

SULS



# CAREERS GUIDE 2012

# ACKNOWLEDGMENTS

OUR THANKS GOES TO ALL THOSE WHO HAVE CONTRIBUTED TO THE CREATION OF THIS PUBLICATION. YOUR INVOLVEMENT IS A GREAT SERVICE TO THE MANY STUDENTS READING THE GUIDE.

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# FOREWORD

It is with great pleasure that we introduce the Sydney University Law Society's 2012 Careers Guide. Having won the Australian Law Student's Association Prize for Best Careers Publication last year, it was our aim to build on the strengths of past Guides and deliver to you the best possible repository of careers information we could create. We trust you will not be disappointed.

The SULS Careers Guide is an annual publication produced to assist our law students to discover and fulfil their career objectives and aspirations, domestically or internationally. With the law degree seemingly becoming a generalist degree, we understand that the opportunities for law students and graduates alike are many. The Guide presents profiles of firms in the domestic, international, corporate advisory and public sectors. We also hope that this Guide will provide the tools and tips you will need to succeed in any interview or recruitment process and for any career pathway you choose to follow.

For those with a particular interest in the legal opportunities in the areas outside of those contained in this Guide, do not despair. The 2012 edition of the complementary Careers Guide 'Publicly Interested' will be launched in Semester Two.

The production of this Guide would not have been possible without the attention and dedication of the 2012 Careers Subcommittee. Thus an enormous thank you goes to Anita, Erin, Jack and Jing for their efforts in collating and editing the profiles. We are also enormously indebted to Blythe and Alistair, the Publications Director and Design Officer on the SULS Executive respectively. They have both worked exceptionally hard to produce the Guide (and its brilliant aesthetic quality) that we present to you today.

On behalf of the team, we invite you to explore and discover the career opportunities that lie awaiting. We hope that the Guide will be a useful resource in your future career endeavours.

**REBECCA YIN TAN**  
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# APPLICATIONS

Human Resources





# OVERVIEW OF ORGANISATIONS

## **DOMESTIC LAW FIRMS**

### SUMMER CLERKSHIPS

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

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

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

### GRADUATE PROGRAMS

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

## **GOVERNMENT DEPARTMENTS**

### GRADUATE PROGRAMS

All government departments recruit candidates solely via a graduate intake selection process and do not offer summer clerkships. 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 ORGANISATIONS**

Most social justice organisations do not have formal internship or vacation programs, but are happy to take on volunteer workers during their penultimate and final years at university. Most social justice organisations also offer graduate opportunities. Their application procedures vary significantly. For more information, see our other publication Publicly Interested, your guide to social justice careers.

## **INTERNATIONAL LAW FIRMS**

Applications for vacation programs overseas generally close earlier in the year than summer clerkships and the process is more compact. Be prepared for commercially-orientated questions. Likewise for graduate recruitment, be aware that applications do not occur at the same time as Australian firms. Some firms recruit up to two years in advance.

## **OTHER CORPORATE APPLICATIONS**

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

# SUBMITTING AN APPLICATION

The majority of online graduate applications require written responses to a range of questions. This process enables the firm 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 firm. The key to answering these questions is to be precise and ensure 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, incorrect name of the person addressed, and grammatical and spelling errors. To avoid these pitfalls be sure to proofread your applications carefully, and ask a second person such as a friend or family member to read over your application before submitting.

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

## **QUESTIONS AIMED AT FINDING OUT MORE ABOUT YOU, YOUR ACHIEVEMENTS, AND WHAT YOU CAN OFFER THE ORGANISATION**

This style of question is designed to encourage candidates to discuss achievements which they are particularly proud of. As part of your response, you should aim to describe specific situations and achievements that have showcased your skills and qualities. This ensures that candidates are not just academically successful, but display many talents and are well-rounded. This is a perfect opportunity for you to include the extra-curricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills.

Examples questions under this category may include:

- Please detail your extra curricular activities and positions you have held.
- What do you feel is your greatest achievement, and what challenges did you face in achieving it?

- What interests and activities do you participate in outside university?
- Describe how you have applied something significant that you have learnt to make a practical difference?
- What motivates you?
- Please outline your level of involvement in community, sporting and charity organisations?
- What are your personal interests?

## **QUESTIONS AIMED AT DISCOVERING YOUR MOTIVATION FOR JOINING THE LEGAL PROFESSION AND/OR THE FIRM 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 of your genuine desire to be a lawyer in their organisation, and that you are both aware and prepared to commit the time and effort required to successfully execute your given tasks, demonstrating your willingness for a long term partnership with the firm.

To better prepare yourself for this style of questions, it is important that you have familiarised yourself with the background of the organisation, key areas it is particularly proud of, and elements about the firm that are different from its competitors.

Examples of questions in this category may include:

- 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?
- What is your personal motivation for seeking a career in law?

- 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 attracted you to apply to this firm, and why do you want to work here?
- What do you think are the three most important attributes of a successful commercial lawyer?

### **QUESTIONS AIMED AT TESTING YOUR LEVEL OF COMMERCIAL AWARENESS**

The purpose of these questions is to test how much knowledge the candidate has about the particular area, and how recent news affects their activities. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms. This information can often be gleaned from reading *The Australian* or *The Australian Financial Review*.

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

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

Examples of questions in this category may include:

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

### **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.



# HOW TO USE CVMAIL

Cvmail is a law student portal run by Thomson Reuters, which provides information about the legal industry and enables law students to apply and schedule interviews online. A number of major firms in all states (as well as some overseas firms) now prefer applications online via <http://www.cvmail.com.au>

## **BENEFITS OF USING CVMAIL**

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

## **USING CVMAIL ONLINE**

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

## **STEP 1: PERSONAL PROFILE**

Enter your personal details including name, address, email, and language ability. This information is automatically forwarded to the firm as you apply. All personal and academic

profiles can be edited as many times as required prior to applying to the firm.

## **STEP 2: ACADEMIC PROFILE**

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

## **STEP 3: SUBMIT YOUR APPLICATIONS**

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

Candidates can practice submitting an application to a practice firm prior to submitting a real application, which allows candidates to familiarise themselves with the electronic application process. When the application is ready to submit, simply click onto the 'Apply here' button, which is located next to the relevant firm applied to.

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

Examples of questions in this category will include: Education, Achievements, Employment history, Other interests, Additional information and Referees.

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

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

# PUBLIC SERVICE JOBS

## (COURTESY OF USYD CAREERS CENTRE)

Whilst most law firms prefer applications online or via cvmail, government departments and social justice organisations generally prefer a hard copy of the application, resume and cover letter via postal services.

### **GRADUATE RECRUITMENT PROGRAMS**

Have you considered a career in Federal, State or Local Government?

Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you've completed your course, see the detailed handout on the Graduate Recruitment page of the Careers Centre's website.

### **PUBLIC SERVICE EMPLOYERS ON CAMPUS**

Early each year the Careers Centre hosts a number of Public Sector organisations on campus.

The Public Service Careers Fair brings representatives from Federal Government departments onto campus to promote their graduate recruitment programs. This is your opportunity to explore the options open to you and learn more about the type of work undertaken by graduates in a range of government departments.

In addition, many Public Sector organisations will address students at an Employer Presentation on campus. Attend the sessions of interest to you. It's a great idea to do some research about the organisation before the session so that you

can make the most of the event and ask questions which may help you to determine your preferred organisation.

For more information on the Public Service Careers Fair and Employer Presentation sessions, visit the Student Events and Workshops page of the Careers Centre's website.

Refer to the handout Making the Most of Careers Fairs on the Careers Centre's website.

### **AUSTRALIAN GOVERNMENT LINKS**

Australian Government website by portfolio and A-Z list by Department: [australia.gov.au/directories/government-sites-by-portfolio](http://australia.gov.au/directories/government-sites-by-portfolio)

Australian Public Service Jobs website: [apsjobs.gov.au/](http://apsjobs.gov.au/)

Australian Government Job Search website: [jobsearch.gov.au/government](http://jobsearch.gov.au/government)

Australian Public Service Commission website has excellent information on applying for jobs in the public sector: [apsc.gov.au/](http://apsc.gov.au/)

### **NEW SOUTH WALES GOVERNMENT LINKS**

Information and links to NSW Government recruitment: [jobs.nsw.gov.au/](http://jobs.nsw.gov.au/)

NSW Department of Premier and Cabinet website: [dpc.nsw.gov.au/home](http://dpc.nsw.gov.au/home)

### **LOCAL GOVERNMENT LINKS**

For graduate recruitment programs: [chandlermacleod.com/lggradnsw/](http://chandlermacleod.com/lggradnsw/)

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

## **LOCAL GOVERNMENT JOBS BOARD**

Visit [lgjobs.com.au](http://lgjobs.com.au). Note: It's important to access the specific government department or agency's website to determine requirements, opening and closing dates, location, application forms and procedures.

## **APPLYING FOR PUBLIC SERVICE JOBS LOCATION OF GOVERNMENT JOBS**

Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency. Most, but not all, Federal Government jobs are located in Canberra. NSW Government jobs are located throughout NSW, not just in the Sydney CBD.

## **ELIGIBILITY FOR EMPLOYMENT**

To save time, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

## **APPLICATION FORMS**

Many government organisations require applicants to complete online applications. Information on online applications can be found in the detailed handout on Job Applications on the Careers Centre's website.

## **GETTING ALL THE INFORMATION**

Advertisements for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role's degree of responsibility and complexity.

You'll find a reference number for the position in the job advertisement and this must be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that

it's received by the closing date.

Ensure that you download any available position information package about the position vacant from the department's website. The information package includes a statement of duties for the position and general information about the department.

Advertisements for public sector positions generally include a contact officer and number. It's important to ring the contact officer to ask for any additional information that can be provided in relation to the vacancy, the department or division, and the program area where the vacancies located. If you require clarification after reading the material you have downloaded, speak to the contact officer.

## **SELECTION CRITERIA**

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications which do not address the selection criteria will generally not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

'Essential Criteria' refers to skills, qualifications, experience and /or knowledge that are absolutely required in order to successfully fulfil the role. If applying for a public service role you need to ensure that you possess ALL of the Essential Criteria.

'Desirable Criteria' refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.

For further information refer to the detailed handout How to Address Selection Criteria on the Careers Centre's website.

## **INTERVIEWS**

Interviews for nearly all Public Service jobs will involve a panel. For further information on panel interviews please see the handout Interview Preparation and Practice on the Careers Centre's website.



# HOW TO ADDRESS SELECTION CRITERIA

## **WHAT ARE SELECTION CRITERIA?**

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

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

Selection criteria common to many graduate jobs include:

- planning and organising
- ability to work as part of a team
- excellent written and oral communication skills
- problem-solving skills and analysing data

## **WHY ADDRESS SELECTION CRITERIA?**

Having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations.

For you as the candidate, addressing selection criteria clearly and effectively increases (although doesn't guarantee) your chance of an interview.

Your completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role.

## **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 mentions 'an energetic ideas person' the selection criteria might include initiative, leadership ability, creativity or all of these.

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

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

To address selection criteria, write about the skills and knowledge gained through your degree, work experience, extracurricular activities and other activities you have been involved in, ensuring that you relate these to each criterion, where relevant. You need to give the employer specific examples that demonstrate each of the selection criteria. It is not sufficient to include general comments stating that you have all the skills being sought.

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

## **GRADUATE RECRUITMENT ROLES**

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

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

## **PUBLIC SECTOR AND OTHER ROLES**

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

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

The application you send is likely to consist of:

- a cover letter;
- a resume; and
- a separate document called 'Statement of Claims against Selection Criteria', or 'Statement of Claims' outlining specifically how you meet the role's requirements.

If asked to submit a Statement of Claims or similar document, you must do so to have any chance of an interview. If you do not provide a statement for each criterion the recruiter is not able to make an assessment of your suitability for the role.

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

## **MAKING A GOOD FIRST IMPRESSION**

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

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

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

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

If no contact details have been included in the advertisement, use your judgement as to the selection criteria and address them in your application.

## **HOW TO WRITE A STATEMENT OF CLAIMS**

To begin your Statement of Claims, open a new blank document and include your name as a header on each page, with your contact details on the first page. Use the title the organisation has given this document and include the job title and the reference number, if applicable.

List criteria as headings in bold print, and address each criterion in a couple of paragraphs or a list of bulleted points (provide more information if requested). For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.

Deal with the criteria in the same order as in the advertisement or duty statement.

If you've been provided with the relative weighting of criteria, give more detail for the more important ones.

Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/or other documentation, they're good examples to use.

Quantify your experience or skills if you can, e.g. 'three years experience in creating monthly budgets using Microsoft Excel.'

Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

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

- Situation - where, when and context of your example
- Task - the task or problem to be solved
- Action - how you solved the problem, fulfilled the task or handled the situation
- Result - the outcome achieved as result of your action/s

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

### **FURTHER INFORMATION**

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

For information about applying for jobs in the Australian Public Service, including a Fact Sheet on addressing Selection Criteria, visit the Public Service Commission link at <http://www.apsc.gov.au/publications07/crackingthecode.htm>.



# WRITING A COVER LETTER

The cover letter is the means by which an employer will gain an initial impression of a candidate. Hence it will be the key ingredient to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview, and many organisations have stated that a well written cover letter is just as important as the resume.

There are a number of significant reasons for a well thought out and written cover letter, including:

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

It is crucial to remember that emphasis must be given to how the candidate can contribute to the organisation, and *not* what the candidate is expecting from the organisation.

## STRUCTURE

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

## SALUTATION

Always begin the letter with Dear [name of contact person], as it is best to avoid “Dear Sir/Madam” or “To whom it may concern,” as it demonstrates that the candidate cannot ascertain the name of the relevant person. For the purpose of

graduate/ internship programs, it is acceptable to use “Dear Head of Graduate Recruitment.”

## HEADING

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

## PARAGRAPH 1: INTRODUCTION

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

## PARAGRAPH 2: MEETING THE CRITERIA

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

## PARAGRAPH 3: THE ORGANISATION

This paragraph should focus on why you are interested in the role and the organisation. Ideally, you should have conducted research into the organisation through their webpage and industry contacts, and an awareness of the organisation in news headlines is worthy of mentioning.

## PARAGRAPH 4: THE RESULT

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

# EXAMPLE COVER LETTER

[Date]

[Your name]

[Address]

[Name of contact person]

[Position]

[Name of Organisation]

[Address]

Dear [Mr/Ms Last name of contact person]

Re: Application for [Organisation] Graduate Program 2012

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

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

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

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

Yours sincerely,

[Your name]

# TIPS TO CONSIDER

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Plan your cover letter well in advance before you start writing

The key message underpinning the cover letter is why you are the most suitable applicant for the role . For example, identify strong points in your personal qualities, skills, work/ life experience and academic achievements

It is absolutely necessary to tailor your letter to each organisation

Make sure you are familiar with the organisation and the selection criteria which must be addressed in the cover letter

Make reference to the aspects of the firm which you find interesting , such as areas of practice that appeal to you, or the values and culture of the organisation

The writing style of a cover letter should be clear and simple, as the use of colourful adjectives and phrases can detract from conveying a strong message

Be sure not to repeat information from the website or brochures of the firm

Keep the cover letter to one page, with approximately four brief paragraphs to demonstrate that you are focused and concise

Meticulously check spelling, grammar and punctuation

# WRITING A CV/RESUME

A Curriculum Vitae (CV) or resume is primarily a summary of various components in 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 which should be tailored accordingly to highlight your suitability and experience that is relevant to the area of employment you are targeting.

