barati. It has also switched thousands of people to renewables-backed electricity, and crowdfunded multiple High Court challenges to protect the Great Barrier Reef.

### What particular attributes do you think define your employees?

Our employees are passionate, audacious, collaborative, resilient, nimble, intelligent and hard-working individuals.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We no longer offer unpaid internships or volunteer experiences, but keep an eye out on the recruitment page of our website ([getup.org.au/jobs](http://getup.org.au/jobs)) for upcoming job opportunities.

### Is there a formal application process?

Yes.

### If so, what is the method of application?

Applicants apply for vacant positions via instructions given on the recruitment page of our website. Usually this process includes sending in a resume, cover letter and a document that addresses the selection criteria. The process is usually a group interview, a task and an individual interview.

### What do you look for in an applicant?

GetUp! is looking for somebody who is passionate about creating change on progressive issues; somebody who is a team player; who brings creative ideas to the table and is a tech-savvy digital native that is comfortable navigating a range of social media platforms. They need to be an exceptional communicator that thrives in an extremely fast-paced office environment and can work autonomously on a range of varied tasks and projects. We want somebody who will take the initiative and do whatever it takes to get the job done

### How many people do you accept to each position annually?

That is a tricky question to answer, as it just depends on what we need at the time!

### What are the benefits of taking a position at your organisation?

The fast-paced, dynamic workplace means there's no such thing as a "typical" day in the GetUp! office. Working with like-minded, passionate people is also a huge benefit.

# HEADSPACE (NATIONAL YOUTH MENTAL HEALTH FOUNDATION)



**ADDRESS** / headspace National Office is located at: Level 2, South Tower, 485 Latrobe Street, Melbourne VIC 3000



**CONTACT** / Sarah Shiell  
**P:** 03 9027 0100



**OFFICE LOCATIONS** / Variety of headspace centre addresses across Australia – see [headspace.org.au](https://www.headspace.org.au) for up to date centre locations



**AREAS** / Youth Mental Health and Wellbeing

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

headspace provides services to young people aged 12 to 25.

If you are a young person looking for health advice, support and/or information, headspace can help you with:

- Mental health
- Physical/sexual health
- Alcohol and other drug services
- Education and employment services

eheadspace ([eheadspace.org.au](https://www.eheadspace.org.au)) provides online and telephone support for young people aged 12-25. It is a confidential, free, secure space where you can chat, email or

talk on the phone to qualified youth mental health professionals.

### What is unique about this organisation?

headspace supports young people aged 12-25 going through a tough time. There are headspace centres located across Australia that young people can access for help and support. If someone is not able to attend a centre there is also [eheadspace.org.au](https://www.eheadspace.org.au) which provides online and telephone mental health support.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Some headspace centres accept volunteers as part of their Youth Reference Groups. Please see specific centre websites for more

information and to contact a centre near you - [headspace.org.au/headspace-centres](https://www.headspace.org.au/headspace-centres)

### What kind of employment/volunteer opportunities are available?

headspace centre Youth Reference Group run and are involved in a variety of tasks and activities. Generally centres ask that the young people involved are passionate about making a difference in the area of mental health.

Some specific activities that a volunteer may be involved with include: planning, providing feedback on our service models and helping to develop community awareness activities.

## PERSONAL PROFILE

### NICK

HEADSPACE YOUTH  
NATIONAL REFERENCE  
GROUP (HYNRG)

I wanted to become a hYNRG member because I feel that youth mental health and well-being is such a prevalent issue within society nowadays. I think that headspace really does an awesome job of understanding and helping young people with the challenges they can sometimes face (whether big or small). hYNRG provides me an opportunity to contribute towards something I'm so passionate about on a tangible level. I also get the opportunity to meet so many cool people who share the same passion as me. I am particularly passionate about raising awareness of mental illness, as well as reducing the stigma behind its many connotations.

“ [headspace] provides me an opportunity to contribute towards something I'm passionate about on a tangible level.

# JUSTICE CONNECT



**ADDRESS / Melbourne:** Level 17, 461 Bourke St, Melbourne, VIC 3000; **Sydney:** GPO Box 863, Sydney NSW 2001, DX 78 Sydney NSW



**CONTACT /** Jana Chanova  
**E:** [jana.chanova@justiceconnect.org.au](mailto:jana.chanova@justiceconnect.org.au) & **P:** 02 8599 2100



**OFFICE LOCATIONS /** Melbourne and Sydney



**AREAS /** Justice Connect provides a central, social justice-focused organisation offering referral services to those seeking pro bono legal help. Secondly, it is in effect a community legal centre focused on homelessness, elder abuse, new migrants, not-for-profits and unrepresented litigants.

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Justice Connect promotes access to justice through the provision of pro bono legal help for those facing disadvantage (and the community organisations that help them). It is, in effect, a community legal centre focused on homelessness, elder abuse, new migrants, not-for-profits and unrepresented litigants

### What is unique about this organisation?

We harness the power of pro bono legal help in a unique way. Our deep and strong connections across the corporate and community legal sectors allow us to efficiently and effectively match volunteer lawyers with clients most in need of their help, simultaneously creating more capacity for the community sector to continue its great work.

We are also, in our six different programs, continually innovating and finding new means of unlocking the nation's pro bono legal help, aimed at helping older people, those experiencing homelessness, unrepresented litigants, not-for-profit organisations and new migrants. For instance, our Women's Homelessness Prevention Project is a new model that is stopping homelessness before it starts.

### What would work at your organisation typically involve?

Justice Connect works towards three goals: providing legal services, advice and referrals to people experiencing disadvantage; promoting pro bono culture; and policy reform. Practical Legal Training students engage in a variety of tasks that assist with these goals, such as taking client enquiries

for pro bono assistance, drafting letters, undertaking legal research and working on factsheets and policy documents.

### What significant work has the organisation completed recently?

MOSAIC, Justice Connect's migrant outreach service, recently conducted a 'Bring Your Bills Day' in Sydney, where new migrants could bring their problematic bills to a central location where dozens of people received advice, support and assistance from Justice Connect lawyers and pro bono lawyers from prominent Sydney firms.

Elsewhere, Justice Connect's Women's Homelessness Prevention Project and Debt and Tenancy for Prisoners Project completed their first six months, both reporting success rates in preventing evictions and providing support to prisoners beyond projected levels.

### What particular attributes do you think define your employees?

Justice Connect's staff are among the most talented and committed lawyers in the country. All have a deep passion for social justice and a keen awareness of the importance of pro bono legal help.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes.

### What kind of employment/volunteer opportunities are available?

Justice Connect offers unpaid Practical Legal Training positions across all of our programs.

We also have a volunteer program popular among law students.

### Is there a formal application process?

Yes.

### If so, what is the method of application?

Employment opportunities are posted on our jobs page ([justiceconnect.org.au/jobs](http://justiceconnect.org.au/jobs)) when available. When positions are available, applications can be made for PLT positions via the website ([justiceconnect.org.au/plt](http://justiceconnect.org.au/plt)), as can expressions of interest for a volunteer role ([justiceconnect.org.au/get-involved/volunteers](http://justiceconnect.org.au/get-involved/volunteers)).

### What do you look for in an applicant?

The ideal Justice Connect contributor has a passion for social justice and fairness, as well as a commitment to the importance of the law and to nurturing Australia's pro bono culture as a means of providing much-needed support to people facing disadvantage.

### How many people do you accept to each position annually?

At any given point, Justice Connect has 9 PLT students in its Melbourne office and 4 in Sydney. These positions last for a minimum of 60 days and are immediately refilled.

### What are the benefits of taking a position at your organisation?

Working at Justice Connect will provide PLT students with extensive experience in a wide variety of legal matters. We also have deep and strong connections with both the community and corporate legal sectors.

## PERSONAL PROFILE

### JASMINE MAROSVARY

PRACTICAL LEGAL TRAINING STUDENT

As a PLT student at Justice Connect, I have had an opportunity to be part of a compassionate and supportive team of people to learn from. My experience with the MOSAIC program allows me to see how lawyers can play an important role in making a better world though pro bono.

I highly recommend law students consider Justice Connect to complete their PLT, as you not only get to experience a great work environment to develop your professional legal skills, but also have the chance to make a real difference for Justice Connect clients.

# LAWYERS WITHOUT BORDERS



**ADDRESS** / 59 Elm Street, New Haven, CT, USA



**CONTACT** / Christina M. Storm, Executive Director  
**P:** 203-823-9397



**OFFICE LOCATIONS** / New Haven, London and Nairobi



**AREAS** / Human Rights

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Lawyers Without Borders (LWOB) focuses on promoting the rule of law and increasing community access to justice, through law and policy analysis.

### What is unique about this organisation?

It harnesses and manages pro bono resources from volunteer lawyers around the world.

### What would work at your organisation typically involve?

Depending on their specialised skills, volunteers may be involved in research, field study, technical and policy support, justice sector training and community outreach.

### What significant work has the organisation completed recently?

LWOB has recently engaged in trial observations of the Caprivi Trial in Namibia and provided human trafficking training and victim support in West Africa.

### What particular attributes do you think define your employees?

Our employees are committed to human rights, passionate about the rule of law and politically neutral.

### What international opportunities does the firm offer?

LWOB offers volunteer field opportunities in diverse regions, as well as ongoing research opportunities.

### Do you take Australian students at any of your offices?

Yes, as unpaid interns in the US office.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes, subject to appropriate visa and work permits.

### What kind of employment/ volunteer opportunities are available?

At any given time, there are a variety of volunteer opportunities available in the US,

the UK, or globally in regions where current LWOB programming is in progress.

### Is there a formal application process and if so, what is the method of application?

Yes. See the "Internships" information at [lwob.org](http://lwob.org).

### What do you look for in an applicant?

A strong academic record, extra-curricular accomplishments, language proficiencies and previous volunteer service, as well as an energy and passion for human rights.

### How many people do you accept to each position annually?

More than 30 volunteer positions are available annually.

### What are the benefits of taking a position at your organisation?

Working at LWOB provides an insight into what is required to accomplish access to justice in diverse environments, as well as a practical understanding of how lofty principles are implemented on the ground and in the field.

## PERSONAL PROFILE

### EVA JACOBSON

PROJECT MANAGER AND  
PROJECT ANALYST

I decided to work at LWOB because of the opportunity to work in the human rights field, while simultaneously employing my Spanish language skills. I primarily administered the organisation's Latin America and Caribbean (LAC) program on mediation, legal skills, and human rights. I was thrilled by the prospect of working with a team to strengthen civil society by engaging with lawyers, human rights activists and civil society leaders.

As a Project Analyst, I had the opportunity to develop a comprehensive data collection

system to monitor and track trainings, shipping, and demographic information for our LAC contacts. LWOB provided me with the time and confidence to develop this tracking system, allowing me to modify and improve upon it.

With other team members, I implemented surveys in the Spanish language, monitored LAC trainings, and employed SPSS Statistics to analyse the effectiveness of the program. LWOB arranged for me to take a training program as part of my work on the project, and supported my duties of compiling and drafting quarterly reports, which greatly improved my writing and analytical abilities.

Over the last year, I have managed the LAC project. I worked with LWOB staff and our pro bono law firm partner to develop, draft, translate, and ship mediation and human rights materials to our target population.