Taking into account the purpose of a CV is to ensure an offer for an interview with the prospective employer, it is important to consider the format and content, and as such a successfully drafted CV will take considerable time and effort to construct.

## THE BASICS

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

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

## ELEMENTS OF A SUCCESSFUL CV/RESUME

A CV or resume is typically made up of a number of elements which provide prospective employers a glimpse into your background when reviewing an application. The following is an outline of these elements, although it is important to keep in mind that, while some elements are deemed as essential, others are optional.

### PERSONAL DETAILS

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

### CAREER OBJECTIVE

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

### EDUCATION AND ACADEMIC ACHIEVEMENTS

For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first. This section includes your course of study in reverse chronological order, indicating the name of the course, institution, and period of study. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good). It is advisable to include any academic achievements, honours, awards or scholarships you have received during your education, and may also include 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 extra-curricular activities at school, university and in the broader community, particularly highlighting the use and development of certain skills such as leadership and teamwork. Examples may include involvement in university societies, mootings or other competitions, sporting teams and community work.

## **INTERESTS**

This section allows you to demonstrate that you are a well-rounded person capable of balancing work and study commitments with your other interests, such as reading, researching, or playing tennis.

## **REFEREE**

At the end of your CV or resume, it should state that “referees are available upon request,” and referees should only be submitted if specifically requested by the employer. Referees should include the name of the contact person (such as your supervisor or manager), their title or position, the company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible). If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for.

## **OTHER HEADINGS**

In writing your CV or resume, you have the freedom to develop your own categories which 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/RESUME

## Personal Details

[Your Name]

[Address]

[Contact Phone Number]

[E-mail Address]

## Career Objective

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

## Education

*March 2006 – November 2010*

Bachelor of Arts / Bachelor of Laws

The University of Sydney

Awards:

2010 – Awarded First Place in Family Law

2009 – Awarded First Place in Law, Lawyers and Justice

2009 – Awarded Pitt Cobbett Scholarship for Outstanding Achievement in 3rd Year Combined Law

2008 – Awarded First Place in Public Law

## Key Work Experience

*April 2008 – Present*

Jones, James and Associates (Chatswood)

*Paralegal*

Working for a small firm of solicitors, specialising in contracts for small to mid-sized building works for residential properties.

Responsibilities: research into current building code requirements and recent legal cases, delivery of documents to clients, general office duties.

Achievements: co-authored a precedent document for development applications, discovered a case that was instrumental in successfully defending an action against a client.

## Extra-Curricular

2010

*Publications Director – Sydney University Law Society (SULS)*

Publicised SULS functions and publications, and assisted with the production of the SULS magazine.

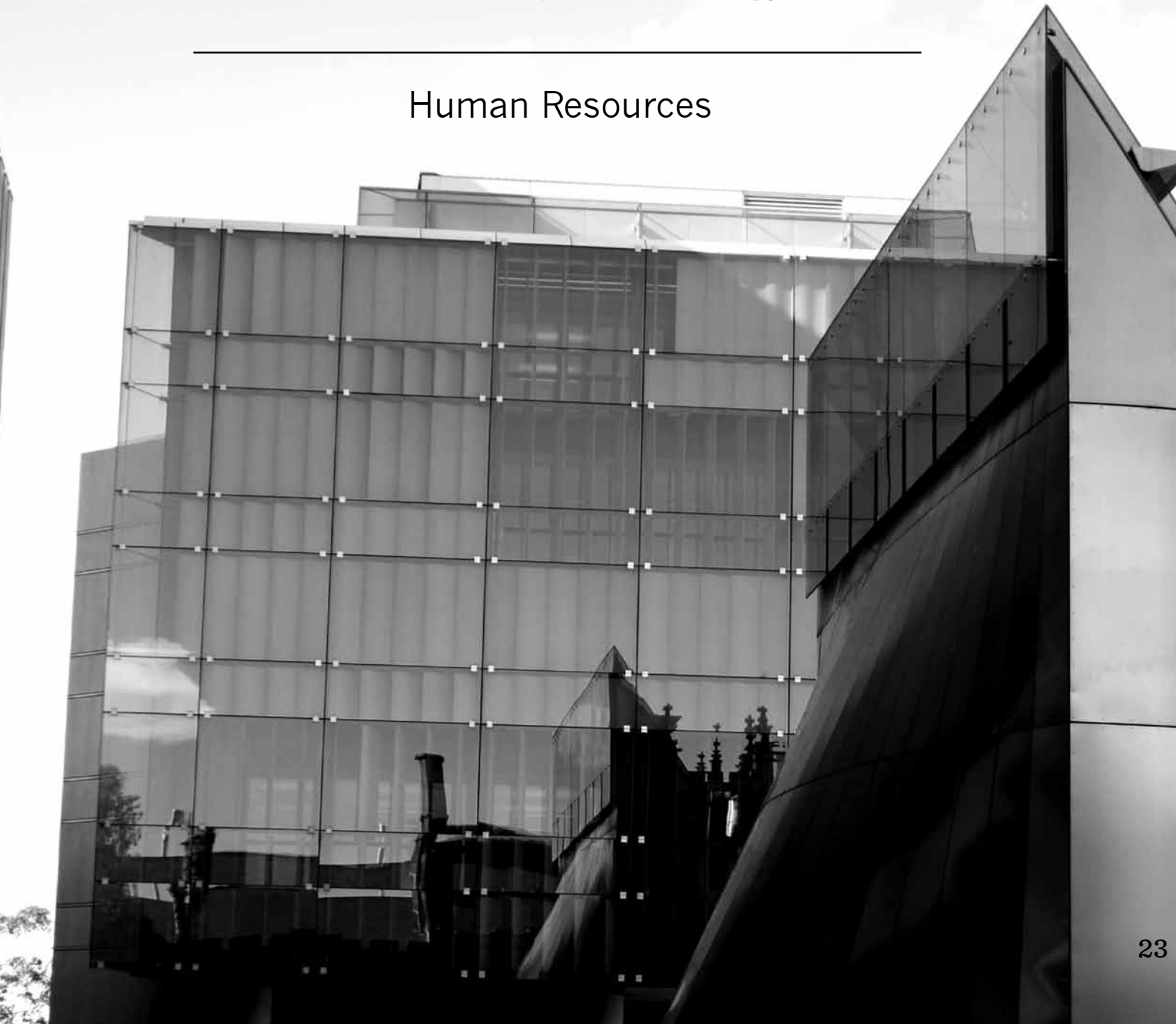
Referees are available upon request.



# INTERVIEWS

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Human Resources



# ATTENDING THE INTERVIEW

An interview is the culmination of your job search efforts. If you are invited for an interview you know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities.

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

Employers, in order to separate the wheat from the chaff, now utilise more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms and case interviews.

## **PRIOR TO THE INTERVIEW**

The interview process is designed for both you and the organisation to get to know each other. It is vital to research and understand the way the organisation works before the interview itself.

## **EXAMINING THE ORGANISATION**

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and desire to be a part of it. It is important to do some research on the organisation, including Partners or Directors, especially if they will be interviewing you prior to the interview. What you learn through the research process will assist in helping you identify the culture of the organisation and what the organisation may be looking for in its employees.

## **AREAS OF RESEARCH WEBSITES**

Websites are a great tool for gathering up-to-date information regarding partner profiles, practice areas, organisational structure, the latest transactions, values and mission statements, and details of the clerkship/graduate programs. The websites of organisations have various sections which can assist you in terms of preparing for interview questions and in answering application questions online, such as “Value Statement” and “Our People”.

## **MEDIA**

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

## **PERSONAL**

A more informal, but very effective, method of gauging information about an organisation is to talk to people who are currently employed, or have worked there. This is often the best way to find out what a firm is really like. 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.

## **ON THE DAY OF THE INTERVIEW**

First impressions are lasting ones! Be sure to follow these helpful tips:

- ensure your clothes are clean, neat and professional (especially for the ladies: be careful not to go overboard with make-up, jewellery and perfume, remember less is better)

- prepare all relevant documents such as your transcript, references, awards, etc.
- be certain to 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

### **ARRIVING AT THE INTERVIEW**

Punctuality is crucial and you should aim to arrive at the interview ten minutes early. In the event you are late due to unforeseen circumstances, be sure to contact the organisation and apologise for your lateness with a brief explanation, and provide them with an estimated arrival time. Be pleasant and courteous to 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, be sure to 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.

### **BODY LANGUAGE**

The topic of body language must not be underestimated, as without having uttered a simple word, you have already made a lasting impression merely by your body language. To be relaxed, professional, and maintaining eye contact throughout the interview are key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, try and 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 and you will be demonstrating your listening skills based on how you answer interview questions. Listen carefully to the question being asked, and answer the question by providing detailed answers, which demonstrates that you can fully articulate your ideas.

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. It is important at this stage to convey what you have achieved in your life that will set you apart from your competition and makes you the perfect candidate for the role. Remember to draw on areas outside of employment such as extra curricular activities, voluntary roles etc.

### **COMMUNICATIONS AND LISTENING SKILLS**

Your ability to express yourself orally in a complete yet succinct way, which follows from your ability to listen to the questions asked, will be keenly observed by the interviewers. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways.

### **PEOPLE SKILLS AND CONFIDENCE**

Your ability to develop a rapport with the interviewers will be important, as this will be seen as a reflection of your ability to deal with colleagues and clients alike. 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 INTERVIEW

It will reflect well at the conclusion of your interview if you further demonstrate your genuine desire for the position by commenting with a short sentence such as “thank you for your time, the position sounds very interesting and I do hope to hear from you favourably”. This will be seen as a positive expression of your interest.

Remember, not all positions you apply for are right for you. The purpose of the interview is to help sort out if 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, try not to take it personally. Interviewing is very much a skill that comes with practice, so treat your interviews as a learning experience and be sure to reflect upon it as a stepping stone, and use it towards positive growth.

# INDIVIDUAL AND GROUP INTERVIEWS

## INDIVIDUAL

This remains one of the most dominant forms of interview – there will hardly be an organisation which does not use individual interviews. In a one-on-one interview, a senior person from the organisation such as a Manager or Partner will ask you questions on how and why you would fit within the organisation.

The aim of such an interview is:

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

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

1. Questions to analyse you and what you have achieved. Examples include ‘tell us about your favourite subject at uni and why it interested you,’ or ‘explain what led you to select your major/s.’
2. Questions to determine if you are a ‘best fit’ within the organisation. Examples include ‘describe a time where you represented the values of this organisation,’ or ‘tell us about a time where you displayed courage to lead or to think step outside of your comfort zone,’ or ‘what do you value in a professional relationship?’

During the interviews, it is important to relax and absorb the dynamic of the interview. It is often possible to understand the culture within the organisation based on the questions asked and the conduct of the interviewer.

## GROUP

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

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

The relevance of a group type interview is to assess how you would interact with team members, and when interacting in this sort of environment, you are likely to notice different types of individuals, such as

### **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

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

You have chosen to pursue a career path in criminal law, what aspects of criminal law have captured your interest? The key to answering any question, including this one is quite simply to be honest.

What do you think sets you apart from other applicants? Answering this type of question requires self confidence and an ability to assess your own capabilities. It provides the opportunity to highlight your best qualities for the role.

How have you demonstrated leadership skills within a group situation? This is the perfect question where you can describe your leadership skills in terms of a specific event. Remember to outline what the situation was, the task required, the action taken, and the outcome.

What has attracted you to this organisation? To best answer this question, be certain to research the website of the firm and consider the future direction of the firm.

Could you describe a time when you were faced with a difficult problem, how did you approach it? These questions are great in highlighting your ability to face a difficulty, address the situation, and apply your problem solving skills.

What type of activities do you participate in outside of your studies? These questions are designed to relax you and to place you into a zone of comfort, allowing you the opportunity to outline your ability to multi-task. For example, if you have been playing a sport or volunteering for your local community while working part time, this shows that you can manage your time effectively.

Describe a time when you have had to meet a difficult deadline, and how did you approach it? This question is asking you about your time management skills and ability to work to a deadline, and offers an opportunity to demonstrate your ability to work under pressure.

What specific skills can you contribute to this position? This is another opportunity for you to highlight the skills you have gained from your previous employment and why you perceive them to be important for the position.

Describe a time when you have been part of a team and were confronted with a difficult situation? Teamwork is universally acknowledged as very important, so it is vital you can demonstrate that you can work cohesively with other people to produce a collective product.

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

Where do you see yourself in the next five years? Answering this type of a question requires care and effort, as in most cases the organisation seeks evidence in your answer of your long-term commitment to the role.

What do you regard to be your strengths and weaknesses? This is a common question that you must be prepared for. You should be aware of your strengths and weaknesses well enough to give an answer that is self-analytical. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement.

Why did you fail a unit? The first thing to remember is that a fail is not the end of the world! Be honest and explain your reasons for the fail, such as illness, death in the family or full-time work, this is the perfect opportunity to express what you have learnt from it.



# INTERVIEW PITFALLS TO AVOID

- Late for the interview
- Poor manners
- Addressing the interviewer by the wrong name
- Lack of cleanliness and hygiene
- Improper dress code
- Presentation of CV/resume and related documents are poorly organised
- Lying when answering questions
- Inability to listen and consequently not answering the questions appropriately
- Slouching, mumbling, and avoiding eye contact
- Making general statements that lack substance
- Talking too much, or not enough
- Abbreviating or using conjunctions
- Having little/no knowledge about the organisation
- Making derogatory remarks about your previous employer

# QUESTIONS FOR THE INTERVIEWER

Quite often, at the conclusion of an interview you will be provided with an opportunity to ask any questions you may have. As a general rule, ask questions to which you genuinely want to know the answer, and keep it within the boundary of the role and the organisation. This is your opportunity to learn things about the organisation which may not have been available from brochures or the website. Example questions you could ask include:

- Is there a typical day for this role, and if so what does it involve?
- How is the health and well-being of employees encouraged in the organisation?
- How is work/life balance encouraged in the organisation?
- How are long-term career opportunities encouraged in the organisation?
- How is performance management conducted?
- How often is feedback provided?
- How is employee performance rewarded?
- What are the key responsibilities for this position?
- How relevant are higher grades to that of prior work experience and extra curricular activities of candidates?
- Does the organisation have policies in place for ongoing/further studies?

# QUALIFYING TO PRACTICE

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Human Resources

# PRACTICING LOCALLY

## **ACADEMIC AND PRACTICAL LEGAL TRAINING REQUIREMENTS**

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

The College of Law program consists of three components:

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

Upon completion, a Certificate of Completion is issued. 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 such other relevant course. Foreign degrees or foreign admitted practitioners may also apply, subject to approval by the admitting body.

## **FURTHER INFORMATION**

### ADMISSION TO PRACTICE

After completing practical legal training (PLT), a person may be admitted as an Australian Lawyer in the State or Territory's Supreme Court. In NSW, an application must be made to the

Legal Practitioners Admission Board. Once admitted, you may practice either as a barrister (by obtaining a practicing certificate through the New South Wales Bar Association), or as a solicitor (by obtaining a practicing certificate through the Law Society of New South Wales).

### PRACTICING SOLICITORS IN NEW SOUTH WALES

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

### PRACTICING FEDERAL LAW

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

### PRACTICING IN OTHER JURISDICTIONS

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

# GOING TO THE BAR

## **ADMISSION REQUIREMENTS**

The path to admission starts with your accreditation as a NSW solicitor. It is assumed that you have completed a law degree from an approved institution and you have completed an accredited program of practical legal training.

## **RATIONALE OF THE BAR ASSOCIATION PROGRAMME**

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 BAR EXAM**

To begin your application you will be required to submit your registration as an examination candidate to the New South Wales Bar Association. This is available on the New South Wales Bar Association website.

Subjects examined are 'Ethics for barristers', 'Aspects of evidence' and 'Practice and procedure for barristers'.

A pass mark is 75 per cent for each examination.

A pass has a currency of ten months. That is, full time practice at the Bar must commence within ten months of passing the exams.

Candidates may take the three examinations over more than one sitting.

A non-refundable fee of \$200.00 per examination is administered. Once registered it is not possible to transfer your registration to the next examination period.

All three exams must be passed over a ten month period, so that the examinee is qualified to commence the Bar Practice Course

Examinations occur in February and July, please refer to the NSW Bar Association website for registration dates.

## **THE BAR PRACTICE COURSE**

The Bar Practice Course (BPC) is an element of the Reading Program offered by the Bar Association.

The Course is offered in May and October.

The Course focuses primarily on advocacy, mediation and an awareness of special considerations and requirements of different jurisdictions, taught through a variety Lectures, workshops, court practice sessions and informal discussions.

The course has a mandatory attendance requirement and readers are regularly assessed by instructors.

The course fee as of 2011 was \$3000

## **THE READING PROGRAM**

The reading programme lasts for a period of 12 months and does not affect a pupil's right of audience, which means you may be in court from day one. This must be undertaken with the help of a tutor and readers must complete 10 days of criminal reading within the first six months of their reading programme in conjunction with 10 days of civil reading within the first six months of their reading programme.

## **FINDING A TUTOR**

Prospective readers arrange their own tutors by approaching either a set of chambers that have a practice orientation appropriate to the experience/intentions of the reader, or a practitioner whom they know through briefing or by reputation. All tutors must be on the Bar Association's Statutory List of Tutors.

These arrangements should be initiated at least six months before coming to the Bar. Prospective readers are strongly advised to have two tutors, rather than one.

## **WHAT IS THE STATUTORY LIST OF TUTORS?**

The list is a requirement of the Legal Profession Act 2004, and is now part of the 'Find a Barrister' database. The list is updated when members, who qualify by attaining seven years seniority, are asked if they would be prepared to undertake tutelage duties with 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 might not have a list of past readers, may have more enthusiasm and time to give to their new role.

Having selected some names, contact the chosen barrister's clerk, provide a current CV 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.

After steps 2 and 3 have been completed, a pupil may apply to receive a practicing certificate and join the ranks of New South Wales's barristers-at-law.

## **ONGOING REQUIREMENTS**

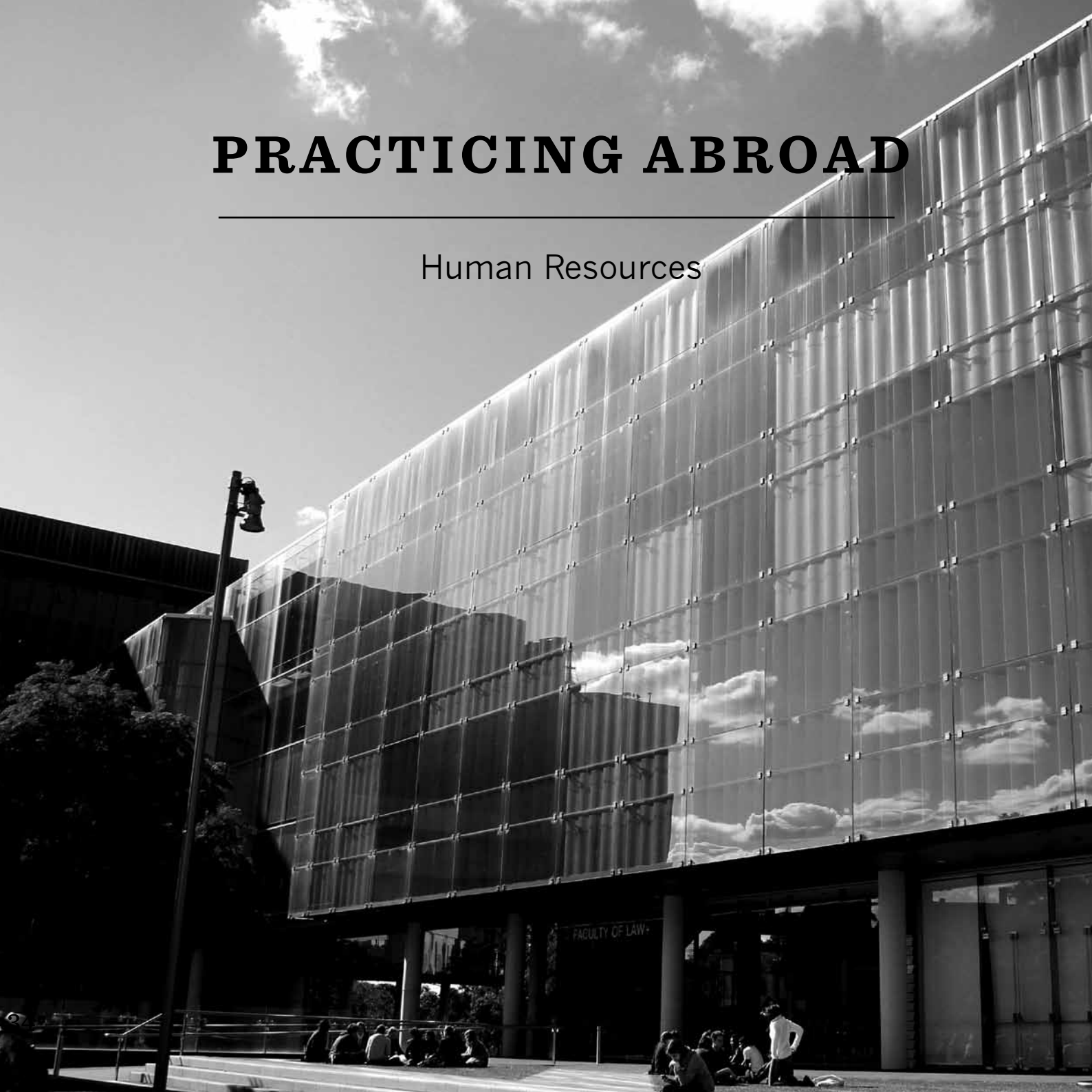
Barristers must have sufficient Professional Indemnity Insurance.

Continuing professional development (CPD) points must be collected each financial year for certificate renewal.

# PRACTICING ABROAD

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Human Resources





# PRACTICING IN THE UK

Students will need to firstly undertake either the Common Professional Examination (CPE) or Graduate Diploma in Law (GDL). Overseas students will need to apply for a certificate of academic standing to be eligible to undertake the CPE/GDL.

If the students have complete a minimum of four of the following subjects they will be able to apply for exemptions from the CPE/GDL:

- Obligations Contract
- Obligations Tort
- Equity and the Law of Trusts
- Criminal Law
- The Law of European Union
- Land Law
- Public Law
- Another area of substantive law

To apply for full exemption you must have completed all of the above modules and one subject in another area of substantive law.

Students can apply for a certificate of academic standing and exemptions on our website using the following link: <https://sra.org.uk/students/student-enrolment/enrol-online/create-web-profile.page>.

There is no fee for these applications.

Once students have complete the CPE/GDL they will be eligible to undertake the Legal Practice Course (LPC). In order to commence on to this course students will need to apply for student enrolment and completion of the academic stage. The application for student enrolment is £80 and is valid for the rest of the year that the student applies and 4 years subsequently. Students are required to have current student enrolment during the LPC and training contract.

Applications can be made using the link detailed above. Students should be aware that if they are subject to character and suitability applications can take up to 6 months to be process. Please use the following link to access the Suitability Test: <https://sra.org.uk/solicitors/handbook/suitabilitytest/content.page>.

LPC providers can be found on our website: <https://sra.org.uk/students/courses/trainingprovidersearch.page>.

Once the LPC has been successfully completed, students will need to undertake a two year training contract with an organisation authorised training establishment. During the training contract students will also need to complete the Professional Skills Course (PSC).

Once they have completed all of these elements then the individual will be able to be admitted to the roll of solicitors in England and Wales. Before the end of the training contract we will send out the relevant applications for admission to the roll.

For further information on students and trainees please use the following link: <https://sra.org.uk/students/students.page>.

# PRACTICING IN THE US

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

The West Coast, including Los Angeles and places like San Francisco and Palo Alto (a.k.a. Silicon Valley), have also traditionally been receptive to Australians in more narrow practice areas such as commercial projects, project financing and intellectual property and technology practices. Given the very specialised nature of the work, far fewer Australians make it to these West Coast destinations. As small as the window may be, it will nevertheless still be open for those with an exceptional skill set, particularly in the IP and technology spheres.

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

These are currently the only three US jurisdictions in which Australian lawyers can work. The Bar requirements in the other states require certain units of study which can only be taken in the US. Some jurisdictions, such as Massachusetts, are in the process of relaxing these requirements though it is unclear when these reforms will take place.

## **US FIRMS IN THE LATERAL AUSTRALIAN MARKET**

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

Maciek Motylinski, a senior consultant at EA International, specialises in the cross-jurisdictional recruitment of Australian lawyers. He observes that in recent years firms like Skadden Arps, Milbank and White & Case have been amongst the most active in recruiting laterally in the Australian market. Yet even in the bull market of the 2005 to 2008 period, where recruitment levels were at their peak and Australian firms were haemorrhaging staff to foreign counterparts, each firm at the most took between 5 and 8 lawyers in total from this part of the world. Motylinski considers, this a very small percentage given the overall number of lawyers who take their careers offshore, totalling about 5% of international recruitment practices. Motylinski explains that the bar has always been set at lofty heights, with US firms seeking lawyers with a minimum of two to three years of experience coming from a top tier Australian practice, with a stellar academic background. Lawyers with experience across M&A, capital markets, banking and finance, commercial projects and litigation have been the most sought after, but still require first-rate experience from a leading Australian firm.

There are a variety of other areas within a lawyer's CV and background that leave them vulnerable to being nitpicked out of contention. And we haven't even got to the interview yet. In addition, the overall numbers are also limited by visa requirements for Australians looking to live and work in the US, which are prohibitive – although the introduction of the E3 visa, exclusive for Australians, allows 10,000 visas for Australians, making us slightly more attractive. Given the small numbers of roles and high level of competition it is no small feat to secure an interview, let alone an offer.

## **HOW THE US FIRMS HIRE**

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

US firms have customarily hired experienced lawyers directly from Australia without the requirement of those lawyers actually being in the US, although it is always an advantage to meet firms face to face. Interviews are conducted via video conference and a number of firms have conducted recruitment campaigns by sending partners out to Australia to perform interviews in person. Most US firms don't require Australian lawyers to have already have a New York or other US Bar qualification, particularly in their transactional practice groups. However, they will require Australian lawyers to sit the Bar Exams within 12 months to become fully qualified US Attorneys. In any case most firms will usually apply a level of discounting to Australian lawyers moving across to NY to take into account their lack of experience in the US and bring a level of equivalency with their US counterparts. As a rule of thumb, Australian lawyers can expect to have 12 months knocked off their Australian experience.

## **NEW YORK BAR EXAMS AND REQUALIFICATION REQUIREMENTS**

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

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

live it up in during your first year away may be somewhat hampered by the reality that many lawyers moving across find themselves with a full-time workload and hefty work hours, as you would expect with a large Manhattan firm, only to be greeted by a full-time study schedule to prepare for exams once they have clocked off. Ouch.

## **WORKING IN A US LAW FIRM**

For Australians moving across to New York with a large US firm there are some adjustments to be made from a technical and practical point of view as well as cultural.

Motylinski observes of his major clients that although each firm has an individual culture, one thing that is common to the elite firms in New York is a commitment to excellence and client service. The corollary to this, particularly for transactional lawyers, is that the work hours can be long and arduous. The deal flow in the US and the sheer number of transactions some practices undertake from year to year is also larger than in other mainstream capital markets.

Whilst this is a big draw for lawyers looking to work on the biggest and most complex transactions in the world, it also means a higher intensity of work played out across longer hours. Australian lawyers will also have to come to terms with the US-centric way of structuring and facilitating various deals. In particular, Motylinski finds his candidates comment regularly about the archaic style of drafting in the US, which sits in stark contrast to the principles of plain English drafting promoted amongst law schools and law firms in Australia. However this is all part of the learning process and professional development, which in the end is what precipitated the move to a market like New York. Another point of difference is the nature of billing in the US compared to Australia. Generally lawyers have a target of between 1500 and 1700 hours annually, however it is important to note that lawyers generally have more leeway in the US to bill clients for travel time, thinking time and other less tangible services that would otherwise not be acceptable in Australia.

## AN AUSTRALIAN'S PERSPECTIVE ON PRACTICING IN THE US

Simon Fitzpatrick completed his LLB with Honours from the University of Sydney in 2000 and completed a Harvard LLM in 2002. He completed the NY Bar and worked in intellectual property litigation for eight years, most recently at Ropes & Gray. He returned to Sydney mid-2010 to start at the Bar.

### WHY DID YOU WANT TO STUDY OVERSEAS?

I wanted to study overseas because it seemed like a good way to experience life in another country and get a qualification that would be useful in Australia too. I applied to six law schools in England and America, and I ended up going to Harvard Law School to do a Master of Laws (LLM) because it offered the most courses in my area of interest – intellectual property. I then moved to New York to do IP litigation work in a law firm, and was there for eight years.

### HOW DID YOU GET ADMITTED TO PRACTISE IN THE US AND HOW DIFFICULT WAS IT?

Each US state has its own qualification process but to practise in New York you need to pass the New York Bar Exam. I did the Bar exam after my LLM but the LLM wasn't a prerequisite – a three-year law degree from a common law country is enough, so I was eligible based on my Sydney University LLB. The Bar exam itself is two days of multiple choice, short answer and problem questions across about 25 subjects (constitution law, torts, contracts, property, etc). It requires a lot of study (basically two months full-time) but it's made easier by doing a preparation course that various companies offer. These courses are not cheap but if you have a job at a law firm lined up, the firm will pay for it (that's pretty much standard policy for all incoming lawyers).