I was also given the opportunity to travel to Kenya with federal US judges and staff to administer LWOB's 2014 trial advocacy training for Kenyan magistrates and advocates. The training focused on the prevention of terrorism, anti-money laundering, and anti-corruption laws. I worked alongside lawyers and judges in Kenya and experienced firsthand how to administer trial advocacy training.

During my three years with the organisation, LWOB has empowered and facilitated my professional and leadership growth. I continue to work with the organisation because of the opportunity to work side by side with incredibly passionate and dedicated staff who work arduously to improve the rule of law in countries around the world.

# MACQUARIE LEGAL CENTRE



**ADDRESS** / Level 3, 107 Phillip Street,  
Parramatta NSW 2150



**CONTACT** / Legal Information and Referral Officer  
**E:** macquarie\_nsw@clc.net.au & **P:** 02 8833 0911



**OFFICE LOCATIONS** / Parramatta



**AREAS** / Family Law and Relationships, Domestic Violence, Care and Protection, Motor Vehicle Accidents, Traffic Offences, Home Building Disputes, Credit and Debt, Housing/Tenancy, Neighbourhood Disputes, Powers of Attorney & Guardianship, Wills and Estates and Victims Compensation

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Providing quality free legal advice and assistance to the most disadvantaged groups within Western Sydney.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We provide volunteer work experience for undergraduate law students on a weekly basis.

### Is there a formal application process?

Please visit our website ([macquarielegal.org.au](http://macquarielegal.org.au)) and fill out a Student Volunteer Application form. You can email or post this to us. Upon receipt, our Legal Information and Referral Officers will email you confirming we received your application. If your application is successful and there are student volunteer positions available, you will be invited for an interview. If there are no current availabilities, we will keep your details on file. Often we will recruit before Semester 1 and Semester 2.

## PERSONAL PROFILE

### STEPHANIE

STUDENT VOLUNTEER  
AT MACQUARIE LEGAL  
CENTRE

I have always been passionate about social justice and the notion of quality legal representation for all, especially for those who experience financial difficulty and hardship. I had done some research and thought that volunteering at a community legal centre would be a perfect fit for me, as it would provide me with an opportunity to give back, whilst also developing my own skills. When I discovered that Macquarie Legal Centre was looking for volunteers, I was extremely eager to apply. I knew that volunteer roles were extremely valuable and that positions filled fast, so I filled in the application and sent it off. A good few months had passed with no luck; then, out of the blue, I received an email inviting me for an interview!

From the minute I sat down in the interview, I knew that Macquarie Legal Centre would be a great place to volunteer. Since starting here I have been able to meet so many great people, everyone is happy to help, from the solicitors to the supervisors, and I always feel comfortable approaching someone for assistance.

Every shift gives me the opportunity to talk directly with clients, which is both challenging and extremely rewarding. Difficult and complex issues have helped me

to develop my listening and communication skills. Before starting at the Centre, I had very little experience working in a legal environment, however, after being here for 8 months, my practical abilities have improved drastically. The skill development is a great advantage, but nothing compares to the satisfaction that you gain from being on the front line and putting those who need it most in touch with the legal assistance they greatly need.

The responsibilities and opportunities that Macquarie Legal Centre has given me have been invaluable. I encourage anybody, at any stage of their law degree, to become a volunteer. Not only will you be exposed to a broad range of practice areas (which may help you decide on what is the best fit for you), but you will also be able to improve your skills and “do your bit” for an incredibly worthwhile cause.

# MARRICKVILLE LEGAL CENTRE



**ADDRESS /** 338 Illawarra Road, Marrickville NSW 2204



**CONTACT / E:** enquiries@mlc.org.au & **P:** 02 9559 2899



**OFFICE LOCATIONS /** Sydney

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Marrickville Legal Centre is a community legal centre that provides free legal advice, representation and assistance to the local community. We have a particularly strong reputation for working with immigrants, young people and people from non-English speaking backgrounds. Our highest priority is meeting the legal needs of some of the most disadvantaged members of the community.

### What would work at your organisation typically involve?

We provide free legal services to disadvantaged people across 12 local government areas. The Centre has a generalist legal service and a statewide youth legal service. We also run the Inner West and Northern Sydney Area tenants' advice & advocacy services.

### Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Yes. We offer unpaid volunteer positions.

### What kind of employment/volunteer opportunities are available?

MLC relies on volunteers to staff the front office and respond to requests made by members of the public, other workers and clients. In this role, you will act as the client triage point, providing legal information and referrals to people over the telephone and face-to-face, and making appointments with solicitors when appropriate. We also accept a small number of PLT students.

### What do you look for in an applicant?

- Completion of at least two years of a combined undergraduate law degree or one year of a graduate law degree;
- A demonstrated understanding of and commitment to social justice causes;
- A demonstrated understanding of ethical issues affecting community legal centres;
- Available for at least one of the Centre's shifts over a six month period;
- Excellent written and verbal communication skills; and
- Ability to work as part of a team.

### Is there a formal application process and if so, what are the stages of the application process?

Front Desk Volunteers are recruited through an interview process over three or four intake periods per year. If you are interested in becoming a front desk volunteer please email your CV and availability to daytime.volunteers@mlc.org.au. The Volunteer Coordinator will contact you when vacancies arise. Enquiries concerning our PLT program should be addressed to the Principal Solicitor and sent to enquiries@mlc.org.au.

### How many people do you accept to each position annually?

MLC offers approximately nine PLT placements per year. Five to ten Front Desk Volunteers are recruited per intake round. Successful front desk volunteers commit to one shift per week (3.5 hours) for a six month placement.

### What are the benefits of taking a position at your organisation?

Volunteers can expect to build up skills in casework file maintenance and increase their knowledge of referral services and the practical application of the law. You will also become experienced in assisting people in crisis.

“ Our highest priority is meeting the legal needs of some of the most disadvantaged members of the community. ”

# NATIONAL PRO BONO RESOURCE CENTRE



**ADDRESS** / Law Centres Precinct, The Law Building  
UNSW, Kensington NSW 2052



**CONTACT** / Lucy Martin  
**E:** [info@nationalprobono.org.au](mailto:info@nationalprobono.org.au) & **P:** 02 9385 7776



**OFFICE LOCATIONS** / Law Centres' Precinct, UNSW



**AREAS** / The Centre is a policy, research and sector advocacy organisation that does not provide legal advice or referral

## ABOUT THE ORGANISATION

*“ We are less interested in marks than in indications that applicants are dedicated to social justice. ”*

### **What is the focus of your organisation?**

The Centre is an independent centre of expertise that aims to grow the capacity of the Australian legal profession to provide pro bono legal services that are focused on increasing access to justice for socially disadvantaged and/or marginalised persons, and furthering the public interest.

The Centre also manages the Social Justice Opportunities website ([sjoppo.net.au](http://sjoppo.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.

### **What would work at your organisation typically involve?**

Volunteering for us would usually involve policy and research work, including drafting reports, submissions, papers and correspondence. You may also find yourself undertaking some basic administrative tasks as well.

### **What significant work has the organisation completed recently?**

Please refer to the 'Our Publications' section of our website. Recent major publications include: Fourth National Law Firm Pro Bono Survey, 'Pro Bono Legal Services in Family Law and Family Violence: Understanding the Limitations and Opportunities' and 'Pro Bono Partnerships and Models: A Practical Guide to What Works'.

### **Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?**

We offer volunteer placements.

### **What kind of employment/volunteer opportunities are available?**

We do not provide legal assistance directly to clients or broker pro bono referrals, so most our work involves research, policy work, drafting submissions and the like. As with any organisation, one of the best ways to find out more is to look through our website ([nationalprobono.org.au](http://nationalprobono.org.au)), paying particular attention to our recent publications (listed under 'Our Publications').

### **Is there a formal application process? If so, what is the method of application?**

We accept applications for volunteer placements at any time, however we generally only do an intake two-three times per year (generally coinciding with semesters/holidays). Contact us for current dates and application information.

### **What do you look for in an applicant?**

When we look for volunteers, we are less interested in marks than in indications 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. Excellent writing and research skills are, of course, vital.

### **How many people do you accept to each position annually?**

This depends on our workload, however the Centre typically accepts two to four students/new lawyers from outside UNSW (where we are located) each year.

### **What are the benefits of taking a position at your organisation?**

Working at the National Pro Bono Resource Centre will give students an understanding of the pro bono sector. Students will also gain experience in writing submissions, research documents and other forms of correspondence and publication.

# NSW COUNCIL FOR CIVIL LIBERTIES



**ADDRESS** / Suite 203, 105 Pitt Street, Sydney NSW 2000



**CONTACT** / Office Coordinator  
E: [office@nswccl.org.au](mailto:office@nswccl.org.au) & P: 02 8090 2952

Dr. Lesley Lynch - Secretary of Executive Committee  
E: [lesley.lynch@nswccl.org.au](mailto:lesley.lynch@nswccl.org.au) & P: 0416 497 508



**OFFICE LOCATIONS** / Sydney



**AREAS** / Civil Liberties, Human Rights, ASIO, Police Powers, Asylum Seeker Policy, Privacy, Free Speech, Right to Protest, Freedom of Information, Bill of Rights, Death Penalty, Terrorism, Prisoner's Issues, Sniffer Dogs, Victims of Crime, Double Jeopardy, Aboriginal & Torres Strait Islander Rights, Drug Reform, LGBTI Rights, Mental Health, Data Retention

## 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.

### What is unique about this organisation?

We are a small team of passionate people working to advocate for civil liberties and human rights in Australia.

### 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; and
- other work as required by the organisation.

Supporters (not just volunteers and interns) interested in a particular area can also get involved in Action Groups. In 2015 our Action Groups are:

- National security and counter-terrorism;
- Asylum seekers and refugees;
- Freedom of speech, censorship, privacy, data retention, open government and whistle-blowers;
- Criminal justice, police powers and mental health;
- Civil and human rights; and
- Organisational groups including Membership, Fundraising, Communications and Events.

You can find out more and sign up at [nswccl.org.au/actiongroups](http://nswccl.org.au/actiongroups).

### What significant work has the organisation completed recently?

We have recently undertaken a significant campaign against mandatory data retention, including contributing to the Combined Council for Civil Liberties submission to the Parliamentary Joint Committee on Intelligence and Security (PJCIS) inquiry into the Data Retention Bill; giving evidence against mandatory, mass data retention before the PJCIS and the Senate Committee on Legal and Constitutional Affairs; and co-hosting a number of screenings of the documentary Citizenfour including at Australian Parliament House.

We have also completed submissions on a wide range of issues, including asylum seeker policy, counter-terrorism laws, and reform of the Senate election process. Our organisation has also been prominent in mainstream media on the recent issues of the proposed Domestic Violence Register in NSW; the two Australian citizens recently executed in Indonesia; and commenting on a number of taser-related and other police incidents across NSW.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We offer unpaid internships and work experience to law students and those undertaking other relevant study.

### What kind of employment/volunteer opportunities are available?

There is only one paid position in the organisation. We offer volunteer placements, internships, and limited PLT placements.

### Is there a formal application process?

Yes.

### If so, what is the method of application?

Applications for internships and placements should be made at least six 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](mailto:office@nswccl.org.au) specifying the type of position sought.

### What do you look for in an applicant?

We are looking for pro-active people who have an interest in civil liberties and human rights law, and demonstrated research skills, good communication skills and the ability to work independently and creatively.

### How many people do you accept to each position annually?

Generally there is a maximum of two interns or placements at any one time.