### HOW DID WORKING IN A US FIRM COMPARE WITH WORKING IN AUSTRALIA?

I think the biggest difference is the expectation that your job will always be your first priority, which goes hand in hand with the fact that US law firm associates are paid substantially more than solicitors in Australian firms. Pretty much all law firms give their associates BlackBerrys (and have for about ten years), and you are expected to be available all the time – dinner plans, theatre tickets, even vacations give way if you are needed for the case or deal you are working on. I am sure that people work hard in Australian firms too, but things in New York are probably a little more intense.

### WAS YOUR EXPERIENCE WORTHWHILE?

Absolutely. Living in New York was fantastic fun and I learned a lot from my experience working in an American firm.

### WOULD YOU RECOMMEND IT TO CURRENT STUDENTS AND FOR WHAT REASONS?

Definitely. You won't regret the time you spend living abroad and seeing how another society/culture/economy/country works. It can only expand your horizons and your perspective on life.

# PRACTICING IN HONG KONG

## **WHAT ATTRACT CLIENTS/LAWYERS TO HONG KONG?**

Many clients choose Hong Kong (HK) because it is the global financial market of Asia – where East meets West – and because it serves as a portal for many businesses to reach mainland China. Being one of the few true financial centres in the world, it is characterised by an established stock exchange, which lists some of the world’s largest companies, and a CBD littered with high-rises. As the Chinese economy continues to grow, economic activity has also been on the rise. With Chinese companies increasingly looking to be listed on the more mature HK stock exchange, HK has become a hub for investment into China. Naturally, law firms also seek to enter the HK market, as there is always plenty of work for lawyers. For legal practitioners, HK offers a vibrant lifestyle, a selection of prestigious firms, high quality of work and a great salary package. There are also many multi-national transactions, travel opportunities, as well as superb dining and shopping experiences.

If you love a fast-paced lifestyle, HK is the place for you.

## **HOW RELIABLE IS HONG KONG’S LEGAL SYSTEM?**

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

drafted in English. Where there is inconsistency between the English and Chinese version of a legal document, the former will prevail.

## **HOW IS WORKING IN HONG KONG DIFFERENT FROM WORKING IN AUSTRALIA?**

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

## **ADVICE FOR INTERESTED LAWYERS FROM AUSTRALIA**

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





# PRACTICING IN SINGAPORE

## (COURTESY OF CONTACT SINGAPORE)

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

The country's legal services sector has registered significant growth in wake of liberalisation measures that have been rolled out since 2008. Six Qualifying Foreign Law Practice (QFLP) licenses were awarded to some of the top law firms in the world to allow them to practise in commercial areas of Singapore law. Singapore is currently reviewing the QFLP scheme with a view to further liberalisation.

Singapore's exponential growth as a business and financial centre has also seen a corresponding rise in demand for top-tier legal representation. Its international reputation as a neutral centre for dispute resolution is growing fast as well, and the city state is now firmly placed on the world map as the arbitration seat of choice. Legal and business communities across Asia are promoting Singapore as an ideal, one-stop venue for international commercial arbitration.

### **PURSUING A LEGAL CAREER IN SINGAPORE**

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

1. Obtain at least a recognised Second Class (Lower) Honours degree from an approved overseas university
2. Pass Part A of the Bar Exam
3. Attain at least six months of recognised legal experience

4. Pass Part B of the Bar Exam

5. Fulfil the Practice Training Period requirement (e.g. a six-month Training Contract with a Singapore law practice)

Gregory Xu, a Singaporean who studied law in Australia, went through a similar process when he returned to practice law in Singapore. "It is a good thing that Singapore is opening up its legal market and encouraging the return of Singaporean lawyers who are abroad," he said, referring to government initiatives that allow overseas-qualified lawyers to practice here. Back in Singapore since 2008, Gregory is now an Associate at international law firm Ince & Co.

Foreign law graduates may also practise law in Singapore by undergoing the Foreign Practitioners Examination (FPE), which allows experienced foreign lawyers to practise Singapore law within permitted areas of legal practice. They are required to have gained admission to a Bar overseas with at least three years PQE, and have obtained an offer to work in Singapore

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

For more information on legal services in Singapore, visit [www.contactsingapore.sg/industries/legal\\_services](http://www.contactsingapore.sg/industries/legal_services).

To read up on Gregory Xu's story, visit [www.contactsingapore.sg/interactives/success\\_stories](http://www.contactsingapore.sg/interactives/success_stories).



# PRACTICING IN KOREA

## **WHAT ATTRACTS CLIENTS/LAWYERS TO KOREA?**

Korea is one of the original 'Asian tigers', and as a market it has become modernised in an extremely short period of time. It is wedged in the geopolitical epicentre of the new world, uniquely positioned near China, Russia and Japan. As an investment destination, it offers foreign investors the growth profile of an emerging market without the wild instability of a still-burgeoning China, or the stagnant returns of a debt-laden Japan.

It is also a forerunner in terms of research and development, as well as a highly underrated producer of design and technology. Brands such as Samsung, LG and Hyundai are examples of such Korean corporations.

## **HOW RELIABLE IS THE KOREAN LEGAL SYSTEM?**

Korea works under a civil law jurisdiction and thus there is a certain prescriptive and uniform manner in which the laws are applied to factual cases. For foreign investors concerned with the legal protection of their Korean investments, Korea is a signatory or contracting party to the major international trade treaties, such as the United Nations Convention on Contracts for the International Sale of Goods (CISG) and international arbitration treaties such as the International Council of Societies of Industrial Design (ICSID).

The one area where Korea's legal system requires improvement is in enforcement of the rule of law. However, recent interns note the intention of the Korean Government and legal profession to entrench the rule of law to the same extent as jurisdictions such as Australia.

## **HOW IS WORKING IN KOREA DIFFERENT FROM WORKING IN AUSTRALIA?**

The management style in Korea is generally a lot more hierarchical than Australia – probably because of the nation's Confucian roots. Lines of communication and external demonstrations of respect and formality are therefore extremely prominent. It is also very important to know other colleagues' official positions and to refer to them by their correct title. Business transactions in corporate Korea are based less on prescriptive, arms-length engagement and more on unwritten conventions of Korean business relationships. Written commercial contracts may be shorter than those one would see in Australia. And as with most Asian countries, office hours of lawyers in Korea tend to be longer than those of their counterparts in Australia.

## **ADVICE FOR INTERESTED LAWYERS FROM AUSTRALIA**

Interested lawyers have to be prepared to take on client responsibility as the English spokesperson on deals, and to experience frustration at having to manage day-to-day legal work that is at a level or two below what you would be asked to do in Australia. There is also a lot of translation work involved in a Korean law firm – this means some poorly translated legal documents that will require your patience and ability to reword them into English. As with most Asian countries, be prepared to work hard and to learn about a culture completely different from the one in Australia.

# DOMESTIC OPPORTUNITIES

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Practical Legal Training





Australian  
National  
University



## Practical legal training at ANU Legal Workshop Your Pathway to Legal Practice

The ANU Legal Workshop is Australia's largest university-based legal practice program. We provide practical legal training in the Graduate Diploma in Legal Practice (GDLP).

Becoming a Practitioner (BAP) is the first part of the program and

We also offer:

- > flexible on-line delivery
- > concurrent enrolment with your LLB & JD studies
- > your choice of 20, 40, 60 or 80 day Legal Practice Experience
- > direct or reciprocal admission to legal practice nationally

We have an efficient and friendly administrative team who are available to answer any questions students may have about the program. Many of our academic staff are practising lawyers.

**Becoming a Practitioner (BAP) face-to-face intensives for 2012:**

**Adelaide** 28 May

**Darwin** 18 June

**Melbourne & Sydney** 25 June

**Brisbane & Canberra** 2 July

**Melbourne** 3 September

**Canberra** 10 September

**Townsville & Canberra**  
19 November

**Perth & Sydney** 26 November

**Toowoomba** 26 November \*

**Adelaide** 17 December

\* May be subject to change

### Information

[law.anu.edu.au/legalworkshop](http://law.anu.edu.au/legalworkshop)  
T 02 6125 4463  
E [lwsa@law.anu.edu.au](mailto:lwsa@law.anu.edu.au)

## ANU Legal Workshop

Fellows Road, Building #5  
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**Website** [law.anu.edu.au/legalworkshop](http://law.anu.edu.au/legalworkshop)



## Student profile

Marianne  
Nolte-Crimp

I obtained an LLB from the University of Queensland in 2001. In 2010 I decided that it was high time I take that final step to become admitted to practice as a solicitor and I enrolled in the Graduate Diploma in Legal Practice (GDLP) at ANU.

It was a daunting prospect, going back to university after so many years and I must admit that I was quite apprehensive about how I would balance the study with the other commitments in my life.

However, once I started the course, I soon found that my concerns were unfounded. The legal instructors and administrative staff were excellent in guiding me through. Any questions or concerns raised were dealt with promptly and professionally. As the year progressed I gained confidence in my abilities as a legal practitioner largely due to the staff support and encouragement.

Inescapably a course of this nature covers many aspects of the law, so be prepared to put aside a good few hours each week to stay on top of the material. Having said that, the



course material is well presented, concise and has real world application and as such was a pleasure to learn.

Although legal knowledge is an important part of the course, the main component is developing and honing legal practice skills. How do you interview a client? How do you time manage and cost account? How do you conduct yourself in a court of law? These are the aspects of the course that stand you in good stead in “the real world”.

I thoroughly enjoyed my studies at the ANU Legal Workshop. Not only do you learn a great deal about the practice of the law, the connections and friendships you make, both with fellow students and staff, are most rewarding.

To anyone contemplating doing the Legal Workshop I say: “Do it! It will be one of the best decisions of your life!” For me, I know, it was. Good luck and make the most of it.

# ANU LEGAL WORKSHOP

## Your practical legal training provider

**The ANU Legal Workshop in The Australian National University is Australia's largest university-based legal practice program. We provide practical legal training in the Graduate Diploma in Legal Practice (GDLP).**

### Becoming a practitioner intensive

Students have to undertake our 5 day "Becoming a Practitioner" (BAP) intensive (held around Australia all through the year) to learn and practice some basic legal skills before commencing coursework. At this intensive, students meet and work with the members of their virtual firm. This is the only time students have to be on campus. The rest of the program is delivered online.

### Professional practice core (PPC)

We have launched an innovative way of delivering the Graduate Diploma in Legal Practice. The Professional Practice Core has students operating in virtual firms conducting property, commercial and civil transactions (incorporating trust accounting and ethics) with each other and interacting with virtual senior partners, clients, clerks and all the players you would normally find in the legal world.

Each firm has a Practice Mentor to guide the firm through the transactions, through legal practice issues (such as time and risk management; work/life balance and dealing with clients) and to facilitate the team working collaboratively and equitably.

### Legal practice experience

Students may do 80, 60, 40 or 20 days of legal practice experience. Students who do more legal practice experience do fewer electives. We approve legal practice experience placements in legal firms, government legal sections, corporations, community legal centres – in all states and overseas as well. Students may have the opportunity to participate in the regional, rural and remote (RRR) legal practice experience.

### Concurrent enrolment

If you want to fast track your studies you may be able to start your GDLP at the ANU Legal Workshop after you have done two thirds of your law degree.

### Admission to practice

We have direct admission to legal practice in VIC, QLD, ACT, NSW, WA and NT.

### Transfer to masters

After completing the GDLP students can undertake an ANU Masters in Legal Practice with 50% credit or an ANU LLM with 25% credit.

### Our staff

We have an efficient and friendly administrative team who are available to answer any questions students may have about the program. Many of our academic staff are practising lawyers. And members of the profession are involved in teaching activities and as members of ANU Legal Workshop committees.

### Important dates

The next 2012 Becoming a Practitioner intensives:

- > Adelaide 28 May
- > Darwin 18 June
- > Melbourne 25 June
- > Sydney 25 June
- > Brisbane 2 July
- > Canberra 2 July
- > Melbourne 3 September
- > Canberra 10 September
- > Canberra 19 November
- > Townsville 19 November
- > Perth 26 November
- > Sydney 26 November
- > Toowoomba\*\* 26 November
- > Adelaide 17 December

\*\* Subject to change.

For more information about any of our programs, contact student services.

**PHONE:**

1300 856 111

**EMAIL**

enrolments@collaw.edu.au

**WEBSITE**

www.collaw.edu.au/plt

# COLLEGE OF LAW

## PRACTICAL LEGAL TRAINING

The College of Law is the school of professional practice for lawyers in Australia and New Zealand. We provide career-long education and training services to the legal profession, differentiated by a focus on practical law. The College of Law offers the Graduate Diploma of Legal Practice as an approved program of practical legal training (PLT) in preparation for admission as an Australian lawyer. The Program enables direct admission in a number of Australian jurisdictions and offers students a choice of streams, study modes and locations. Learning in the College environment is different from learning substantive law in an academic environment. It involves practical content and interactive learning with supervision and feedback from experienced mentors.

**WHAT THIS MEANS FOR YOU:**

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

**WHAT NEXT?**

If you are nearing the end of your law degree it's time to think seriously about how to do your PLT. The College offers start dates through the year, full and part-time options and online, face to face and evening study modes so you can do your PLT when and how it suits you. If you have done legal work experience recently it might be possible to count it towards your program and get to admission that much faster although some restrictions do apply. Our online legal jobs board can help you find both work experience and graduate positions around Australia. It does matter where you do your Practical Legal Training – so give it some thought! Request a PLT Handbook now at [www.collaw.edu.au/plt](http://www.collaw.edu.au/plt).

**POSTGRADUATE PROGRAMS AT THE COLLEGE OF LAW**

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



“My practical legal training made a real difference for me, my firm and my career.”

ALISON KENNEDY - COLLEGE OF LAW GRADUATE



“I really believe that thorough practical legal training from the best and biggest provider in Australia has been far better for me, my career and my firm. The College of Law is Australia’s largest PLT provider and they specialise only in legal practice. They have the best and most flexible online PLT programs with the most comprehensive practice papers.”

Make the right choice for your career and call **1300 856 111** or visit [www.collaw.edu.au/plt](http://www.collaw.edu.au/plt)



# MIA PANTECHIS

## PRACTICAL LEGAL TRAINING GRADUATE

Mia Pantechis graduated in 2011 from the University of Sydney with a B.Ec.Soc.Sc/LLB. She then went on to complete her Practical Legal Training in 2012 with the College of Law in the full-time, online program. Mia is now working at Harmers Workplace Lawyers.

### **WAS YOUR TIME AT THE COLLEGE OF LAW WHAT YOU THOUGHT IT WOULD BE?**

I found The College of Law course manageable and flexible. I was able to gain skills which have assisted me in transitioning from my university studies to a junior lawyer.

### **HOW DID YOU FIND THE LECTURERS AT THE COLLEGE?**

The lecturers were extremely helpful throughout the course. Whether contact was made by email or telephone, the lecturers always took the time to answer questions. They were also particularly understanding to work commitments and therefore accommodating with coursework submission.

### **WERE THE ONSITE WEEKS AT THE COLLEGE CAMPUS USEFUL?**

The onsite weeks at the College were full of useful exercises ranging from client interview training to role plays on presenting court applications. The onsite modules assisted students in gaining the practical skills of a lawyer making the transition to working as a lawyer less daunting.