# PUBLIC INTEREST ADVOCACY CENTRE



**ADDRESS** / Level 7, 173-175 Phillip Street, Sydney NSW 2000



**CONTACT** / P: 02 8898 6500



**OFFICE LOCATIONS** / Sydney

## ABOUT THE ORGANISATION

“PIAC works for a fair, just and democratic society, empowering citizens, consumers and communities by taking strategic action on public interest issues.”

### **What is the focus of your organisation?**

The Public Interest Advocacy Centre (PIAC) is an independent, non-profit law and policy organisation. PIAC works for a fair, just and democratic society, empowering citizens, consumers and communities by taking strategic action on public interest issues.

### **What would work at your organisation typically involve?**

Volunteer interns undertake paralegal work assisting lawyers and policy officers with a variety of legal casework and research tasks. Interns also assist PIAC by answering calls from members of the public seeking legal assistance.

### **What particular attributes do you think define your employees?**

A commitment to social justice.

### **Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?**

PIAC employs a mixture of lawyers, policy officers, trainers, a media officer and administrative staff. We also have an established internship program. For Sydney Law School students, there are dedicated internship positions available for students who undertake the Social Justice Clinical Course (either during semester or taught by PIAC over summer). We also offer volunteer placements for students completing the practical legal training requirement for College of Law studies and for undergraduate law students who are required to complete a placement as part of their coursework.

### **Is there a formal application process?**

Yes. Sydney Law School manages intake into the Social Justice Clinical Course. PIAC advertises all other paid and volunteer positions. We accept written applications and conduct interviews for all positions.

### **How many people do you accept to each position annually?**

PIAC accepts up to 30 law students each year. The number of other volunteer positions varies each year depending on need however we generally have at least three volunteers working with us at any one time.

### **What are the benefits of taking a position at your organisation?**

Interns are exposed to a wide range of public interest and social justice issues through litigation, policy research, training and community engagement. In the course of your placement with us, you will gain hands-on experience in these areas and further develop your professional skills.

# REDFERN LEGAL CENTRE



**ADDRESS /** 73 Pitt Street, Redfern NSW 2016



**CONTACT /** Ella Semega-Janneh, Communications and Volunteer Manager  
**E:** info@rlc.org.au



**OFFICE LOCATIONS /** Sydney

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Redfern Legal Centre is an independent, non-profit community legal centre dedicated to promoting social justice and human rights. We offer free legal advice, referrals, and casework to disadvantaged people living in the City of Sydney, Botany Bay, and Leichhardt local government areas. We also provide community legal education and advocate for the reform of inequalities in laws, the legal system, administrative practices, and society as a whole. Our specialist areas are domestic violence, tenancy, credit and debt, employment, discrimination, and complaints about the police and other government agencies.

### What would work at your organisation typically involve?

Volunteer Legal Assistants provide legal support to the caseworkers through legal information and referrals, working on casework files and general administrative duties.

Volunteer Solicitors' duties include staffing telephone and face-to-face shifts on a weekly or fortnightly basis, interviewing and providing advice, accurately recording information given on advice forms, advising clients of limitation dates, accurately obtaining and recording statistical information from clients and following PII requirements. PLT placement responsibilities include client intake, file review, general

administration, research, legal drafting, interviewing clients and follow-up on client matters under the supervision of a solicitor.

### Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Paid positions are advertised on our website. We offer volunteer opportunities for legal assistants, PLT students and solicitors.

### Is there a formal application process and if so, what are the stages of the application process?

There is a formal application process. Please visit our website for further details.

## PERSONAL PROFILE

### MELISSA CHEN

VOLUNTEER LEGAL ASSISTANT; FRONT DESK SUPERVISOR

I commenced at RLC as a Volunteer Legal Assistant in February 2012. Volunteer Legal Assistants essentially man the front desk, meaning that they are at the front line of client contact. Being able to speak with clients from many different backgrounds was an invaluable experience in that gave me a deeper understanding of the challenges faced by those less fortunate members of the community. Volunteer Legal Assistants are also involved in general administrative duties, and help solicitors with small research tasks where necessary.

I would encourage anyone who is interested in getting some practical experience in a community legal centre to consider applying for a position at RLC. It is a large, well-established community legal centre and has excellent training and support programs that enable volunteers to get the most out of their experience.

“ I would encourage anyone who is interested in getting some practical experience in a community legal centre to consider applying for a position at RLC. ”

# THE REFUGEE ADVICE AND CASEWORK SERVICE



**ADDRESS** / Level 12, 173-175 Phillip Street, Sydney NSW 2000



**CONTACT** / E: admin@racs.org.au



**OFFICE LOCATIONS** / Sydney



**AREAS** / Migration Law, Administrative Law.

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

To ensure that those at risk of persecution receive legal assistance so they may be granted protection in accordance with Australia's international obligations. To help refugees reunite with their family members.

### What is unique about this organisation?

RACS is the pre-eminent and longest running Refugee Community Legal Centre in NSW. Over 26 years, RACS has established a solid reputation as the leading provider of free, expert legal services to asylum seekers and refugees.

### What would work at your organisation typically involve?

Typically our work involves advising and representing asylum seekers in their applications for protection with the Department of Immigration and before the Refugee Review Tribunal. We also give family reunion advice and represent refugees in applications to bring their family members to Australia.

### What significant work has the organisation completed recently?

We recently lodged a complaint to the United Nations on behalf of a large group of unaccompanied minor asylum seekers that

was successful in preventing their imminent transfer to Nauru. This group of children is currently in the community in Australia.

### What particular attributes do you think define your employees?

We have some very sharp legal minds, pioneering and creative spirits and our team operates with warmth and humanity.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes.

### What kind of employment/volunteer opportunities are available?

We accept legal interns through university social justice programs however we also take on volunteers on a needs basis. RACS also takes on a number of paralegals who are in their final year of law or are completing their College of Law course.

We generally take four-six students from Sydney University per semester and up to eight PLTs from various universities.

### Is there a formal application process? If so, what is the method of application?

Yes. Interns must apply through their university's social justice program and

PLTs and other volunteers must submit an application in response to an advertised position.

### What do you look for in an applicant?

Good communication skills, good skills in managing their work and research skills. Common sense and an ability to remain calm under pressure. Positive attitude and flexibility in terms of work tasks coming your way. Someone who's going to be a good fit with the core values of RACS and who can be client focused and empathetic to our clients' situations.

### How many people do you accept to each position annually?

RACS takes at least 50 volunteers annually. This number is comprised of interns, volunteers and PLTs.

### What are the benefits of taking a position at your organisation?

Volunteering is a great way to get involved and do some really useful work to help asylum seekers and refugees directly. RACS could not deliver the amount of services that we are currently delivering to asylum seekers without our volunteers: the assistance is invaluable to us, very much appreciated by us, and is a highly rewarding experience in itself.

## PERSONAL PROFILE

### KATIE WRIGLEY

PRINCIPAL SOLICITOR

I came to RACS initially as a volunteer solicitor during the time when temporary protection visas were around between 1999 and 2007.

RACS ran a "TPV Project" which allowed solicitors to volunteer at nights to take updating statements from refugees addressing their claims for protection. I found the work to be incredibly rewarding. The client base is diverse, humbling and some of the stories I heard were extraordinary.

My experience in meeting refugees and hearing their stories gave me a strong interest in law reform in relation to laws which have a huge impact on people's lives. The clients I met at that time were all living on Temporary Protection Visas, which are now again law in Australia. Temporary Protection Visa holders are not allowed to bring their family members to Australia, and must have their status reassessed every few years.

Temporary Protection Visas keep genuine refugees in limbo. By definition, refugees cannot go home. And yet their short-term status precludes them from building a new life here. They live in a constant

state of anxiety, fearful of being removed once their visa expires. It is unsettling and disempowering in the extreme.

Despite the many challenges of the coming years in terms of providing what legal help we can for these people, in the face of our assistance to boat arrivals being de-funded and becoming reliant on our own fundraising efforts, I am extraordinarily and truly proud of the RACS team. I think the team are doing an outstanding job under the circumstances in responding to the legal needs of asylum seekers, and in being effective advocates for our clients and our clients' interests.

# REPRIEVE AUSTRALIA



**ADDRESS** / GPO Box 4296,  
Melbourne VIC 3001



**CONTACT** / **E:** [contact@reprieve.org.au](mailto:contact@reprieve.org.au)



**AREAS** / Death Penalty; Human Rights

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Reprieve Australia fights against the death penalty through our pro bono casework, research and internship programs and campaigns such as the Mercy Campaign ([mercycampaign.org/](http://mercycampaign.org/)) and Blackstrikes ([abc.net.au/radionational/programs/lawreport/criminal-jury-selection-in-the-us/5792046](http://abc.net.au/radionational/programs/lawreport/criminal-jury-selection-in-the-us/5792046))

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

We offer unpaid internships with not-for-profit legal offices in the United States, Malaysia, Indonesia, Singapore and Thailand.

### What kind of employment/volunteer opportunities are available?

For our US interns, we work with our sister organisation, Reprieve US, to place volunteers in the Southern United States for periods of three months or more. Since our

first placements in November 2001, we have sent more than 100 volunteers to the United States. The program continues to grow each year, attracting a mix of students and professionals from different backgrounds.

As of late 2012, we have expanded our overseas internship program to include South East Asia. These placements are of shorter duration than the US internships, with a minimum of one month.

In regards to the internship itself, the work varies greatly and can be exciting, uplifting and intellectually challenging. An intern's responsibilities may include working on the appeal or trial process in capital cases and visiting clients on death row. Interns are expected to work long hours in the office, copying, redacting, proof-reading, researching and performing general administrative tasks. These duties require an intern to have a real sense of purpose and dedication.

### Is there a formal application process?

Yes.

### If so, what is the method of application?

Interested students must apply using the form on our website. We accept applications throughout the year; however, we recommend that you apply at least three months in advance of your proposed commencement date.

### What do you look for in an applicant?

If you are passionate about fighting the death penalty and you want to help those who are most acutely affected, our volunteer program is a great way to take action. We look for mature, independent and compassionate interns who are ready to work hard alongside tireless human rights advocates in the fight to save people from execution.

## PERSONAL PROFILE

### KATE LYLE

INTERN WITH REPRIEVE  
AUSTRALIA

For my internship, I was placed in Louisiana, where I was exposed to a criminal justice system that did not always align with my personal values. I was often challenged by a system that required patience and a steadfast conviction against the death penalty.

Inspired by the passion of a paralegal at our office, the most important thing I have learnt from my internship with Reprieve Australia is that I love documents! After three months of assisting in a variety of tasks, I learnt that efficiently requesting, processing and filing relevant documents is often the key to achieving justice for our clients. For example, on both the cases to which I was assigned, I was responsible for locating the client's mental health records in order to detail their history of intellectual disability. This may later be used to argue that the client is intellectually impaired and therefore unable to be sentenced to death. I have also had

the opportunity to collect documents and process data concerning racial prejudice in jury selection. As an intern, I was able to go out into the field and assist in interviewing potential witnesses, prepare research for our attorneys to file in court, and observe our senior attorneys arguing a motion for new trial in court.

I am no longer afraid of spending my career as a solicitor drowning in paper, as I have learnt that even the most basic processing of documents is fundamental to achieving justice. In places like the United States it can even save a life.