### **WHAT DID YOU FIND MOST VALUABLE ABOUT YOUR PRACTICAL LEGAL TRAINING STUDIES AT THE COLLEGE?**

The coursework was tailored in a way which gave students the opportunity to gain practical drafting skills that are an essential part of a lawyer's role. From drafting initiating court documents, affidavits, client letters and advices, useful guidance and detailed feedback was always provided.

### **WHAT SKILLS HAVE YOU BEEN ABLE TO PUT INTO PRACTICE IN THE REAL WORLD THAT YOU LEARNT AT THE COLLEGE?**

In legal practice, the drafting skills and methodological approach to case management taught at the College has proven to be invaluable in my role as a junior lawyer. It has given me the confidence and competence necessary in completing any work given to me.

### **WHEN DECIDING WHO TO DO YOUR PLT WITH, WHAT MADE YOU CHOOSE THE COLLEGE OF LAW?**

I chose the College of Law because of the flexibility it provided in study options. I was able to select a course which fit with my work and other commitments and was therefore a stress free experience.

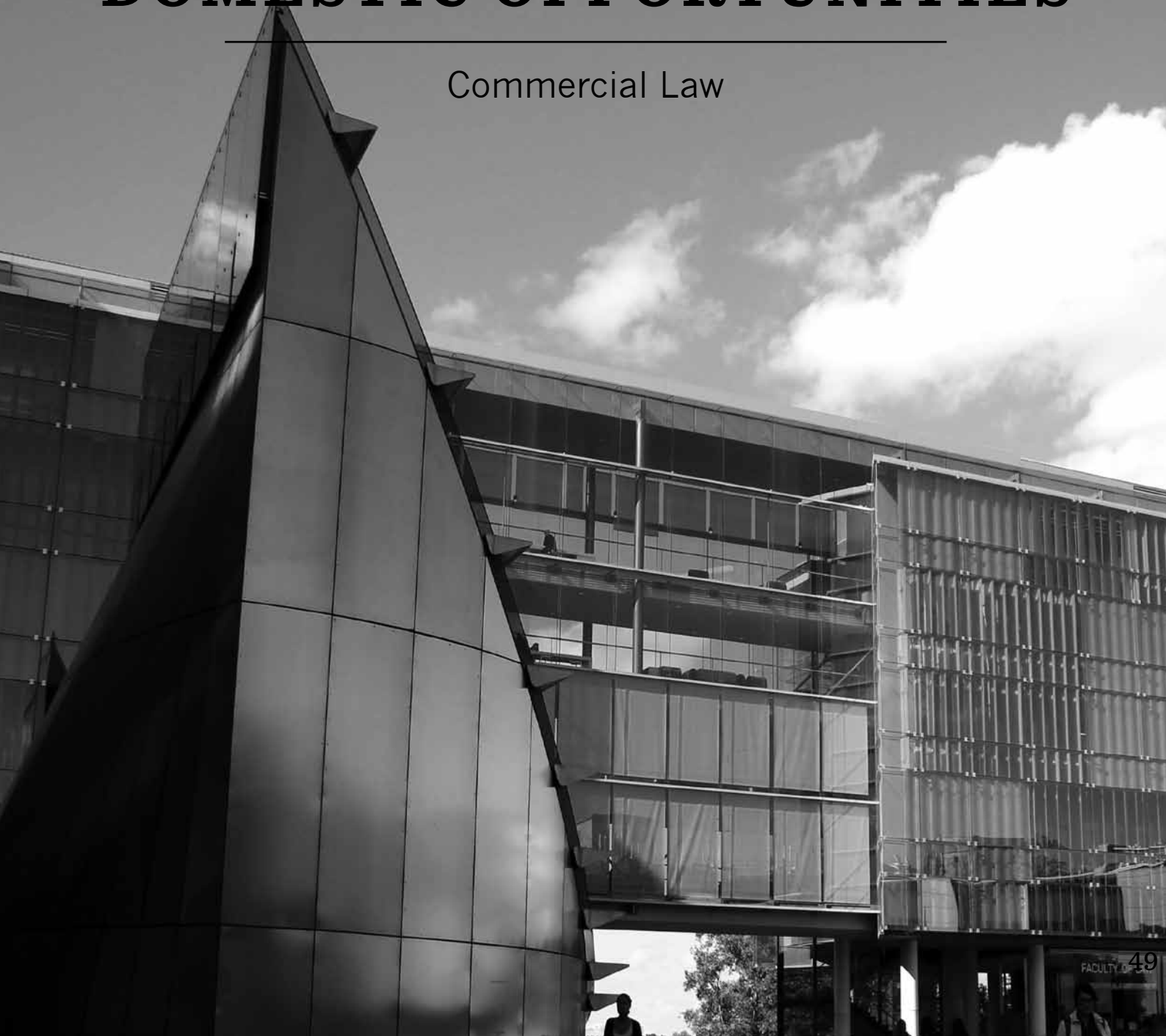
### **WHAT WOULD YOU SAY TO CURRENT FINAL YEAR STUDENTS WHO ARE DECIDING WHERE TO DO THEIR PLT?**

Choose the College of law. It's flexible, relevant and practical!

# DOMESTIC OPPORTUNITIES

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Commercial Law



# ALLEN & OVERY

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

*As one of only a small number of global elite firms, Allen & Overy Australia offers you something truly different. Joining Allen & Overy means playing a part in a diverse domestic and international team spanning a fully integrated network of 39 offices in over 27 countries.*

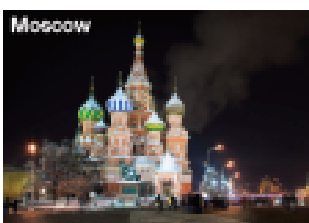
We focus on complex and strategic domestic and cross-border transactions for a high profile client base of market leading private and public organisations. Our Australian practice has three core groups: Banking & International Capital Markets, Corporate and Litigation. Within these, the practice areas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

excellence in everyone and everything, dedication to our clients, helping our people to achieve their potential, respecting and including every individual, working together as one firm, entrepreneurial spirit and energy.

## *What to expect*

As a Summer Clerk you'll complete two rotations within our core practice groups. You'll be allocated a supervising partner and will work closely with that partner and the senior associates and lawyers who make up the team. You will be exposed to premium quality domestic and international work and will also participate in various exercises that simulate real transactions from

beginning to end, providing a valuable insight into the role of an Allen & Overy lawyer. Informal feedback and guidance will be given to each summer clerk throughout the process. Uniquely we also offer the opportunity to all our Sydney Summer Clerks to spend one week of the program working in another of our Asia Pacific offices. This will give you a greater understanding of our global network and a taste of future opportunities available to you at Allen & Overy. Whilst it's by no means compulsory, a large proportion of our lawyers will choose to take up the opportunity to spend time working in another office at some time during their career, whether that's a rotation as a junior lawyer, a longer term secondment or a permanent transfer.





## *Learning & Development opportunities*

Allen & Overy is renowned for high quality training and development. During your career you will have the opportunity to attend comprehensive training both domestically and globally to meet and learn with colleagues here and overseas, starting with our "Global Universities" run in London for lawyers with approximately 2 years of experience.

## *Who we look for*

There is no typical Allen & Overy lawyer. We realise each person has their unique skills and qualities.

While you should have excellent academic results, beyond this we want to see evidence of teamwork, communication skills, planning and organisation skills, problem solving, commercial awareness, and commitment to a career in law and a career with Allen & Overy.

We accept applications from overseas students, however applicants must demonstrate a commitment to starting their legal career in Australia and have the right to live and work in Australia. We invest in hand-selecting our Summer Clerks each year and were pleased to offer graduate positions to all our Sydney Summer Clerks in 2011 and 2012.

*For further information, please visit our website or contact us at [australiarecruitment@allenoverly.com](mailto:australiarecruitment@allenoverly.com)*

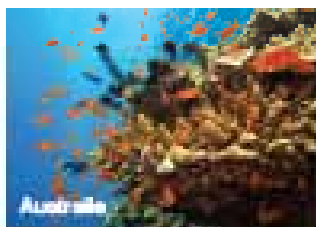
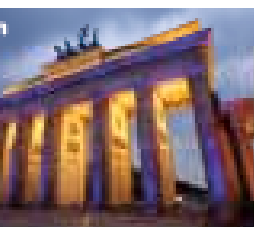
## ALLEN & OVERY

### *Summer Clerk Program*

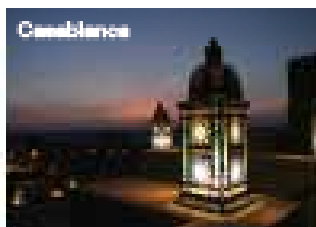
**Applications open:**  
13 June 2012

**Application close:**  
13 July 2012

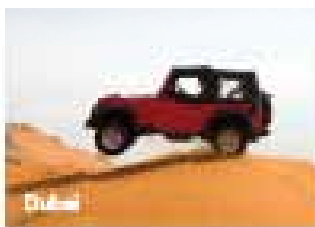
**How to apply:**  
Via Allen & Overy Career's Page  
[www.allenoverly.com/careers](http://www.allenoverly.com/careers)  
(select Australia)



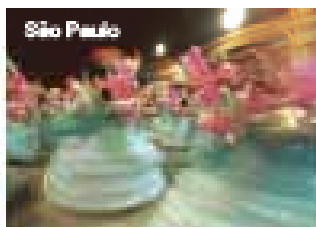
Australia



Casablanca



Dubai



São Paulo

# BRIANNA PRATT

SUMMER CLERK 2011/2012, ALLEN & OVERY, GRADUATE 2013

## **ROTATIONS: BANKING AND CORPORATE**

### SECONDMENT TO THE SINGAPORE OFFICE

I always dreamt of building a career in a premier international firm or company. I didn't know if I would work in law, in banking, in consultancy or in media. What I did know was that it had to be global firm or a global company. In today's world, anything that is confined to national borders is too limiting (as far as I am concerned).

It is clearly no surprise that I was instantly drawn to Allen & Overy when looking at law firms to apply to for a Summer Clerkship. I knew Allen & Overy would provide me with the opportunities to participate in a first-class training programme, gain global experience, work on cutting-edge deals and learn from lawyers who are leaders in their field of practice.

And I was right. My Summer Clerkship experience at Allen & Overy was absolutely incredible and quite possibly, the best time of my life.

### GEOGRAPHICAL REACH

Allen & Overy is a truly international law firm – with astounding local reach in the Australian market and a global depth that is so unique here in Sydney. The advantages of working in a truly global law firm are endless. I believe the main advantages of working at Allen & Overy are its geographical reach across 27 countries, depth of expertise, quality of work and an extremely impressive client base.

I witnessed, and became part of, a number of high-profile transactions during my Summer Clerkship at Allen & Overy. Without having an international base, Allen & Overy may not have been able to secure high profile, cross-border transactions. I watched the senior lawyers and Partners around me draw on the expertise of their counterparts from all over the world on a regular basis (I myself engaged with the US Tax lawyers and English banking lawyers). This

seamless contact and support allows every lawyer in the firm to produce advice that is on-point and accurate, which in turn allows the firm as a whole to deliver an innovative service in Australia – one that is clearly very attractive to domestic and international clients. Where else would you rather be?

### ASIAN EXPERIENCE

Allen & Overy does not only “talk the talk”, it definitely “walks the walk”. In early January 2012, I packed my bags and jumped on a plane, bound for Singapore. I was going to work in the Allen & Overy Singapore office for one week – clearly an opportunity of a lifetime!

I worked in the International Capital Markets (ICM) team (effectively another mini-rotation) and spent the week interacting with brilliant English and Singaporean lawyers. After spending a week in Singapore, I really could appreciate what it meant to work in a “magic circle” law firm. I felt so excited to be a part of such a powerful and global legal force.

The Singapore office was full of people who were very similar to the team in Sydney - exceptionally driven and hard-working, yet also fun and relaxed. They explored the city with me in my free time, we shopped, ate and went to some incredible bars (and enjoyed a few Singapore Slings!). It was a fantastic week and it really proved to me that Allen & Overy is truly a global firm with amazing international opportunities on offer to a junior lawyer like myself.

### INNOVATION AND PEOPLE

Allen & Overy Sydney is made up of a team of approximately 170 lawyers. Each of these lawyers is hardworking, innovative, business-minded and incredibly savvy. I have worked with amazingly talented individuals (at all levels) who are currently shaking the foundations of law in Australia.

Not only are these 170 or so people incredibly intelligent, but they are also so much fun and great to be around. I had such a fantastic 10 weeks at the firm and I think so much of it

came down to the people who I spent every day with. Not only are they all brilliant, but they are lovely, supportive, funny individuals who are fit and healthy and yet love to share a wine on a Friday night (perfect combination if you ask me!). I cannot wait to begin working full time in March 2013, because I will get to spend every day of the week with such a fantastic group of people.

## COMMITTEES

Allen & Overy is extremely flexible when it comes to establishing new committees and allowing time for extra-curricular activities. I am so passionate about sport and diversity in the workplace, and (even as a Summer Clerk) I was able to become part of LEAD (our Diversity group) and I participate in a number of sporting activities. Allen & Overy offers two personal training sessions each week, one Pilates class each week, an indoor soccer competition, group personal training, triathlon support, gym memberships...the

list goes on! Clearly, the focus at Allen & Overy isn't just work-work-work. Allen & Overy really does encourage a balanced-lifestyle and I think that is so important to young lawyers like you and me.

## WHERE TO FROM HERE?

I was delighted to receive a formal offer to become a Graduate lawyer at Allen & Overy in March 2013. I signed my offer immediately and I know I will never look back. I had such an amazing experience at Allen & Overy over the summer and I can honestly think of no better law-firm or place to be than here.

I encourage you all to embrace the idea that Australian law has changed and that Allen & Overy really was the driving force behind that change. I hope you realise the true potential and power of a firm like Allen & Overy and hope you all feel compelled to become part of our fantastic team.

# MATTHEW LYSTER

SUMMER CLERK 2011/2012, ALLEN & OVERY, GRADUATE 2013

## ROTATIONS: M&A AND LITIGATION

### SECONDMENT TO THE SHANGHAI OFFICE

My life has always focused around adventures of one sort or another. My approach to a summer clerkship was no different. As a mildly obsessed ocean and endurance kayaker, adventure racer, qualified Safari Guide and having recently returned from a trek to Mt Everest Base Camp, I was not content with becoming yet another cog in the wheel of an established Australian law firm. I wanted a challenge, to try something new, to have an experience that few others would be able to relate. I found all of this and more at Allen & Overy.

My initial attraction to Allen & Overy was the chance to be part of a close knit, cutting edge team. I relished the opportunity to be able to contribute to the development of a fresh firm culture in a brand new office and be able to reflect on my career one day and say, "yeah, I played a part in that". While the Sydney office of Allen & Overy offered this unique

experience, I had no idea at the time of clerkship applications that Allen & Overy was actually one of the world's largest law firms, a 'magic circle' London firm and one of the few firms in the world able to call itself 'Global Elite'. The chance to be a part of an emerging Sydney office while fully supported by the immense resources, network, expertise and training opportunities that only a Global Elite firm has at its disposal was an opportunity I simply could not refuse. The chance to spend a week in Shanghai, one of Allen & Overy's 39 offices world wide, as part of the clerkship was yet another example of a truly unique experience that only Allen & Overy could offer.

If like me, you want something more out of your summer clerkship, you want a challenge, the autonomy to make decisions, to have the opportunity to travel internationally as part of your clerkship and to work with a cutting edge legal team that is integrated with a Global Elite brand, Allen & Overy is where you want to be.

# MICHAEL WILLIAMS

SUMMER CLERK 2011/2012, ALLEN & OVERY, GRADUATE 2013

## **ROTATIONS: CORPORATE AND LITIGATION**

### SECONDMENT TO THE HONG KONG OFFICE

Last year while sifting through numerous Clerkship profiles, I became a little frustrated by reading a lot about how great everyone's Christmas parties were and not enough on the factors differentiating one firm from another. Although Allen & Overy did have a great Christmas party, I think it's more beneficial to look into exactly what separates the firm and its Summer Clerkship program from that of its top-tier counterparts.

### AN INTERNATIONAL CLERKSHIP

The Allen & Overy Sydney Clerkship has to be one of the most unique summer programs on offer in the world. After completing our first rotation, the seven of us collectively ventured to five of Allen & Overy's Asian offices including Hong Kong, Singapore, Bangkok, Tokyo and Shanghai. I spent my week in the Hong Kong office where I assisted the Banking team on a variety of client engagements.

My international exposure extended well beyond Asia to my Sydney rotations in the Corporate and Litigation teams. When tasked with researching company-specific information for one of Allen & Overy's major global clients, I was told to email our librarians for assistance. On arrival at work the following day, I received responses from the New York and London offices with the data I had requested.

Throughout the summer, both the Sydney and Perth clerks attended "What We Do" sessions to help us all understand the role of each team within Allen & Overy. Additionally, we worked alongside Partners and Senior Associates on mock pitch and transaction exercises and the Sydney clerks jumped on a minibus to visit a client site at Port Waratah, Newcastle.

## THE FIRM - THE BEST OF BOTH WORLDS

Allen & Overy Australia is unique in the sense that it is a young, growing office comprised of hand-picked lawyers from Australia's top firms as well as being part of an established global network of 39 offices, 11 of which opened in the last two years alone.

The size of Allen & Overy Australia means that you're not left guessing whether the person standing next to you in the elevator is a colleague or a client. It also means that you have more direct contact with all levels of staff and as a result receive constant feedback and support.

Walking around the Sydney office, you may find yourself bumping into an IT trainer from Hong Kong, a new secondee from London or a visiting international arbitrator from Paris. After realising that no other firm could offer me a similar experience and understanding how powerful the Allen & Overy brand is globally, my choice was simple.

If you're looking for an international career in commercial law and have an appetite for cross-border transactional work, Allen & Overy is without question the firm for you.

*After realising no other  
firm could offer me a  
similar experience... my  
choice was simple*

”

MICHAEL WILLIAMS



# ALLEN & OVERY

Global career  
Global expertise  
Global opportunity



*Broadening your horizons comes as standard*  
*Join one of the global elite, visit [www.allenoverly.com/careers](http://www.allenoverly.com/careers)*

2,639 Lawyers

480 Partners

39 Offices

27 Countries

## ADDRESS

Level 28, Deutsche Bank  
Place, 126 Phillip st  
Sydney NSW 2000

## CONTACT

Tiffany Rogers (National  
graduate resourcing con-  
sultant)

## EMAIL

student.careers@allens.  
com.au

## LAWYERS

650

## PARTNERS

175

## OFFICE LOCATIONS

Allens is a major legal force  
in Asia, working in Beijing,  
Brisbane, Hanoi, Ho Chi  
Minh City, Hong Kong,  
Jakarta, Melbourne, Perth,  
Port Moresby, Shanghai,  
Singapore, Sydney and  
Ulaanbaatar.

On 1 May 2012, Allens  
entered into an integrated  
alliance with leading global  
law firm Linklaters, expand-  
ing the Allens network to 36  
offices across 26 countries.

## AREAS

Competition Law, Energy  
and Resources, Real Estate,  
Technology, Media and  
Telecommunications, M&A  
and Capital Markets, Tax,  
Banking and Financial  
Services, Projects, Commer-  
cial Litigation and Dispute  
Resolution, Corporate  
Insolvency and Restructur-  
ing, Insurance and Reinsur-  
ance, Intellectual Property  
and PTA

# ALLENS

## ABOUT THE FIRM

### WHAT MAKES THE FIRM UNIQUE?

Our lawyers unashamedly love the law. We also understand that our clients want succinct answers that achieve their commercial aims. At Allens, you will find yourself working alongside colleagues from diverse backgrounds. Although our teams are made up of people with countless individual differences and life experiences, common to each of them is the ability to distil simplicity from complexity and to provide clear solutions to our clients.

### HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?

At Allens, our values are the foundation cornerstone of our culture. Our people want to make a difference not only in law and business but in the wider community. This passion to make a difference drives our Pro Bono, Charity, Footprint and Reconciliation Action Plan committees' initiatives. These committees are comprised of a wide spectrum of Allens staff, who use their involvement enrich their experience at the firm. We offer opportunities for secondments to both clients (including pro bono clients) and our international offices.

### HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO GROW THEIR POTENTIAL?

We look after our people, structuring work around them where we can and aim to provide a range of social and sporting events, staff benefits and support.

We are committed to providing opportunities that help build your CV. We understand that your growth depends not only on the options we provide you with but also on how we support you in finding and fulfilling them.

### WHAT ARE WE LOOKING FOR IN AN EMPLOYEE?

#### IMAGINATION INTERESTS INTELLIGENCE

At Allens, we want people who want to excel and fulfil their potential. We want lawyers who can analyse legal issues from diverse perspectives and arrive at solutions that provide the greatest value. The three key things we look for are:

•**Imagination:** we are a firm of multi-dimensional individuals and teams. We celebrate diverse perspectives and aim to attract individuals who will add to the unique fabric of our firm.

•**Interests:** imaginative people often have varied interests outside of the law and exciting opportunities available to them. Our policies support employees who seek high-quality work, along with time for outside interests.

•**Intelligence:** we value excellence in all that we do. We want people who strive to do their best. We look to recruit people who are not only technically excellent, but also capable of building strong relationships with colleagues and clients to deliver a commercial and solution-driven approach. We look for people who are innovative and creative, and will thrive in our environment.

#### **HOW TO APPLY?**

Apply via our website [www.allens.com.au/careers](http://www.allens.com.au/careers). We do not accept applications by mail or email.

13 June – Applications open

13 July – Applications close

13 August – Interview commence

21 September – Offers made

25 September – Offers must be accepted/declined by 5pm

Late November – Summer clerks commence

#### **WHAT SORT OF WORK DOES YOUR FIRM OFFER CLERKS?**

Our clerkship programs are run for students in their penultimate year of study.

The clerks are involved in an intensive orientation program including library and research skills. Clerks also participate in skills development seminars, departmental and practice group meetings and informal performance reviews. There is also a social aspect to the program, enabling clerks to network with internal and external clients.

#### **APPLICATIONS FROM OUTSIDE PENULTIMATE YEAR**

We recruit our summer clerks to be future graduates. It is for this reason that we only offer clerkships to penultimate year students.

#### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

In our Sydney office, we recruit the majority of our Graduates via our Summer Clerkship program.

#### **WHAT SORT OF PROFESSIONAL DEVELOPMENT DOES THE FIRM OFFER?**

Allens is committed to ensuring new recruits develop a legal knowledge of each practice area and get the experience and training to form the basis of a successful career.

You won't be waiting years for interesting work and responsibility. Our lawyers work in teams, and you are part of a team from day one. You will also have a 'buddy' - a junior lawyer who will answer your day-to-day questions and help you settle in.

We offer a single rotation for the duration of our law graduate program. Junior lawyers may then undertake two 12-month rotations before specialisation. We believe that a longer rotation provides a comprehensive knowledge of each practice area, giving law graduates an opportunity to develop strong relationships with partners and other lawyers in their practice group.

We're looking for people who are passionate about their profession. Strong academic performance is important, and so is your ability to think laterally, be flexible, see the bigger picture and work as part of a team.

#### **WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?**

Our intake of graduates has been finalised for 2013.

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*Our lawyers unashamedly  
love the law*



# imagination interests intelligence

Allens is a major legal force in Asia, with lawyers and business services employees working in offices from Beijing to Brisbane, and beyond.

Allens also has an integrated alliance with global law firm Linklaters. This alliance gives our clients access to the best Australian law firm integrated with the global coverage and quality of Linklaters.

More than half of the world's top 100 companies choose Allens as their legal adviser and the reason is clear: our people are passionate about law.

Our lawyers work in streamlined teams to deliver clear solutions to clients and to reach their full potential as legal practitioners.

We value excellence in everything we do, and employ people who are technically excellent and capable of building strong relationships with colleagues and clients.

We look for imagination, interests and intelligence.

We celebrate different perspectives and individuals who add to the unique fabric of our firm.

We employ people with varied interests, and we have policies in place that support them to reach their full potential.

For more information, visit [www.allens.com.au/careers](http://www.allens.com.au/careers).

Allens > < Linklaters





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

It's amazing what a checklist can reveal;  
imagination, interests, intelligence.  
In short, the things we look for in our lawyers.  
If that sounds like you,  
give us a call or visit our website.

# STEPHANIE ESSEY

SUMMER CLERK 2011/2012, ALLENS, GRADUATE 2013

Waistcoats, boater hats, trays of popcorn boxes. Whatever I expected the Allens clerkship to involve, I didn't imagine that it would require such an elaborate level of costume design. The clerks attended the circus-themed Christmas party convincingly attired as popcorn sellers, drawing elements of our outfits from sources as diverse as archive boxes and 7-Eleven. Inter-firm trivia saw the catering theme continue – we appeared as a team of Masterchefs, with aprons acquired from the show and towering chefs' hats.

Suffice to say that our group's costuming skills were more impressive than our sporting abilities. The inter-firm sports competition was less a display of our team's prowess on the field than of our disproportionate enthusiasm and good humour on the sidelines. Accordingly, our weekly match reports documented a consistent series of moral victories... and tended to avoid directly stating the score.

Of course, the clerkship wasn't comprised entirely of inventive outfit construction and sporting humiliation – we also occasionally managed to do some work. My two month-long rotations were in Mergers & Acquisitions and Litigation. M&A presented a good grounding in corporate procedure – I attended AGMs and reviewed company constitutions, minutes and resolutions. The M&A clerks also collaboratively undertook some detailed and interesting research into directors' liability. In the Litigation department, work ranged from drafting and reviewing submissions and court documents to research tasks and meetings with counsel and clients.

The clerks were also given the chance to partake in a range of pro bono work. I was asked to conduct research into Aboriginal corporations prior to a hearing, and helped to compile a set of materials the firm uses to run refugee matters. Importantly, these opportunities aren't unique to the clerkship – Allens has a comprehensive culture of pro bono work which is a particularly satisfying aspect of life at the firm for many staff.

Having worked as a paralegal at Allens for four years, I'm lucky to count many of my colleagues as close friends. Allens people are smart and friendly. They are approachable and go out of their way to provide help and advice. For instance, a notoriously busy partner (an IP guru) once gave me an impromptu half-hour lesson on the basics of trade mark law, complete with war stories and diagrams!

And it doesn't take long to discover that people at Allens have an eclectic range of interests outside the law. The firm boasts brilliant musicians and ex-Olympic athletes (yes, our clerkship group was a vast disappointment by comparison). They showcase their skills at annual events like the Jeans for Genes "battle of the bands" fundraiser and the Allens swimming carnival. Fittingly, the clerks harnessed these skills, organising a charity event which featured an Idol-style talent contest. We were proud to raise several thousand dollars for Oxfam Australia's East Africa Food Crisis appeal.

Given the wonderful and varied summer I had, I would thoroughly recommend the Allens clerkship. Just make sure you're able to assemble a decent costume, kick a soccer ball and, if all else fails, rewrite history post-match!

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*After realising no other  
firm could offer me a  
similar experience, my  
choice was simple*

”

STEPHANIE ESSEY





## ADDRESS

Level 36, 225 George  
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Sydney NSW 2000

## CONTACT

Amy Foulcher

## TELEPHONE

(02) 9258 6924

## EMAIL

amy.foulcher@ashurst.com

## LAWYERS

1800 (international)  
800 (Australia)

## PARTNERS

190 (Australia)

## OFFICE LOCATIONS

National: Sydney, Melbourne, Brisbane, Perth, and Canberra.  
International: Abu Dhabi, Brussels, Dubai, Frankfurt, Hong Kong, London, Madrid, Milan, Munich, New York, Paris, Port Moresby, Rome, Singapore, Stockholm, Tokyo, Jakarta (Associated Office).

## AREAS

Banking & Finance, Commercial Property, Competition & Consumer Protection, Construction & Infrastructure, Intellectual Property, It, Communication & Media, Corporate, Employment, Energy & Environment, Government, Hotels, Tourism & Gaming, Litigation & Dispute Resolution, Mergers & Acquisitions, Resources, Restructuring & Insolvency, Tax.

# ASHURST

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

Ashurst is Australia's new global law firm. On 1 March 2012, Ashurst and Blake Dawson combined their practices in Asia and Blake Dawson changed its name to Ashurst Australia, adopting the Ashurst brand. Together we have created a powerful global legal presence as one team with one brand and a shared vision, paving the way for a planned full global merger in 2014.

This coming together of equals significantly strengthens both firms. We are a full-service firm, advising corporates, financial institutions and governments, and our core businesses are in corporate, finance, energy and resources and infrastructure.

Independently we are recognised as leaders in commercial law, working with some of the world's largest and most complex businesses. Together we offer clients unrivalled access to deep local market expertise and experience supported by the international insights of global experts.

### WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?

We have been working on the following high profile matters:

- Defending Samsung's right to sell its Galaxy Tablet 10.1 in the Australian marketplace (including defeating a special leave application to the High Court) pending a final hearing of the dispute between the parties, part of Samsung's global dispute with Apple.
- Acting for the Wiggins Island Coal Export Terminal Group, which represents 16 coal companies, in relation to the development and financing of a new coal export terminal at Golding Point in the Port of Gladstone, valued at \$4 billion.
- Acting for Pick n Pay Retailers (Pty) Limited in its divestment of the Franklins supermarket chain to Metcash Trading Limited, defeating the Australian Competition and Consumer Commission's application for an injunction to prevent the parties closing the transaction on the basis of the ACCC's denial of informal merger clearance and having the ACCC's appeal dismissed.
- NBN Co's negotiations with Telstra in relation to the National Broadband Network (NBN) project, valued at \$9 billion – a key element in Australia's largest infrastructure project.
- BHP Billiton's agreement with the State of South Australia to vary the Indenture annexed to the Roxby Downs (Indenture Ratification) Act 1982 (SA) which paves the way for the expansion of the Olympic Dam Mine in northern South Australia. Once operation of the expanded mine

commences, Olympic Dam will be the world's largest uranium mine and the third largest copper mine.