# SALVOS LEGAL



**ADDRESS** / Level 2, 151 Castlereagh Street, Sydney NSW 2000



**CONTACT** / Sophia McCrindle  
E: volunteercoordinator@salvoslegal.com.au & P: 02 8202 1500



**OFFICE LOCATIONS** / Sydney and Goodna, Queensland



**AREAS** / **Humanitarian Team** – Criminal Law, Family & Children's Law, Debt, Housing, Centrelink and Migration / Refugee Law; **Commercial/Property Team** – Corporate, Commercial and Property Law.

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Our mission is to provide holistic justice funded by a competitively priced commercial legal service to the general public. We will strive to create systemic change in the availability of access to justice for all people so that no one is without a trusted adviser to provide comfort and counsel in their time of need.

### What is unique about this organisation?

Salvos Legal is a revolutionary not-for-profit law firm. All the profits generated by the commercial/property teams are used to fund the work of our humanitarian team which is provided free of charge to the disadvantaged and marginalized in our community. Both firms are wholly owned by The Salvation Army.

In August 2014, we were named the Law Firm of the Year at the Australian Law Awards hosted by Lawyers Weekly.

### What particular attributes do you think define your employees?

Passion, integrity and professionalism.

Whether they are part of our commercial or humanitarian team, all employees are fully committed to advancing our mission.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes.

### What kind of employment/volunteer opportunities are available?

We offer voluntary (unpaid) internships for graduates and admitted solicitors with our commercial and humanitarian teams. Internships are typically full-time and four months in duration. In addition we also welcome volunteer administrative assistants, paralegals, migration agents, interpreters and solicitors at both our offices (Sydney and Goodna) and advice bureaux.

### Is there a formal application process? If so, what is the method of application?

Yes. If you are interested in joining us in a voluntary capacity as a Solicitor, Migration Agent, Paralegal, Interpreter or

Administrative Assistant, please complete the Volunteer Expression of Interest Form found on our website and email it, together with your CV and cover letter, to (volunteercoordinator@salvoslegal.com.au).

### What do you look for in an applicant?

We are looking for applicants who support our mission and share our values. Successful applicants will demonstrate attention to detail, good time management, a strong work ethic and willingness to learn.

### How many people do you accept to each position annually?

Several.

### What are the benefits of taking a position at your organisation?

You get hands-on experience, mentoring and the knowledge that your work assists those less advantaged.

## PERSONAL PROFILE

### YUNMA ARIF

SALVOS LEGAL INTERN  
SOLICITOR  
(HUMANITARIAN TEAM)

I decided to intern with Salvos Legal due to my passion and interest in the areas of family and migration law. Having worked in the NSW Local Courts and as a mentor with refugee high-school students, I had also developed an interest in assisting persons who face barriers in their ability to access justice due to lower socio-economic status, disability or language.

Salvos Legal is just like any other law firm, except that it provides its quality legal services free of charge to those who need it most. The Humanitarian team provides full representation to the most disadvantaged and marginalised of people as well as free legal advice and limited representation to clients who attend the 'Advice Bureaus' in various locations of western Sydney.

As an Intern Solicitor, I was encouraged to take on an active role in the management and carriage of my files – up to seven at a time. I was able to freely communicate with clients and present case strategy ideas to my supervising solicitors. I provided legal advice to a number of clients at Advice Bureaus on a regular basis. I thoroughly enjoyed the working environment as all supervising solic-

itors were very approachable and thorough in their mentorship and feedback. This not only allowed me to extend my knowledge but also made the learning process more enjoyable.

Working with marginalised clients is both a challenging and rewarding experience which I would strongly encourage law graduates and solicitors to consider trying during their professional legal careers. I have immensely enjoyed working in the Salvos Legal Humanitarian team. The supportive professional environment allowed me to develop my skills and the clients whom I worked with were nothing less than inspiring. My experience at Salvos, has helped me identify the area of legal practice in which I would like to develop my career.

# TEACH FOR AUSTRALIA



**ADDRESS** / 103 Flinders Lane, Melbourne  
VIC 3000



**CONTACT** / Hannah Morris  
P: 03 8640 4501



**OFFICE LOCATIONS** / We currently place Teach For Australia Associates in the Northern Territory, Victoria, Western Australia and the Australian Capital Territory



**AREAS** / Associates in our graduate program commit to teaching high school students in disadvantaged schools for a minimum of two years

## ABOUT THE ORGANISATION

### What is the focus of your organisation?

Teach For Australia is a non-for-profit organisation committed to tackling educational inequity in Australia.

We recruit Australia's most outstanding and passionate graduates and professionals from all academic disciplines to commit to teaching in an educationally disadvantaged school for at least two years.

We support them through our award-winning Leadership Development Program to become exceptional teachers who have the potential to lead their students to dramatic and enduring academic outcomes and personal growth.

We're growing a movement of individuals who progress to positions of leadership in education and beyond. In their own way, they will continue to influence change within education so that our shared and ambitious vision comes ever closer to reality.

### What is unique about this organisation?

Teach For Australia rethinks what a grad program can and should be by asking for two years to develop yourself and immediately make a direct impact in one of society's greatest areas of need but expecting a lifetime of commitment. By getting the opportunity to become a part of the community that you serve for two years it becomes impossible for you to forget the strengths that community has and the role you must play in advocating for that community wherever you go in your life.

The experiences that Associates have in our program helps them become their best selves and equips them to be able to tackle disadvantage and inequity from a number of avenues.

### What would work at your organisation typically involve?

Day-to-day, our program participants are teachers in secondary schools across Australia. They are tasked with empowering and pushing their students to achieve what society says kids from that socio-economic background should not be able to. Each

day you get up early, work late, are usually involved in one after school club/activity or another, and spend a day on the weekend trying to make next week even better than this week.

### What significant work has the organisation completed recently?

This year we've expanded to our 4th state/territory, placed in our 67th high school and taught in our 3,000th classroom. Over our six years of Associates, 100% of the principals we've worked with say they will recommend hiring our Associates to other principals.

### What particular attributes do you think define your employees?

Teach For Australia Associates come from all academic disciplines and a variety of backgrounds. As such, there is no "ideal" candidate profile.

Teaching may or may not be something that you have previously considered. We look for well-rounded and passionate individuals who have the qualities to create change, inside the classroom and beyond.

We believe that great teaching is great leadership and this can be broken down into a number of critical competencies.

Throughout the selection process, each applicant is assessed against the following competencies:

- Leadership and achievement
- Commitment to mission
- Communication and influencing ability
- Problem-solving
- Organisational and planning ability
- Resilience
- Humility, respect and empathy
- Learning and self-evaluation

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes.

### What kind of employment/volunteer opportunities are available?

We recruit two University of Sydney students every year to be Teach For Australia Campus Consultants from February - October.

### Is there a formal application process?

Yes, applications open in October each year.

### If so, what is the method of application?

Applications are submitted through an online form, followed by a phone interview and then a Selection Day.

### What do you look for in an applicant?

Demonstrated understanding of Teach For Australia's graduate program and a commitment to our mission of tackling educational inequity in Australia. We also look for applicants who are well-connected within the University of Sydney student community who are able to promote Teach For Australia through their extensive personal networks.

### How many people do you accept to each position annually?

We accept two Sydney University Campus Consultants annually, but there is no limit to the number of Associates we can accept for the graduate program itself.

### What are the benefits of taking a position at your organisation?

You will be pushed relentlessly to expand the movement to end educational inequity in Australia. You'll be forced to think outside the box to inspire the people around you to action and will need to be rigorous in your ability to critically analyse the results that you and your team achieve.

Joining the TFA team will allow you an inside look into one of Australia's top graduate development programs and Australia's only education non-profit graduate development program.

# VOICELESS



**ADDRESS** / 2 Paddington Street,  
Paddington NSW 2021



**CONTACT** / Emmanuel Giuffre  
**E:** info@voiceless.org.au & **P:** 02 9357 0723



**OFFICE LOCATIONS** / Sydney



**AREAS** / Animal Law

## 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 commercial kangaroo industry in Australia. Voiceless drives reform and helps build the animal protection movement by offering grants and prizes, creating influential networks, promoting informed debate and conducting research exposing legalised cruelty.

### What is unique about this organisation?

One of Voiceless's key focuses is on building animal law in Australia and creating positive legal reforms for animals through policy and law reform.

### What would work at your organisation typically involve?

Drafting submissions to government on animal law related matters, drafting legal content for the Voiceless website, drafting proposed legislative reforms, conducting

research for Voiceless publications and assisting the legal arm of Voiceless on an ad hoc basis.

### Do you offer paid or unpaid jobs, internships or work experience opportunities to law students?

Yes, unpaid internships and volunteer work.

### What kind of employment/volunteer opportunities are available?

As above.

### Is there a formal application process?

By emailing info@voiceless.org.au and sending through a CV with cover letter

### If so, what is the method of application?

As above.

### What do you look for in an applicant?

Dedication to animal protection and improving animal protection through policy and law reform.

### How many people do you accept to each position annually?

Varies depending on workload.

### What are the benefits of taking a position at your organisation?

The ability to work in the animal protection space; to develop and apply your practical legal skills in an interesting, challenging and fast paced environment, and to contribute meaningfully to animal protection – the “next great social justice movement”.

## PERSONAL PROFILE

### EMILY DEFINA

LEGAL INTERN

I started looking for an internship because I'm keen to gain some more practical legal experience at this point in my degree. Voiceless caught my eye because I'm passionate about animal welfare and would love to work in the area of nonhuman rights when I graduate. As a workplace I would recommend it to any legal volunteer – Voiceless has a passionate team of young people who are welcoming, enthusiastic and non-prescriptive. They are open to working with people with all levels of experience and I have found them to be highly encouraging and willing to spend the time to help me develop my skill base. So far, I have been involved in generating resources for the

legal community, writing submissions to government and adapting legal materials for consumption by the general public. Voiceless provides work that is equally as valuable to your career as any other legal organisation but with the unique opportunity to contribute to a legacy of social justice in an emerging field.

# WOMEN'S LEGAL SERVICES NSW



**ADDRESS** / PO BOX 206 Lidcombe NSW 1825



**CONTACT** / **E:** reception@wlsnsw.org.au & **P:** 02 8745 6900  
**W:** wlsnsw.org.au



**OFFICE LOCATIONS** / Lidcombe, NSW



**AREAS** / We provide legal services for women relating to domestic and family violence, sexual assault, family law, discrimination, victims support, care and protection. We also provide assistance in matters relating to human rights and access to justice.

## ABOUT THE ORGANISATION

“ We operate from a feminist perspective with the aim of fostering legal and social change to redress the inequalities that women experience.

### What is the focus of your organisation?

We are an independent non-profit organisation that aims to provide a voice for women in NSW. We operate from a feminist perspective with the aim of fostering legal and social change to redress the inequalities that women experience.

### What is unique about your organisation?

We are a state-wide community legal centre that provides legal services specifically for women. Our main focus is the promotion of access to justice for women who are disadvantaged by their cultural, social, and economic circumstances and who are seeking equitable access to legal services. We prioritise services to women who belong to the Aboriginal and Torres Strait Islander community, women from culturally and linguistically diverse backgrounds, women with disabilities, women who are victims of domestic violence, and women who are highly disadvantaged and in need of legal help.

### What would work at your organisation typically involve?

On a daily basis our organisation interacts with women from all over NSW who are in need of confidential legal advice and referrals. We do this through our free legal advice telephone lines, face-to-face interactions at our outreach services and as duty solicitors at local court AVO lists. In addition, our community legal education program is dedicated to informing women through workshops and publications about the legal system and their legal rights. We are also concerned with law reform, and seek to bring about the reform of unjust laws, policy, and legal processes that negatively impact the lives of women.