- PetroChina's \$3.6 billion joint takeover of Arrow Energy, with Royal Dutch Shell – the largest Chinese joint venture acquisition in Australian corporate history and a model for future Sino-Western joint ventures.
- Joint venture between Sekisui House Limited and Frasers Property Limited for the development of Central Park, Broadway, estimated value of \$2 billion.

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

The best advice we can give you is to understand yourself, your ambitions and those of the firm to which you are applying. Do your research and actively seek out those firms which match with your personal values and goals. Understand what each firm is looking for and take the time to tailor your application to the firm's particular requirements.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

We want our lawyers to challenge themselves every day. We realise that success does not come overnight but over time with the support of on-the-job learning, mentoring and continued learning programs. Personal coaching, approachable partners, open discussion and support from each of our practice teams will help you to develop from law student to trusted lawyer. We will involve you in "real" legal work during your clerkship and graduate program and provide a comprehensive learning and development program to help you get to know people in the firm, understand how decisions are made internally and foster a deep understanding of local market knowledge.

### **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

We are realistic about work-life balance and place a particular emphasis on maintaining a healthy lifestyle. We provide subsidised gym membership and offer a wide range of sporting teams and activities which you can get involved with including; touch football, netball, basketball, indoor soccer,

rowing, ocean swimming, City 2 Surf, Blackmore's Running Challenge, BRW Triathlon, choir and much more. We also believe in working smarter not longer. Although there will be times when you will need to stay back to assist on a large deal or matter, or turnaround urgent client work, exceptional effort is acknowledged and rewarded by the firm with recognition such as time in lieu and/or financial and other non-financial payments and rewards.

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

All graduates and lawyers have numerous opportunities to participate in pro bono work. Through our extensive pro bono program we act for individuals and not-for-profit organisations in a wide range of matters. Our work includes providing legal opinions and advice, drafting contracts and other documents, research, negotiation, litigation, law and policy reform and community legal education. The firm undertakes major legal projects, test case litigation and day-to-day matters. We also send our lawyers and other staff on secondment to work with community legal and welfare organisations from the inner-cities to remote northern Australia.

We work closely with community-based lawyers and with our not-for-profit clients to understand the legal needs of people who are disadvantaged and marginalised and to identify clients who may benefit from our services.

We also use the wider resources of the firm to support community legal and welfare organisations. Our meeting rooms, training and legal education facilities, library support, graphic design, technology and administrative support are all provided free of charge to organisations falling within our pro bono program.

### **OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

Ashurst offers a range of benefits including; subsidised gym membership, team sports and activities, social clubs, Friday night drinks, a performance-related pay bonus system, discounted health plan rates with Bupa, continuing education support for further study, professional memberships, exclusive discounted rates on financial plans and other banking

products with ANZ, preferred hotel rates, after hours meals and taxis, salary continuance insurance in the event that you sustain a serious injury or illness, an Employee Assistance Provider (EAP) confidential counselling service and more.

**HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

We will be accepting applications for the summer clerkship program via our Australian graduate website [www.ashurst.com/graduates](http://www.ashurst.com/graduates). We use the cvMail recruitment system.

You will be asked to submit a copy of your covering letter, CV and academic transcript. You will also be asked to answer some brief application questions.

Applications open on Wednesday 13 June and close on Friday 13 July 2012.

**WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

We anticipate approximately 35-40 summer clerks in Sydney.

**HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

In 2011, Ashurst had 34 summer clerks in Sydney.

**WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

We look for the abilities and strengths which experience tells us are critical to success in our environment. In particular we seek graduates and clerks who can demonstrate:

- an ability to build rapport with a range of people
- an ability to work in a team-based environment
- the academic capacity to excel
- a demonstrated interest or expertise in a commercial legal environment
- the willingness to learn

- resilience
- motivation
- commitment to excellence in both work and client service.

**WHAT WORK DOES THE FIRM OFFER A CLERK?**

The type of work will vary depending on what the group is working on at the time. Going into the clerkship, you can expect to be doing research quite regularly. You may also assist with the first draft of an agreement, contract or advice, drafting articles for the firm's publications and client materials, attending court and client meetings, joining our client site tours and participating in a one day pro bono secondment or one week client secondment.

**DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

We have a preference for candidates in the penultimate year of their Law degree. We will also consider applications from non-penultimate students, provided you have sufficient reasons why you are unable to complete a clerkship in your penultimate year and you meet all our other recruitment criteria. Please detail your personal circumstances in your covering letter and we will review your application accordingly.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

The majority of our graduates are recruited directly from the summer clerkship program. We do occasionally recruit additional graduates outside the clerkship program, but these opportunities are generally limited and arise on an ad hoc basis.

**IF SO, WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?**

We accept speculative applications for our graduate program year round. You are able to submit a speculative graduate application via our Australian graduate website [www.ashurst.com/graduates](http://www.ashurst.com/graduates).

## **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

We offer an intensive 12 month graduate development program. The program comprises three rotations in different practice areas. Each rotation is four months in duration. You will receive an individually tailored rotation plan for your graduate year which will include exposure to litigious, transactional and advisory work.

We will provide you with a two week induction to the firm, then at the start of each rotation you will also receive a team induction so that you know what to expect for the next four months. You will be allocated a supervising partner, supervising lawyer and buddy to provide support and guidance throughout the rotation. You will also be allocated a mentor from another practice area who will be an additional support contact for your entire graduate year. You will participate in “real” legal work like conducting research, drafting advice, preparing documents for court, taking notes in client meetings and networking at client functions. We will provide you with a yearlong graduate training program with sessions from senior practitioners and our learning and development team. There will be constructive feedback as you go and an opportunity to have a formalised appraisal discussion with your supervising partner at the end of each rotation. You will also be able to participate in any of the firm-wide professional development seminars to further develop your legal and professional skills.

## **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

Yes. Ashurst has worked very closely with the College of Law to develop a Practical Legal Training (PLT) program which is tailored specifically to the legal style and approach of our firm. We cover all expenses related to the completion of PLT in your graduate year and all subsequent costs related to admission and the ongoing renewal of your practising certificate. The firm provides additional leave entitlements to manage your study and exam commitments.

## **WHAT IS THE TYPICAL PROGRESSION PATH OF GRADUATES IN THEIR EARLY YEARS AT THE FIRM?**

Following the completion of your 12 month graduate development program, you will have the opportunity to discuss with your supervising partner where you would like to specialise. We will work with you to facilitate your transition from graduate to lawyer. As a lawyer, you will have the opportunity to express an interest in a client, pro bono or inter-office secondment, attend additional professional training seminars to build your expertise, join professional membership associations and attend team conferences. As a lawyer, you also become eligible for our performance-related pay bonus system for high performers. In addition to this, you will participate in an annual career planning discussion with your supervising partner so we can understand your ambitions and give you the guidance, support and training to help you achieve your career goals.

## **WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?**

We anticipate approximately 31 graduates in Sydney.

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*We realise that success does not come overnight but over time with the support of on-the-job learning, mentoring and continued learning programs.*

”

# ANDREW JOHNSTON

SUMMER CLERK 2011/2012, ASHURST, GRADUATE 2013

I had never worked in a law firm before my clerkship, so the thought of working at one of Australia's, and now one of the world's, largest firms was a little daunting. However, I can honestly say that I have found my time at Ashurst to be incredibly welcoming, supportive, engaging and enjoyable.

During the clerkship I completed two five week rotations in the Corporate Asia and Banking and Finance teams. One of the things that really struck me about the work at Ashurst is its international flavour. Contracts floated past my desk in Mandarin, Japanese and Korean, thankfully translated by the bilingual lawyers at the firm. I worked on a joint project with the firm's Tokyo office to develop a conference for some of the biggest energy and resources companies in the Asia-Pacific region. In the final weeks of my clerkship I was also asked to assist a team of lawyers who are developing expertise in Islamic Banking and Finance law.

The firm has a true commitment to learning and development. The clerkship was jam-packed with development opportunities and these were tailored to my particular interests and needs.

The training program didn't just target legal skills but also gave us detailed insight into the way the firm is run, the challenges it faces, career opportunities both within and outside the firm, and broader commercial skills like developing client relationships and strategic decision-making. The program was diverse and engaging and comprised seminars, client secondments, team-building and mock-project group activities with the other clerks. Ashurst is also very encouraging of the summer clerks getting involved in pro bono work which was a fantastic way to exercise a diverse range of legal skills.

Ultimately it was the people who made my clerkship so enjoyable. The lawyers at Ashurst are brilliant at what they do but they are also friendly, approachable and understanding. It's obvious that Ashurst doesn't adopt a cookie-cutter approach to recruitment. Previous summer clerks have been professional ballet dancers, lobbyists, doctors and internet entrepreneurs. Ashurst lawyers have diverse interests and experiences outside the law and it is this individuality that gives the firm a fantastic professional and social dynamic.

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*It's obvious that Ashurst doesn't adopt a cookie-cutter approach to recruitment. Previous summer clerks have been professional ballet dancers, lobbyists, doctors and internet entrepreneurs.*

”

ANDREW JOHNSTON

MATCHING AMBITION

WITH OPPORTUNITY



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

You can match your ambition with the many opportunities at Ashurst. Ask us how.

**Amy Foulcher**

People Development Consultant – Graduate Programs

Tel +61 2 9258 6924

[amy.foulcher@ashurst.com](mailto:amy.foulcher@ashurst.com)

[WWW.ASHURST.COM/GRADUATES](http://WWW.ASHURST.COM/GRADUATES)

BLAKE DAWSON IS ASHURST,  
AUSTRALIA'S NEW GLOBAL LAW FIRM.

**ashurst**

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Sydney NSW 2000

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Posy McGrane (Talent  
management consultant-  
graduates)

## TELEPHONE

(02) 8922 5482

## EMAIL

posy.mcgrane@bakermc-  
kenzie.com

## LAWYERS

199 (Australia)

## PARTNERS

90 (Australia)

## OFFICE LOCATIONS

Baker & McKenzie is an  
instinctively global law firm.  
Our Australian practice is  
the 4th largest of 70 offices  
in 42 countries,

## AREAS

Baker & McKenzie's key  
Australian specialist areas:  
Banking & Finance, Em-  
ployment & Industrial Rela-  
tions, Financial Services &  
Structured Transactions,  
Private Equity, Capital  
Markets, Energy, Resources,  
Infrastructure & Corporate,  
Hotels, Resorts & Tour-  
ism, Taxation, Commercial  
Real Estate, Environmental  
Markets, Intellectual Prop-  
erty, Technology, Commu-  
nications & Commercial,  
Construction, Mergers &  
Acquisitions, Dispute Reso-  
lution & Litigation

# BAKER & MCKENZIE

## ABOUT THE FIRM

### THE GLOBAL STORY

Baker & McKenzie was conceived and built as a global law firm, so thinking and working globally is embedded in our culture. Baker & McKenzie was formed in 1949 when an entrepreneurial Chicago attorney, Russell Baker, met the litigator, John McKenzie. McKenzie shared Baker's vision of creating the world's first multicultural, global law firm. The Firm's second office was opened in Caracas in 1955. Our Australian story began in Sydney in 1964 and the Melbourne office was opened in 1982. Six decades later, Baker & McKenzie now has 70 offices in 42 countries.

### THE AUSTRALIAN FIRM

Baker & McKenzie is an instinctively global law firm. Our Australian practice is the fourth largest in our network of 70 offices in 42 countries around the world. With 90 partners and 199 lawyers in Sydney and Melbourne, Baker & McKenzie can offer you access to complex, market-leading matters working 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.

Baker & McKenzie's key Australian specialist areas – set out below – cover a broad range of expertise:

Banking & Finance	Employment and Industrial Relations	Financial Services and Structured Transactions	Private Equity
Capital Markets	Energy, Resources, Infrastructure & Corporate	Hotels, Resorts & Tourism	Taxation
Commercial Real Estate	Environmental Markets	Intellectual Property	Technology, Communications & Commercial
Construction	Mergers & Acquisitions	Dispute Resolution & Litigation	

### CLERKSHIP AND GRADUATE PROGRAMS

#### WHAT DO WE LOOK FOR IN OUR CLERKS AND GRADUATES?

Our Graduate and Clerkship programs are designed 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; and who seek a friendly and inclusive culture that



encourages making a difference to our local and global communities.

## CLERKSHIP PROGRAMS

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

Our clerks work closely with other lawyers and, in each rotation, are guided by a Supervising Partner and Associate 'Buddy'. You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for seasonal clerks, as well as firm-wide sessions.

Clerks who accept a graduate role with the Firm are eligible to apply for an International Clerkship, with the opportunity to work for up to four weeks in one of our overseas offices in the year following their clerkship.

In Sydney, the Summer Clerkship Program runs from late November to February each year with clerks completing two rotations over the 11 week period.

## GRADUATE PROGRAMS

Baker & McKenzie Sydney fills most of its graduate roles with previous Summer Clerks after they have completed a Summer Clerkship with the Firm. We do occasionally have ad hoc graduate recruitment needs and, in those circumstances, advertise any such opportunities (as well as any lateral opportunities that may arise) through the Career Opportunities page on our website ([www.bakermckenzie.com/careers](http://www.bakermckenzie.com/careers)). Our Melbourne office participates in the priority offer system where, to be eligible for a priority offer, candidates must have completed a Seasonal Clerkship or 30 days paralegal work with the Firm during the past two years.

Graduates generally complete three rotations before they join a particular practice group as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

At Baker & McKenzie, we have a deep commitment to your development. We work with each graduate to create a tailored development plan and career goals. To help you reach your goals, we offer tailored learning opportunities—from seminars on core legal topics to skills development in areas like clear communication, drafting and presenting. We also work hard to facilitate your on-the-job learning and the many ways it happens—

through informal mentoring relationships, client secondments, involving you in global teams working on international deals or supporting you run your own file as part of our award-winning Pro Bono Program.

We also cover the costs of your admission and practising certificate.

## PROFESSIONAL DEVELOPMENT

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

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

We recognise the importance of on-the-job learning. This is why the career paths of our graduates and lawyers typically include early opportunities to contribute to large and complex matters, secondments to clients, and interstate and overseas experience.

## INTERNATIONAL OPPORTUNITIES AVAILABLE AT BAKER & MCKENZIE

Being global is in our DNA. You will begin to build your global professional network straight away through exposure to international clients and colleagues. As mentioned above, clerks who have accepted a graduate role with us are eligible to apply for an International Clerkship. After 12 months, you may apply to work in one of our Asia Pacific offices for up to three months as part of the Asia Pacific Secondment Program—a chance to build new skills in another jurisdiction and continue to build your global network of colleagues. Later in your career, you will be eligible to spend up to two years in another office anywhere in the Baker &

McKenzie network through the Associate Training Program. We want you to thrive, locally and globally.

## PRO BONO AND COMMUNITY SERVICE WORK

We care about the same things you do. Poverty, hunger and homelessness. The health of our planet. Social justice. Quality legal representation 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 2011, we billed about 10,000 hours of our lawyers' time to pro bono and over 80% of our lawyers and staff participated in one or more programs. As a 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.