### What significant projects has your organisation completed recently?

Our organisation is constantly engaging in new projects and strategies, including collaborating with the Domestic Violence Resource Centre Victoria on a project about technology-facilitated abuse.

Another initiative, 'Ask LOIS', is a secure website providing free legal online information services with the aim of providing legal training, information, advice and support to regional and rural workers.

### Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

On an annual basis we offer PLT internships a small number of volunteer (unpaid) positions for law students.

# Courts

*Working as a Judge's assistant provides law graduates an opportunity to gain a key insight into the judicial process, assisting 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 Bench or at the Bar, as it provides a unique opportunity 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, while in the Supreme Court, a Judge's legal assistant is historically known as a Tipstaff. Legal Tipstaves provide support to Judges in the Equity and Common Law division and to Judges in the Court of Appeal. Many legal research positions are also offered at various courts.*

*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.*

*If you are interested in applying for a position as an Associate, Tipstaff or Legal Research Officer, a good place to begin your research is the relevant Court's website, which provides information on the application process for prospective applicants. Another resource is the 2015 Judge's Associates Guide compiled by the Australian Law Students' Association (ALSA), which provides information on the application procedure for the various Courts and a compilation of experiences and reflections of former associates and tipstaves to the Court.*

*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. Applicants are generally expected to have an excellent academic record, and highly developed legal research skills. Having extracurricular experience or voluntary work is also favourably looked upon.*

*The following profiles of former and current Associates and Tipstaves to the Court should aid your understanding of the application process and nature of these positions.*

# ADVICE FROM THE 2015 TIPSTAVES & ASSOCIATES PANEL

- **Kathleen Heath** - 2014 Tipstaff to the Honourable Margaret Beazley, President of the NSW Supreme Court (Court of Appeal)
- **Robert Pietriche** - current Tipstaff to the Honourable Justice Brereton in the NSW

Supreme Court

- **Sarah Schwartz** - current Judicial Clerk to the Honourable T. F. Bathurst, Chief Justice of NSW
- **Hannah Ryan** - former Tipstaff to the Honourable Justice Meagher in the NSW Supreme Court (Court of Appeal), and current Associate to

the Honourable Justice Gleeson in the Federal Court of Australia

- **Jackson Wherrett** - current Associate to the Honourable Justice Farrell in the Federal Court of Australia and in 2016 will be the Associate to the Honourable Justice Keane in the High Court of Australia

## ABOUT THE ROLE

The role of tipstaves and associates can vary considerably depending on which judge you work for and what work they do. It can also vary from court to court. For example, in the District Court and Supreme Court, one might see more first instance work, like witness examination. Additionally, while a tipstaff at the Court of Appeal may see more research work, an associate in the Federal Court may undertake more administrative tasks.

The duties and responsibilities can include:

- Sitting in court with the judge;
- Proof-reading judgments (which involves checking all primary material such as pleadings and the correct sections of law relied upon);
- Writing judgment summaries;
- Conducting legal research;
- Writing speeches;
- Managing the judge's social media accounts;
- Sitting in on admission ceremonies and performing other ceremonial tasks; and
- Performing everyday tasks, including getting the judge's lunch.

## THE APPLICATION PROCESS

Tipstaff and Associate roles generally require applicants to have finished their law degree either upon application, or by the time the role begins. The High Court and Federal Court will often hire people who have worked previously as a tipstaff, associate or solicitor.

However, it should be noted that most judges don't advertise. Often, judges are looking for proactive people who have

done the research and can figure out the application process. It is at times advised to call up chambers and ask when they are accepting applications, but this can depend on the particular chambers; some staff frown upon this practice.

The closing dates for positions vary but generally, the positions remain open until filled.

When it comes to your actual application, cover letters should be no longer than a page, as a rule, and applicants should check with Chambers to see if an original copy of your transcript is needed. Applications should be tailored, including information like why are you interested in the area of law. Applicants shouldn't be afraid to show their personality – if you have interesting hobbies, put them forward as they distinguish you.

## WHY WORK FOR A JUDGE?

Working for a judge can give you the opportunity to see good advocacy in action and how judgments are put together. Associates and tipstaves are exposed to different areas of law and gain insight into the workings of the law, including the role of barristers and how barristers and solicitors work together.

Perhaps most importantly, such a position can give you the opportunity to be mentored by a judge. Because the legal profession is often about the networks you build, personal connections such as this are important.

## THE INTERVIEW PROCESS

The first interview might be fairly short; at this point, the judge wants to determine whether they like the applicant and are looking for a personal connection.

Applicants will likely be asked what interests them about the role and some legal questions may also be asked. It may be wise for applicants to be proactive in the interview, highlighting achievements and other details that they would like known.

## WHAT KIND OF MARKS DO YOU NEED?

Roles in the court can be competitive; Chief Justices will generally look for a Distinction average, and the Court of Appeal is generally the same.

However, marks are not the be all and end all of applications; work experience and other points of interest may help applicants stand out, even if someone else has better marks.

## CAREER PATHS AFTER THE ROLE

Many tipstaves, associates and researchers go on to graduate jobs. Many practice as solicitors, then as barristers later on.

That said, some have gone straight to the Bar. This is still fairly uncommon, but is becoming more common. If you are interested in going straight to the Bar, this type of role can be a useful stepping stone.

Many also go on to further study, including a Master of Law. A two-year position with a judge is a good transition to postgraduate study.

# HANNAH RYAN



**COURT** / Federal Court of Australia, formerly the NSW Court of Appeal



**JUDGES** / The Honorable Justice Jacqueline Gleeson; formerly the Honorable Justice Anthony Meagher



**POSITION** / Associate; formerly a Tipstaff

## INTERVIEW

### For whom do you work?

I work for Justice Jacqueline Gleeson in the Federal Court of Australia. Last year I worked for Justice Anthony Meagher of the NSW Court of Appeal.

### What is an average day like in the role of Associate?

As an Associate, I assist my Judge in court by receiving and keeping track of evidence and so on; proofread judgments; and assist in chambers by communicating with parties, listing hearings, and managing files.

As a Tipstaff, I helped my judge to prepare for court by collecting authorities and looking over the case materials; assisted in court as required (in a less involved way than as an associate); proofread judgments; and conducted legal research.

An average day in the Federal Court involves a few directions hearings in the morning and a hearing during the day, a lot of administrative work to do with preparing for court and recording what happened in court when we get out, a great number of emails, with some solid proofreading thrown in.

An average day in the Court of Appeal involved seeing a one-day appeal and proofreading a judgment, and perhaps helping to set up a lunch for judges.

### Who can apply for an Associate position? Are there any restrictions?

Anyone who will have finished their law degree by the time they start the job can apply for the positions.

### When do applications open? When should interested individuals apply?

This depends on the judge. Generally, people should start organising applications as early as possible, but contact individual

chambers to work out the best time to apply for each judge. Note that in the High Court and increasingly other courts, some judges appoint two or three years in advance. However, some judges appoint as late as November for the following year.

### What does the applications process involve? How do interested individuals apply?

Interested people should contact individual chambers to establish their requirements for applications. However, generally, candidates should send in a cover letter, CV, transcript and perhaps one or two references. Then the judge will interview candidates.

### Do you have any specific advice for applicants? Is there anything you wished you had known before you applied?

Applicants should make sure to avoid obvious errors that will discount them immediately – e.g. spelling mistakes, informalities, or addressing the judge incorrectly. I wish I knew how easy it was to call chambers and ask about the best time to apply and the form of the application.

### What qualities are required of an associate?

Both an Associate and a Tipstaff need good attention to detail as this is key to proofreading judgments. It helps to be mildly analytically retentive. Both positions also require tact and discretion. You should also have a tolerable personality as you work in close quarters with the judge and associate or EA. An Associate especially needs to be highly organised and able to balance and prioritise a number of tasks. You also need to be good at pushing trolleys.

### What inspired you to apply for the position?

I wanted to be exposed to good advocacy and to see the reasoning and writing processes that went into producing judgments, after reading so many at university. I was considering a career at the Bar or in academia and I considered a year at the courts could be helpful for either. I also wanted a mentorship relationship with someone older and wiser in the profession.

### What has interested you most about the position?

The variety of matters that I have seen in both courts has been very exciting and intellectually stimulating. In the Court of Appeal, my judge sat on tort, contract, equity, defamation, criminal and workers compensation matters, and in the Federal Court I have seen a range of commercial and migration matters. Getting to know the people has also been interesting and rewarding, both the judges and their staff.

### Why should students consider applying for the position?

There could be any number of reasons why someone might want to apply. It's an intellectually stimulating job, it changes daily, you get to work for someone who is very intelligent and good at what they do and you can learn from that, you get to see a range of advocacy, you learn about procedure, and you learn about grammar and writing and reasoning. In short, you learn a lot and you get to know great people. That can be a great platform to go to the bar, to study further, to go to a firm – it can even be useful experience for a career outside the law.

### Describe one challenge you have faced – is this typical of the role?

I was once asked to go and buy a nice French wine and was completely out of my depth. Another challenge (ongoing) is keeping the mysterious and odorous orange book dust from the Law Courts Library books off my clothes. These are both typical in that the roles can be unpredictable.

### Do you have any memorable experiences?

In the Federal Court I was running into court with an armful of files in a fluster to make sure I could knock in my Judge on time, and I somehow stamped my white shirt so that it read 'FILED IN THE FEDERAL COURT'.

### What are your plans after your time at the court?

TBA.



**COURT** / The Federal Court of Australia;  
next year, the High Court of Australia



**JUDGES** / The Honorable Justice Farrell;  
next year, the Honorable Justice Keane



**POSITION** / Associate

## INTERVIEW

*“ I’m interested in litigation and I applied for associateships because I felt that working for a judge would be excellent experience for a career in this area. ”*

### **For whom do you work? Which court? Which division?**

This year, I am working as the Associate to Justice Farrell of the Federal Court of Australia. Next year, I will be working as the Associate to Justice Keane of the High Court of Australia.

### **What is the role of Associate? What is an average day like in the role?**

Broadly speaking, the role of the Associate is to assist the judge for whom he or she works with various legal and administrative tasks. There is no average day in the role, per se, but there are a number of tasks which are performed regularly.

The role also varies from chambers to chambers, so the following is only a reflection on my experience so far. This is also really only a snapshot of the tasks which are performed day to day, but it does give a sense of the main parts of the role.

First, the Associate sits with the judge in court, and assists with opening/closing the court, calling the matter, taking notes of the proceedings, and handing documents and exhibits provided by counsel during the hearing to the judge.

Secondly, the Associate has a large role proofreading judgments. Proofreading does not only involve checking spelling and grammar; it also involves ‘fact checking’ and ‘law checking’, which requires the Associate to check that all the facts and statements of law in the judgment are correct.

Thirdly, the Associate is involved in corresponding with parties about future listings and the supply of documents to the court.

### **Who can apply for an Associate position? Are there any restrictions?**

Associate positions are typically filled

by recent law graduates. It is becoming common for judges to appoint Associates who have had a year or two in practice or as a Tipstaff/Associate to another judge first. However, that is not always the case.

I was appointed to my Federal Court position when I was in my final year of law school, and I secured my High Court position after I had secured my Federal Court position.

### **When do applications open? When should interested individuals apply?**

The time at which an Associate will be appointed varies from judge to judge. Some judges of the Federal Court appoint a year and a half in advance; others appoint nine months in advance. I secured my High Court position roughly one year in advance, but it is not unheard of for High Court judges to appoint two or three years in advance.

It’s a good idea to try and find out well in advance by calling the Federal Court and asking whether a particular judge for whom you want to apply has already appointed, and whether you can be told when applications will be considered. If there is a judge for whom you are particularly interested in working, it is a good idea to get your application in as soon as possible. If you do not hear anything for a while, and you want to update your application, then you can ask the particular chambers if you can submit an updated application.

### **What does the applications process involve? How do interested individuals apply?**

The application process involves sending a cover letter, CV and academic transcript directly to the chambers of the judge for whom you want to work. The application can be sent either by email or by post. You may want to contact the particular chambers to ascertain whether the judge would prefer the application be sent by post or by email. It may also be useful to include one, two or

three written references from lecturers or people for whom you have worked. This may assist your application in standing out from the others.

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

Applications should be tailored for the particular judge to whom the applicant is applying. There should be some articulation of why you want to work at the particular court on which the judge sits, and why you have chosen to apply to work for that particular judge. Be careful, though, not to be overly sycophantic in your application. Aim just to provide a sense of what made you write the application to that judge in particular.

Applications should also be succinct. A good guide is to keep your cover letter to one page in length, and your CV to about two to three pages. Judges are busy people and receive many applications. You will endear yourself to them if the application can be assessed quickly.

### **What qualities are required of an associate?**

- Legal research skills;
- Strong oral and written communication ability;
- Organisation;
- Time management; and
- Take initiative/be self-motivated.

### **What inspired you to apply for the position? What has interested you most about the position?**

I’m interested in litigation and I applied for associateships because I felt that working for a judge would be excellent experience for a career in this area. I’m often in court, and am able to observe that process as well as watch what the advocates who appear before

my judge do. I'm involved in the litigation process, as an intermediary between the Judge and the parties. I'm also able to see what happens 'behind the scenes' as the Judge manages hearing the matter and then proceeds to write the judgment.

### Why should students consider applying for the position?

Students should consider applying for the position if they are interested in working in litigation, either as a solicitor or as a barrister. It is an excellent opportunity to observe the court process from a unique vantage point. It is also a fantastic learning experience, particularly if the Judge for whom you work assumes a mentoring role. But even if students are not interested in litigation, it would still be a great experience for those looking at other career options. Many of the skills you learn in the role are very much transferable.

### Describe one challenge you have faced. Is this typical of the role?

Rather than talking about a specific challenge, I'd like to give a more general answer to this question. Like any job, the learning curve for the Associate role is a steep one. It can be difficult for freshly-minted law graduates to take on a role which has a high degree of responsibility, especially one where your employer is a judge who expects a lot from you. That being said, most people are able to settle into the role fairly quickly. The most challenging aspect is being time-efficient and organised enough to assist the judge in the various tasks you are asked to do every day.

### Do you have any memorable experiences?

My judge was the rostered duty Judge for my first week in chambers. I was lucky to be involved in one of the busiest duty weeks in living memory at the Federal Court. We had: an application for the discharge

of an arrest warrant; two injunction applications; an application for freezing orders; an application relating to a company administration; a passport application; and delivery of a judgment. I saw an incredible amount in my first week and was exposed to a vast array of work in a short space of time. Fortunately, my predecessor was still around as we were still in the 'handover' phase, and so she was essential to our ability to get through that volume of work.

### What are your plans after your time at the court?

After my two years at the courts, I intend to take up my graduate offer at a commercial law firm.

## ROBERT PIETRICHE



**COURT** / NSW Supreme Court, Equity Division



**JUDGES** / the Honourable Justice PLG Brereton AM RFD



**POSITION** / Tipstaff

## INTERVIEW

### For whom do you work?

The Honourable Justice PLG Brereton AM RFD, in the Equity Division of the NSW Supreme Court.

### What is an average day like in your role as a tipstaff?

As a Tipstaff, my role is primarily to provide administrative and, where necessary, legal support to my judge and the associate. Each chambers functions differently, and the role of the Tipstaff varies depending upon the needs of each judge. However, my role is primarily to assist in the running of the Corporations List each week, which requires reviewing the matters listed for the next week and providing the judge with a summary of the procedural history and the application before the court for each matter. I am also involved in editing and proof-reading judgments, legal research for judgments, publications and speeches and general administrative support.

### Who can apply for a Tipstaff position? Are there any restrictions?

Anyone may apply for the role of Tipstaff. However, judges in the NSW Supreme Court typically appoint one year in advance, so generally you should be in your final year when applying. Some judges appoint further in advance though, so this is not a strict rule. It depends upon the particular judge.

### When do applications open? When should interested individuals apply?

There is no strict timeline for the application process. Generally, judges take applications from the January in the year before you intend to commence in the role, and may appoint at any point throughout the year. Generally, appointments are made between March and May, but there are judges who appoint as late as November the year before. Interested applicants are encouraged to apply as early as January or February, as chambers will keep your application on file if the judge in question

“ *The inner-workings of the court have been most fascinating, as I have gained a perspective on litigation very different to that of advocates and lawyers sitting on the other side of the bar table.* ”

does not plan to consider applications until later in the year.

**What does the applications process involve? How do interested individuals apply?**

Applicants apply directly to chambers. Applications can be made by sending a cover letter, CV and academic transcript to the chambers of the Judge(s) for whom you would like to work. An email to the associate (whose email address is publicly accessible on the NSW Supreme Court's website) with the relevant documents attached is sufficient. There is generally no need to supply written references unless requested by the judge prior to, at or following an interview.

If successful, you will be asked to interview with the Judge. The associate may also sit in on the interview. Interviews vary in length and content, but are generally intended to give the Judge an idea of your personality and whether you would be a good fit in their particular chambers. If successful, you will then be offered an appointment as a tipstaff.

**Do you have any specific advice for applications? Is there anything you wished you had known before you applied?**

It is often suggested that you call or email the Judge's chambers before applying to determine whether the Judge is taking applications or to determine what the Judge would like as part of your application. However, this practice is generally frowned upon by chambers' staff, so applicants are encouraged just to send an application without an initial phone call or email.

Applicants should also apply to a variety of judges. Irrespective of how good your application is on paper, whether you are successful in securing a role as a Tipstaff really depends upon factors personal to the Judge, over which you have very little control, such as whether they feel that they can work with you. It is therefore better to apply to a range of judges in order to improve your chances of securing a role. But a generic application should not be sent to every judge, as judges do talk and it can undermine the credibility of your application if every judge has received an application from you.

Your cover letter should be relatively concise and should focus on highlighting your key skills and the main reasons why you want to

work as a Tipstaff for that particular Judge. Applicants should focus more on the nature of that Judge's practice (for example, if that judge is a list judge or has a large caseload in a specialised area of law) as well as their place within the relevant division (equity or common law), rather than the specifics of that judge's practice prior to coming to the bench.

**What qualities are required of a tipstaff?**

This may vary between chambers, but generally tipstaves should be interested in advocacy and litigation as well as the division to which they are applying (i.e. Equity Tipstaves should have an interest in equity, land law, commercial and corporate law, etc, and Common Law Tipstaves should be interested in criminal law, tort, administrative law, etc). Further, Tipstaves should have good attention to detail (which is required for proof-reading judgments) and should be relatively self-directed and autonomous in their work, as often you are required to ensure that certain functions are being discharged without necessarily being consistently instructed on when and how those functions are to be performed.

Personality-wise, Tipstaves should be good-humoured, open-minded and willing to undertake relatively menial tasks, respectful of those in chambers and the institution of the judiciary, and capable of respecting confidentiality.

**What inspired you to apply?**

I am generally interested in a career in litigation and advocacy, so believed that working with a Judge would be a good opportunity to get experience within the courts and to develop an understanding of the procedural aspects of litigation. It also presented as a good opportunity to observe advocates and to learn from my Judge as to what makes a good advocate. I also hoped to develop a relationship with a Judge and to gain an insight from that Judge into the options available as I move forward in my career.

**What has interested you most about the position?**

The inner-workings of the court have been most fascinating, as I have gained a perspective on litigation very different to that of advocates and lawyers sitting on the other side of the bar table. I have also enjoyed learning new areas of law, such as adoption law, and seeing how these types of areas actually play out in practice.

**Why should students consider applying for the position?**

There are a variety of reasons – it is excellent for those interested in advocacy and litigation, but it is also a good transitional position for those unsure of the direction in which they wish to take their career and who therefore want to learn about a different part of legal practice while exploring other alternatives for the years ahead. Apart from the learning opportunities available while at the courts, it is also a flexible role which permits students to undertake other activities outside of work.

**Describe one challenge you have faced – is this typical of the role?**

The main challenge I faced was learning the ropes of my role and being required to perform it in a very short period of time. As my Judge is responsible for running the Corporations List, my role has been largely to support the running of that List, a function which I was required to perform on my very first day in the job without having had much experience in the List at all. As such, there was a bit of a learning curve which I was required to overcome early in my role. This may be experienced in a lot of chambers, but judges are very understanding of the challenge that Tipstaves face in the first few weeks of the role.

**Do you have any memorable experiences?**

My most memorable experiences have been those in court. I have witnessed the emotions of adoptive parents as the judge has made adoption orders in court. I have observed the judge's patience and skill in managing self-represented and, at times, vexatious litigants. Each of the different cases that come to our courtroom offer something different and interesting. But I have also had some great experiences with the other tipstaves in the court, and this social aspect of the role has really enhanced the experience.

**What are your plans after your time at the court?**

I will commence as a graduate at Herbert Smith Freehills in March 2016. I hope also to undertake further study at some point in the future.

# SARAH SCHWARTZ



**COURT** / The Supreme Court of NSW (NSW Court of Appeal; NSW Court of Criminal Appeal)



**JUDGES** / The Honorable Tom Bathurst, Chief Justice of NSW



**POSITION** / Judicial Clerk

## INTERVIEW

“It is important to really want to work for each of the judges that you apply to. It is useful to research the background of the judges you are considering applying for and the cases that they sit on.

### For whom do you work?

Chief Justice Tom Bathurst of the Supreme Court of NSW. The Chief Justice sits on the NSW Court of Appeal and the NSW Court of Criminal Appeal.

### What is an average day like in the role of Tipstaff?

The role of the Chief Justice's Judicial Clerk (equivalent position to a Tipstaff in the Supreme Court) involves case management, proofreading, completing research tasks, writing headnotes and judgment summaries and assistance in court.

The Chief Justice hires law graduates for a two-year position. The first year is in the position of Judicial Clerk and the second year is in the position of Research Director to the Chief Justice. The Research Director's main role is to assist the Chief Justice with writing speeches and articles. The Research Director also manages the Supreme Court's twitter account and manages the publication of judgment summaries.

### Who can apply for this role? Are there any restrictions?

Any Australian law graduate with at least a distinction average can apply for the position as Judicial Clerk/Research Director.

### When do applications open? When should interested individuals apply?

The next applications will open in October/November 2015 for the position commencing January 2017.

### What does the applications process involve? How do interested individuals apply?

Invitations are sent from the Chief Justice's chambers to the Deans of all of the law schools in NSW setting out the application requirements and the process for applying. Interested individuals should send a cover letter, CV, academic transcript, and references to the Associate to the Chief Justice during the application period.

### Do you have any specific advice for applications?

It is important to really want to work for each of the judges that you apply to. It is

useful to research the background of the judges you are considering applying for and the cases that they sit on. There is a difference between the role of a Tipstaff in the Court of Appeal and in the trial divisions!

Be honest in interviews. It is okay not to have a 20-year career plan; that's why the Tipstaff role is so great, it gives you some time to consider different career paths. It is also okay to mention interests and hobbies outside of the law. Ultimately you will be working in a small chambers so it is important for you to get along with your Judge and the Associate.

### What inspired you to apply for the position?

I didn't know exactly what I wanted to do after University and I've always had an interest in litigation and have enjoyed legal research. I had worked for a Judge at the International Criminal Court doing research, drafting and proofreading and had really enjoyed working so closely with someone with so much experience and expertise. I was also really interested in learning more about the judgment writing process and court procedure. When I saw the advertisement for the Chief Justice's Judicial Clerk, after some research, I decided it would be a great way to gain exposure to a variety of areas of law, have the opportunity to work for a great legal mind and figure out what I wanted to do with the rest of my career.

### Do you have any memorable experiences?

On my first week at the courts I had to lead the judges, while holding a staff, in processions at different religious institutions for the opening of the judicial term. As someone who can't tell her right from left and is highly uncoordinated, I was absolutely terrified that I would end up getting lost or tripping and impaling someone with the staff. The first ceremony saw me sprinting across the city to retrieve a forgotten wig and the second saw me wedged in between two judges of the Court of Appeal in the front pew of a church, blocking everyone's view with the staff – I hadn't anticipated that the judges would walk around me on the other side of the pew! By the third ceremony, my only mistake was entering and exiting the aisle from the wrong direction (hopefully no one noticed).

# 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. ADR processes do not include judicial determinations, such as decisions made by a court or tribunal.*

*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 section outlines the common types of ADR undertaken in Australia, which includes mediation, arbitration and conciliation. For more information on the different types of ADR, see the National Alternative Dispute Resolution Advisory Council (NADRAC) at [nadrac.gov.au](http://nadrac.gov.au).*

*Mediation: mediation is the most widely used form of ADR. A neutral third party (the mediator) assists 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. 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 provides a determinative ruling in the form of an award after considering evidence submitted by both parties to the dispute. The arbitrator may be a person with expertise in the field.*

*Conciliation: a conciliator helps 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)



**ADDRESS** / 1 Castlereagh Street, Sydney NSW 2000



**CONTACT** / Deborah Tomkinson, Secretary General  
**E:** dtomkinson@acica.org.au & **P:** 02 9223 1099

## ABOUT THE ORGANISATION

### What is unique about your organisation?

Established in 1985 as a not-for-profit public company, ACICA is Australia's premier international arbitral institution. A signatory of co-operation agreements with over 50 global bodies, it seeks to promote Australia as a seat for international commercial arbitration. ACICA played a leadership role in the Australian Government's review of the *International Arbitration Act 1974* (Cth), and in 2011 the Australian Government confirmed ACICA as the sole default appointing authority competent to perform the arbitrator appointment functions under the new Act.

ACICA's membership includes world leading practitioners and academics who are experts in the field of dispute resolution. In 2007 ACICA also founded AMTAC (Australian Maritime and Transport Arbitration Commission), the leading Australian arbitration institution for maritime dispute resolution.

### What services does your organisation provide?

ACICA provides a full range of services to assist international arbitrations and mediations conducted in Australia and in the region. ACICA acts as the administering institution for arbitrations and mediations under the ACICA Arbitration Rules and ACICA Mediation Rules or, if agreed by the parties, under an ad hoc process. ACICA also acts as an appointment body for ad hoc processes. ACICA provides model arbitration and mediation rules and clauses for use in contracts.

### What training opportunities does your organisation provide?

ACICA's partner organisation, AIDC/ACDC, offers a Mediation Training course, which equips participants with the core competencies to be a mediator. Participants of the course are eligible to enroll in an accreditation program. Successful candidates receive an ACDC Accreditation Certificate, valid for two years, and, at the completion of the ACDC training, are eligible to apply for accreditation under the Australian National Mediator Accreditation System.

ACICA has a co-operation agreement with the Chartered Institute of Arbitrators (CIArb Australia), which, together with the University of New South Wales, conducts the Diploma of International Commercial Arbitration Course annually. On completion of the course and an award writing exam, candidates may proceed to fellowship grade within CIArb.

### What does your organisation offer to law students and graduates?

ACICA and its partner organisations have extensive experience in providing educational programs and training to the legal community, including skills development workshops and customized seminars. ACICA also releases a biannual publication, the ACICA Review, available to young practitioners on the ACICA website, which contains articles on the latest developments in arbitration and alternative dispute resolution. Students may wish to submit papers for possible inclusion in this publication. Further, ACICA and AIDC support and host rounds of International Arbitration Moots organised for young lawyers.

### How can law students and graduates get involved in your organisation?

For senior students and post graduates, ACICA works with AIDC to offer voluntary internships. These provide interns with an opportunity to be involved in case management and other current ACICA initiatives.

### How do you become a member of the organisation?

ACICA has various categories of membership, details of which may be found on the ACICA website under Membership. At entry level, Associate Member receive a reduced rate for ACICA seminars and other events.

# AUSTRALIAN INTERNATIONAL DISPUTES CENTRE (AIDC)



**ADDRESS** / Level 16, 1 Castlereagh Street, Sydney NSW 2000



**CONTACT** / Deborah Lockhart, CEO  
E: [deborahlockhart@disputescentre.com.au](mailto:deborahlockhart@disputescentre.com.au) & P: 02 9239 0700

## ABOUT THE ORGANISATION

### What is unique about your organisation?

AIDC is Australia's premier dispute resolution centre, providing strategic support to parties conducting ADR proceedings in conjunction with its training and case management arm, the Australian Commercial Disputes Centre (ACDC) for over 20 years. AIDC, is a not-for-profit organisation focused on supporting best practice dispute resolution in Australia and internationally.

AIDC houses and provides secretariat services to other leading ADR providers, which include the Australian Centre for International Commercial Arbitration (ACICA), the Chartered Institute of Arbitrators (CIArb Australia), and the Australian Maritime and Transport Arbitration Commission (AMTAC).

### What services does your organisation provide?

As well as advocating all ADR processes, AIDC services include ADR Training (with a focus on skills workshops and mediation training), mediation accreditation, case management and trust account administration.

AIDC maintains a panel of reputable and appropriate mediators and other neutrals with suitable training and experience in ADR. ACDC also offers rules and guidelines for the conduct of commercial mediation, conciliation, arbitration and expert determination. AIDC also provides state-of-the-art ADR venue facilities including mediation and arbitration hearing rooms.

### What training opportunities does your organisation provide?

AIDC offers a five-day Mediation Training course, which equips participants with the core competencies to be a mediator. Participants of the course are eligible to enroll in ACDC's accreditation program. Successful candidates receive an ACDC Accreditation Certificate, valid for two years, and, at the completion of the ACDC training, are eligible to apply for accreditation under the Australian National Mediator Accreditation System.

ACDC's Mediation Training and Accreditation program is recognised by its partner organisation, CIArb, towards its membership. CIArb also provides NMAS accreditation to participants who successfully complete the ACDC Mediation Training Course.

CIArb, in conjunction with the University of New South Wales, conducts the Diploma of International Commercial Arbitration Course annually. On completion of the course and an award writing exam, candidates may proceed to fellowship grade within CIArb.

### What does your organisation offer to law students and graduates?

AIDC offers a range of ADR training which includes professional development courses, and mediation training and accreditation, such as the one-day 'Conflict Resolution & Dispute Avoidance', 'Complaints Handling' course, and the two day course on 'Facilitating Difficult Discussions'. AIDC has extensive experience in providing educational programs, including skills development workshops and customized seminars. AIDC offer publications and other resources concerning dispute resolution and the latest developments.

ACDC offers a range of skills based courses focussing on the micro skills required for managing and minimising conflict at work, with clients or in the community.

### How can law students and graduates get involved in your organisation?

For senior students and post graduates, AIDC offers internships for assistance with mediation and arbitration case management, and with a number of current initiatives. It also offers undergraduates the opportunity to undertake voluntary administration roles at the centre. Post graduate students may also wish to submit papers for publication.

### How do you become a member of the organisation?

AIDC is not a membership organisation. It has a vibrant alumni program for participants of its training courses. For more information, subscribe to the AIDC Bulletin at [disputescentre.com.au](http://disputescentre.com.au).

# LEADR & IAMA

 **ADDRESS** / Level 1, 13-15 Bridge Street, Sydney, NSW 2000

 **CONTACT** / Rebecca Davis, Communications Coordinator  
**E:** infoaus@leadriama.org & **P:** 02 9251 3366

 **OFFICE LOCATIONS** / Sydney and New Zealand

 **AREAS** / Our members practice across the ADR spectrum in processes such as mediation, arbitration, adjudication, restorative justice, expert determination, conciliation and facilitation

## ABOUT THE ORGANISATION

### What services does the organisation provide?

LEADR & IAMA is an Australasian not-for-profit organisation with almost 4000 members. We provide the following services to our members:

- Extensive information and resources;
- ADR practitioner skills development, including diverse and frequent CPD offerings;
- The establishment and support of state and regional Chapters and special interest groups, where ADR practitioners can come together to connect, network and learn;
- Provision of high quality mediation training and accreditation;
- Promotion of the use of mediation and ADR, including an online listing of mediators, arbitrators and other ADR practitioners;
- A voice for ADR practitioners in public discussion, gathering and representing members' views;
- Administration of building and construction industry payment disputes and domain name disputes in Queensland, New South Wales, Victoria and Tasmania; and
- Assistance to develop effective dispute resolution processes in business organisations.

### What is unique about this organisation?

LEADR & IAMA, the largest and oldest dispute resolution organisation in Australasia, is entirely member run and owned. It reinvests any financial surplus to secure its future, to deliver services to members and to promote ADR in the community.

### What significant work has the organisation completed recently?

In 2014, LEADR and IAMA became one organisation, creating the southern hemisphere's largest ADR membership organisation. LEADR and IAMA aim to increase ADR practice in Australasia and New Zealand.

### What pathways do people take to becoming

### involved in alternative dispute resolution?

Our training programs have a strong skills-development orientation with course content built on sound theoretical frameworks. Participants explore and discuss concepts and models to ground their learning, and our courses include opportunities for experiential activities such as role-plays, simulations and other tools such as videos to aid learning. Our facilitators are experienced ADR practitioners and skilled adult educators.

### Why should students consider a career in alternative dispute resolution?

ADR is valuable and highly-rewarding career path because it engages a unique and educative process to empower the participants involved with opportunities to resolve conflict through learning about each other's underlying interests. ADR achieves this by using comprehensive models for conflict management and negotiation. These models are specifically designed to enhance the role of participants and allowing them to exercise a high degree of control over both the process and outcome that is most suitable to their needs.

The ADR process essentially reinforces the chances of a lasting agreement, as it is far more likely to reflect the participant's needs; is not imposed on them; it is something in which they have invested time and effort; and is perceived as less threatening to the parties than either formal court processes.

There is also a wide and varied scope of ADR options in which to specialise.

### How can your organisation help with career development?

LEADR & IAMA offer regular and varied internships which provide exposure to ADR and training. We also provide accreditation services, including national accreditation in Australia, LEADR accreditation and LEADR advanced accreditation. LEADR & IAMA is the only qualifying assessment program for international accreditation with the International Mediation Institute (IMI) in Australasia

### What training opportunities does the organisation provide?

- Mediation training and refresher training

- Mediation: effective intake process
- CINERGY™ conflict coaching
- Conflict Management Coaching Skills
- Neuroawareness® online training
- FDR provider training in NZ
- IAMA practitioner training.

### What kind of accreditation schemes does the organisation offer?

Our five-day mediation training course, plus separate (optional) assessment, includes two complete days of coached practice. Completion of this course leads to LEADR & IAMA accreditation and to accreditation under the Australian National Mediator Accreditation System (NMAS).

### What does your organisation offer to law students and graduates?

Internship opportunities and training. LEADR & IAMA also offer specific student memberships. If you are a full-time student currently without any form of professional employment, this membership is designed for you.

### How do you become a member of the organisation?

LEADR & IAMA welcomes new members at any time of the year. Our pro rata membership rate means your fees are calculated according to the number of weeks remaining in the membership year.

### What are some benefits of membership?

LEADR & IAMA's members govern LEADR & IAMA; the Board of Directors are members elected every two years by the membership. Our members set the organisation's future strategic direction, with the Board of Directors regularly engaging in strategic planning processes and regularly seeking member input and feedback.

There are many opportunities for members to connect with colleagues and engage in Continuing Professional Development (CPD) through local Chapter events, training programs and our biannual congress.

Practitioners and advanced members also have access to a very competitive Professional Indemnity and Public Liability Insurance package and complaints handling service.

# NSW CIVIL AND ADMINISTRATIVE TRIBUNAL



**ADDRESS** / Principal Registry – PO Box K1026, Haymarket NSW 2000



**OFFICE LOCATIONS** / Sydney, Balmain, Penrith, Liverpool, Wollongong, Newcastle, Tamworth



**AREAS** / Alternative Dispute Resolution

## ABOUT THE ORGANISATION

### What services does the organisation provide?

Specialist tribunal services in NSW across a broad jurisdiction – including:

- tenancy, consumer, home building and strata disputes;
- guardianship and financial management matters involving adults with a decision making disability;
- review of administrative decisions made by NSW Government agencies; and
- resolution of discrimination matters and complaints concerning professional conduct and discipline.

Matters brought to NCAT are heard by Members who make decisions that are legally binding.

### What is unique about this organisation?

The NSW Civil and Administrative Tribunal (NCAT) was established in 2014 following the amalgamation of 22 former NSW tribunals, becoming the largest single tribunal in this State.

### What significant work has the organisation completed recently?

In its first twelve months of operation, NCAT received approximately 75,000 applications and appeals. More than 92,000 Tribunal hearings were conducted and over 70 per cent of matters were resolved at, or prior, to the first hearing.

### What pathways do people take to becoming involved in alternative dispute resolution?

Members of NCAT are statutory office holders appointed by the Minister for Justice under the Civil and Administrative Tribunal Act 2013. By March 2015, there were 251 members, including the President, Deputy President, Principal Members, Senior Members and General Members.

NCAT members bring a range of qualifications, experience and expertise to the Tribunal. Legal Members must be lawyers of at least seven years' standing, but not all members are lawyers. Senior and General Members can hold relevant professional or occupational qualifications or experience and those who can represent the community or a relevant section of the community. Occasional Members can be appointed by the NCAT President for particular proceedings – for example, professional and community members appointed in Health Practitioner disciplinary matters.

“ NCAT members bring a range of qualifications, experience and expertise to the Tribunal. ”

# UNIFAM COUNSELLING AND MEDIATION



**ADDRESS** / Level 9/130 Elizabeth St, Sydney NSW 2000



**CONTACT** / Andy Spaulding  
**E:** Unifamsydney@unitingcarenswact.org.au & **P:** 02 9373 5500



**OFFICE LOCATIONS** / Unifam has offices in the Sydney CBD, as well as Parramatta, Penrith, Newcastle, Gosford, Fairfield, Campbelltown, and Wollongong



**AREAS** / We specialise in Family Dispute Resolution, with a focus on matters relating to parenting and property

## ABOUT THE ORGANISATION

### **What services does the organisation provide?**

Unifam provides mediation and counselling services, including work with Family Court-referred clients.

### **What is unique about this organisation?**

Our mediators and counsellors work alone and collaboratively to ensure the most helpful service possible is provided to our clients, whatever their situation.

For example, providing child-inclusive practices to mediation clients whose children are involved in the dispute in question can bring those clients to a deeper understanding of their children's needs.

Another example is hybrid mediation, which involves a counsellor working alongside a mediator. This provides a more therapeutic service where this is deemed useful.

Clients can also be referred internally to individual, couple or family counselling. Unifam also runs parenting seminars and children's groups from time to time.

### **What significant work has the organisation completed recently?**

Unifam's team have made presentations at national conferences, speaking about ADR and our areas of expertise. Our team has also been playing a key role in delivering the National Child Inclusive Practice Forum, which is the only Australian professional development forum that solely focuses on the needs of new and or experienced child inclusive practitioners.

This forum brings practitioners working in the area of child inclusive practice together to discuss current research, analyse models for best practice, and provides a platform to meet with other professionals working in the sector.

### **What pathways do people take to becoming involved in alternative dispute resolution?**

One pathway with Unifam is to be trained at our larger organisation's institute, the UnitingCare Institute of Family Practice (UnitingCare IFP). IFP is a key provider of training and development for people working in the child, family and relationship sector. More information can be found at [ifp.nsw.edu.au](http://ifp.nsw.edu.au).

### **Why should students consider a career in alternative dispute resolution?**

For clients and practitioners alike, ADR can be an effective and emotionally healthy alternative or adjunct to the provision of legal representation.

### **How can your organisation help with career development?**

Unifam provides high quality supervision and training for staff and we place a big emphasis on teamwork and fostering a supportive and collaborative work environment.

“ Our mediators and counsellors work alone and collaboratively to ensure the most helpful service possible is provided to our clients, whatever their situation. ”

# *Working In-House*



# WORKING IN-HOUSE

*The information in this article has been compiled from Buwaneka Arachchi's personal experience as an in-house paralegal, and interviews conducted with Nicholas Boyle, a Senior Associate at DLA Piper and former in-house lawyer at Westpac; Joseph Baine, a current paralegal in the Office of General Counsel at PricewaterhouseCoopers Australia; and James Clifford, a Legal Intern at the University of Sydney Office of General Counsel.*

## About in-house

In-house practice is one of the fastest growing areas of the legal profession, as businesses seek to reduce the costs associated with employing external legal services providers. As the majority of large Australian companies are headquartered in Sydney, the Sydney market in particular is likely to see a continued surge in the number of available in-house positions for law graduates.

## THE NATURE OF THE WORK

Particularly for larger businesses, in-house counsel rarely replaces the use of external firms. Businesses still seek out the more specialised services of external firms for more complex matters and any litigation they may encounter; however day-to-day legal work will generally be done by in-house counsel.

In-house work traditionally revolves around legal tasks supporting the company's core business activities. Depending on the nature of the business, such work may relate to patents, leasing, sales or other contractual matters. To this end, in-house work may be seen as somewhat more diverse than that in a private firm, as rather than specialising in a particular area, in-house lawyers tend to be a jack-of-all-trades. Conversely, however, as more challenging or complex work tends to be sent externally, some may view in-house work as less fulfilling.

## Career paths and progression

### POSSIBLE CAREER PATHS

Whilst major companies often hire graduates directly into their finance and operational departments, these schemes are less common for legal services. While it may help to keep an eye on job boards (such as the University's CareerHub) as some companies may occasionally run graduate recruitment schemes, lateral hires are far more common, especially for higher-ranking solicitors.

This appears to be true across much of the industry, from the University's in-house legal team to large multinational companies like PricewaterhouseCoopers. For example, Joseph Baine, who works as a paralegal for the PwC Australia Office of General Counsel in Sydney, mentioned that though many of the lower-ranking lawyers started out as paralegals, the more senior solicitors were commonly lateral hires from mid and top-tier law firms.

These lateral hires tend to be solicitors who already have a few years of experience in a private firm, often in a practice area relevant to the business in question. For example, Jim Clifford, an intern with the employment/misconduct team in the Office of General Counsel for the University of Sydney, comments that a number of his colleagues were formerly

labour law solicitors working in private practice, including mid to large-sized corporate law firms.

Hiring for in-house positions can place a greater emphasis on an understanding of the company's business activities as a whole, with the more specific nature of legal work resulting in less emphasis on professional skills.

### CAREER PROGRESSION

Whilst career progression is again very much dependent on the nature of the company in question, it is sometimes suggested that in-house work provides less opportunity for career development. The flatter structures adopted by these departments and their obvious size differences from private firms may mean that there are less opportunities for promotion or movement into management positions.

That said, because of the increasingly sophisticated nature of in-house practice (see the last paragraph of 'Tips and Recommendations' on the next page), it may also be possible to make the move back from general counsel to working in a law firm; law firms will sometimes make lateral hires of in-house solicitors.

## TIPS AND RECOMMENDATIONS

The importance of prior experience means that students interested in moving in-house later in their careers should consider beginning at a private firm, before applying to junior lawyer or General Counsel positions. Work in practice areas such as Real Estate, Intellectual Property and Banking and Finance are all of potential relevance to major employers and may in themselves provide opportunities for secondment with in-house teams at client firms.

*“Students interested in moving in-house later in their careers should consider beginning at a private firm.”*

Nicholas Boyle, a Senior Associate at DLA Piper who formerly worked in the in-house legal team at Westpac, commented that one possible path for interested lawyers with jobs in corporate law is to look for secondment opportunities to relevant companies, as several of his colleagues were hired laterally through secondments. He also remarked that because in-house teams these days are more sophisticated than they have been in the past, the jump from private practice to in-house is not necessarily a difficult one.

## *The differences between in-house and other practices*

The movement of lawyers out of private practice and into in-house positions is often motivated by a desire for a greater work-life balance. For example, one in-house clerk we talked to remarked on how several of their female colleagues made the jump to in-house after having children, having been unsatisfied with the level of support provided at the corporate law firms at which they formerly worked. However, the hours worked as in-house counsel vary from job to job, so flexibility and balance is not necessarily a given.

Whilst in-house practice can also give rise to long hours, the freedom

from time billing as well as close integration with other arms of a business' operations often gives rise to a more predictable workflow. As with any job however, hours worked remain largely dependent on the individual company - with varying experiences cited. For example, Nicholas Boyle commented that the hours in-house were not substantially different from his experiences with DLA Piper or Gilbert + Tobin.

Furthermore, talking about the differences between his experiences as an in-house lawyer compared to his experiences large corporate law firms, Boyle mentioned that one key

difference was that his in-house work at Westpac was somewhat more hands-on. Though commercial awareness is certainly required when working in corporate law, for his in-house position, there was more of an expectation of a project management role than there necessarily was when working at a private practice.

Lawyers interested in seeing the results of their work may also appreciate the manner in which in-house work revolves around a single 'client'. To this end, there may be greater opportunities to see the results and be involved in the implementation of advice.

*“There is more of an expectation of a project management role [in in-house practice] than there necessarily is when working at a private practice.”*

# NOTES

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