## APPLICATION DATES AND PROCESS

Applications for seasonal clerkships should be submitted online at [www.cvmail.com.au](http://www.cvmail.com.au). Applications for Clerkships open on 13 June

in Sydney and on 16 July in Melbourne. For more information, head to our website <http://www.bakermckenzie.com/careers/Australia/> or contact:

### SYDNEY

Vanessa Harris, Organisational Development Manager

Email: [vanessa.harris@bakermckenzie.com](mailto:vanessa.harris@bakermckenzie.com)

Phone: 02 8922 5708

### MELBOURNE

Natalie Pinto, Talent Management Consultant

Email: [natalie.pinto@bakermckenzie.com](mailto:natalie.pinto@bakermckenzie.com)

Phone: 03 9617 4349

# JAHAN NAVIDI

## SUMMER CLERK 2011/2012, BAKER & MCKENZIE

My Summer Clerkship at Baker & McKenzie was a thoroughly rewarding, diverse and intellectually stimulating experience. Throughout my rotations in the Environmental Markets and the Energy Resources, Infrastructure & Corporate (ERIC) practice groups, I was exposed to innovative work and leading clients, together with a strong culture of coaching and support which helped develop and hone my practical legal skills in a commercial setting. The genuine camaraderie a Summer Clerk is exposed to at Baker & McKenzie has provided me with a perfect introduction to life within private practice and I could not have asked for a better introduction to a truly international firm with a strong grasp on an increasingly globalised legal profession.

### INTERNATIONAL EXPOSURE

I believe that Baker & McKenzie's global outlook is a reflection of its status as a market leader. From the outset of my

Summer Clerkship, I was exposed to the multi-jurisdictional capabilities of the Firm through its international client base and regular communication with some of the Firm's 70 offices spanning 42 countries. Whether it was being involved in advising clients in Beijing, developing memorandums for clients in Gabon or working with the United Nations, my work as a Summer Clerk at Baker & McKenzie had a consistently international flavour.

Baker & McKenzie also provides a diverse range of international opportunities and training programs for lawyers of all levels. Following the Clerkship, Summer Clerks who accept a graduate offer from the Firm are able to apply for a four-week international clerkship in one of the Firm's international offices, including London, New York or Bangkok. Junior lawyers can undertake a three-month secondment to one of the Firm's Asia Pacific offices and more senior lawyers

can complete a longer secondment in one of the Firm's offices across the globe.

### **PRACTICAL EXPERIENCE**

Throughout the Clerkship, I undertook varied and diverse, rather than mundane, work and learnt from the Firm's hands-on and extremely practical approach to the provision of legal services.

Summer Clerks complete two five-week rotations within two of their preferred (where practicable) practice groups. My rotations in Environmental Markets and ERIC provided me with a perfect blend of consistent and practical exposure to interesting issues in Climate Change and the more corporate and transactional aspect of the energy and resources sector.

Throughout my rotations, I was able to work directly with Partners and other senior lawyers on challenging and topical legal issues. With the introduction of recent environmental legislation and reforms in Australia, a rotation within Environmental Markets at Baker & McKenzie provided me with direct exposure to some of Australia – and indeed the world's – leading Climate Change lawyers. As a result of close interaction with my Supervising Partner throughout my Environmental Markets rotation, I developed a feel for a commercial setting and how lawyers at the forefront of climate change legal practice in Australia operate.

Summer Clerks at Baker & McKenzie share offices with Partners or other senior lawyers. This arrangement increases the practicality of the Clerkship, providing an insight into the intricacies of Partners' practices.

The rotations also provide scope for Summer Clerks to develop a sense of the practice areas in which they may like to gain further experience as a junior lawyer. I gained invaluable legal and commercial experience and knowledge, which informed my choice of electives in my fifth and final year of Law School.

### **SUPPORT NETWORK AND TRAINING**

The constant support and ongoing training that Baker & McKenzie provided throughout my Clerkship contributed to my positive experiences. From the outset, the induction programs and friendly and supportive team at Baker &

McKenzie allowed for a smooth transition into the realm of commercial law and I felt at ease knowing that there was a constant support network in every facet of my Clerkship.

Right from the application phase as a prospective Summer Clerk and throughout each of my rotations, I was assigned 'Buddies' to help guide me throughout the experience. Baker & McKenzie's friendly culture means the recruitment process occurs within a comfortable environment, which continues throughout the Clerkship, with Summer Clerks sharing an office with a Partner or other senior lawyer.

Furthermore, each week throughout the Clerkship, there are training programs ranging from technology and style guide training to seminars on time and stress management to practical legal skills and legal knowledge workshops. The regular training I received as a Summer Clerk allowed me to receive the "complete package" as a Summer Clerk.

### **CLIENT SECONDMENTS**

Baker & McKenzie's status as a respected adviser to an impressive client base is also apparent in the one-week client secondments that Summer Clerks may elect to undertake during the Clerkship. I completed a secondment with a pro-bono client of the Environmental Market group, the World Wildlife Fund (WWF). The Firm partners with the WWF on its annual Earth Hour campaigns. My secondment took place at the start of the "Earth Hour Unplugged Initiative", in which I became directly involved and I attended the Global Launch of the Earth Hour 2012 campaign. The client secondment provided even more diverse and varied practical experiences for me as a Summer Clerk.

### **RECOMMENDATION**

I highly recommend a Summer Clerkship at Baker & McKenzie for any law student with a strong desire to thrive in a friendly and inclusive international environment. I thoroughly enjoyed my time Summer Clerkship and found it to be the perfect introduction to the commercial legal profession.

# MICHELLE SIEKIERKA

INTERNATIONAL CLERK & GRADUATE 2011, BAKER & MCKENZIE

I applied for an international clerkship in Hong Kong because I thought that it would provide an invaluable opportunity to gain experience in a truly global Baker & McKenzie office. With Australian firms operating in China, and Chinese firms investing in Australia, I believed a heightened awareness of, and experience in, the Chinese culture could only be a useful asset to possess. I hoped to gain insights into the legal systems of different jurisdictions, in particular the regulation of corporations and commerce, believing that this would deepen my understanding of Australian law, the possible challenges and barriers to entry into markets, and the conduct of international trade. I am proud to say that I achieved all of this, and more, during my clerkship in the Hong Kong office.

I undertook two rotations in the four-week period of the international clerkship, commencing in the Commercial and Securities Group, working almost exclusively on real estate investment fund (REITs) matters. Despite REITs being a new area to me, I was able to assist with preparing offering circulars, drafting agreements and deeds, undertaking research and providing advice to clients.

I rotated into the Finance Practice Group for the latter half of my stay, where I undertook a variety of work such as drafting resolutions and documentation for loans, providing legal opinions on enforceability and governing law, and writing comparative memorandums.

I was excited to discover that the global nature of Baker & McKenzie was even more palpable in Hong Kong, with all of the matters that I worked on involving a cross-border party, being it in China, Britain, Singapore, the British Virgin Islands or even Ireland. Hong Kong is also a cultural hub, with lawyers from all over the world choosing to undertake the cutting edge work that such a large and open financial centre in Asia can provide.

Outside of work, while I was in Hong Kong I was encouraged to, and took, great advantage of the opportunity to explore a new city and culture: I saw the sights (such as the tallest

outdoor, seated bronze Buddha and numerous temples), tasted new foods (like snake) and completed such activities as going for a ride on a junk (a traditional fishing vessel), Hawaiian dancing (yes, in Hong Kong!) and visiting Macau.

My experiences leading up to and during my international clerkship confirmed that Baker & McKenzie is a truly global law firm – not just because it has 70 offices in 42 countries – but in the cross-border work that is performed, the mix of staff and its outlook on clients' matters.

The international clerkship program has allowed me to establish contacts and relationships with lawyers in the Hong Kong office. I am sure that I will continue to appreciate this throughout my career at Baker & McKenzie, and am excited that I might yet be able to take advantage of further opportunities to work in offices in other jurisdictions.

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*My experiences leading up to and during my international clerkship confirmed that Baker & McKenzie is a truly global law firm.*

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MICHELLE SIEKIERKA

# BORN GLOBAL

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

Our difference is in our global platform — none is bigger. It is in the scope of our practice — none is broader. It is in our client list — a who's who of global business.

Join an entrepreneurial firm where new ideas and innovation are expected. A place where you will exchange rich local insights and knowledge with the best legal minds from all over the world — people who know the law and who understand business.

Our global reach will open you to an extraordinary career in the global economy. And our world-class learning programs will help you develop as far and as fast as your talents and drive will take you.

Ready to explore our world?

Natalie Pinto in Melbourne  
+61 3 9617 4349

Vanessa Harris in Sydney  
+61 2 8922 5708

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

Baker & McKenzie is a member of Baker & McKenzie International, a Swiss Verein.

**BAKER & MCKENZIE**

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**CONTACT**

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Graduate Recruiter

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**EMAIL**

cacraven@claytonutz.com

**LAWYERS**

1700

**PARTNERS**

200

**OFFICE LOCATIONS**

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

**AREAS**

Banking & Finance, Capital  
Markets & Securities, Com-  
petition, Construction &  
Major Projects, Corporate /  
M&A, Energy & Resources,  
Environment & Planning,  
Governance & Compliance,  
Insurance & Risk, Intellec-  
tual Property, International  
Arbitration, International  
Trade, Legal Technol-  
ogy Services, Litigation &  
Dispute Resolution, Native  
Title, Private Equity, Prod-  
uct Liability, Real Estate,  
Restructuring & Insolvency,  
Taxation, Telecommunica-  
tions, Media & Technology  
Workplace Relations, Em-  
ployment & Safety

# CLAYTON UTZ

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THE FIRM?**

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

Our reputation for legal excellence is why our clients choose us to support them on challenging, complex and high-profile transactions and litigation. We are leaders in Pro Bono and Social Responsibility and place a particular priority on training and developing our people. Our focus is on building our capability in key and evolving practice areas and attracting the best lawyers in the market to work with us. At Clayton Utz, you will have the opportunity to be part of an outstanding team of people, who are committed to excellence in client service and in all that they do.

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

Clayton Utz is regularly engaged by our clients on high-profile transactions and litigation. Some of the more significant recent transactions on which we have advised, or are currently advising, include:

- AMP Limited's A\$14.6 billion merger with AXA Asia Pacific Holdings and the separation and sale of its Asian businesses to AXA SA - one of the largest completed Australian transactions of 2011 (Advisers to AMP Limited).
- Australia Pacific LNG's (APLNG) \$35 billion Queensland coal seam gas to liquefied natural gas project, one of the most significant energy and resources projects being undertaken in the country (Clayton Utz was appointed Project Counsel to APLNG in 2008)
- The A\$1.9 billion new Royal Adelaide Hospital Public Private Partnership (PPP) project, currently the largest social infrastructure project in Australia (Joint advisers to the South Australian government)
- Representing the Commonwealth Bank of Australia in defending a number of class actions including proceedings commenced by ASIC, and a class action commenced by individual customers for and on behalf of a large group of margin loan customers
- Myer Holdings Limited's strategic acquisition of a 65 per cent stake in one of Australia's best known designer labels, sass & bide, for A\$42.25 million (Advisers to Myer Limited)
- Origin Energy's A\$3.25bn acquisition of the NSW energy retail assets of Country Energy and Integral Energy as well as gentrader rights in respect of the Eraring Power Station (Advisers to Origin Energy); we also advised Origin on its innovative A\$2.3bn entitlement offer and its €500 hybrid issue which involved an innovative new capital raising structure

## **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

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

See what we look for in a clerk for further information

## **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

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

## **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

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

We encourage our employees to learn and develop through:

- intensive orientation programs at the beginning of the clerkship period and graduate program;
- on-the-job guidance and support from peers and senior lawyers;

- regular Continuing Legal Education sessions led by specialists sharing their knowledge and experience;
- tuition assistance for further study; and
- external courses and seminars relevant to your professional and personal development.

## **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

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

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

Clayton Utz is a leader in Pro Bono practice and Social Responsibility. These are important parts of who we are as a firm.

## **OUR PRO BONO PRACTICE**

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

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

## **OUR SOCIAL RESPONSIBILITY PROGRAMS**

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

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



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

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

#### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Please visit [www.claytonutz.com/careers](http://www.claytonutz.com/careers) to apply.

#### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

30 -35

#### **HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

46

#### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

The most important ingredient in our success is our people.

We're looking for clerks who are personable, practical, commercially-savvy, as well as flexible. Our lawyers undertake complex and innovative legal work, so it's important that they are intelligent and motivated individuals who aren't afraid of a challenge.

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

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

#### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

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

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

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

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

#### **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

Clayton Utz adheres to the Law of NSW Graduate and Summer Clerkship Guidelines and will consider all applications received, on their merits.

#### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Clayton Utz typically recruits its graduates from our Summer Clerkship Program.

## IF SO, WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?

If there is a further need for graduates, Clayton Utz advertises these opportunities at [www.claytonutz.com/careers](http://www.claytonutz.com/careers)

## WHAT IS THE TYPICAL PROGRESSION PATH OF GRADUATES IN THEIR EARLY YEARS AT THE FIRM?

As a graduate, you will participate in a comprehensive orientation program and the support of a 'buddy' to help you grow and develop in your role.

From the outset, entry-level solicitors are part of our team and are involved in real legal work. Because you will be working closely with partners and lawyers who are recognised as leaders in their fields, the Clayton Utz Graduate Program provides a solid foundation on which to build a successful legal career.

## ROTATIONS

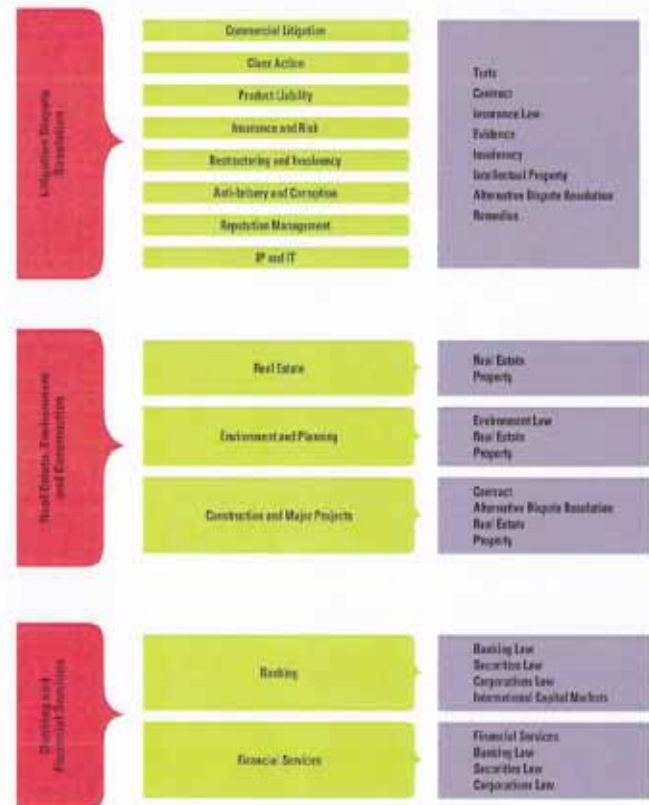
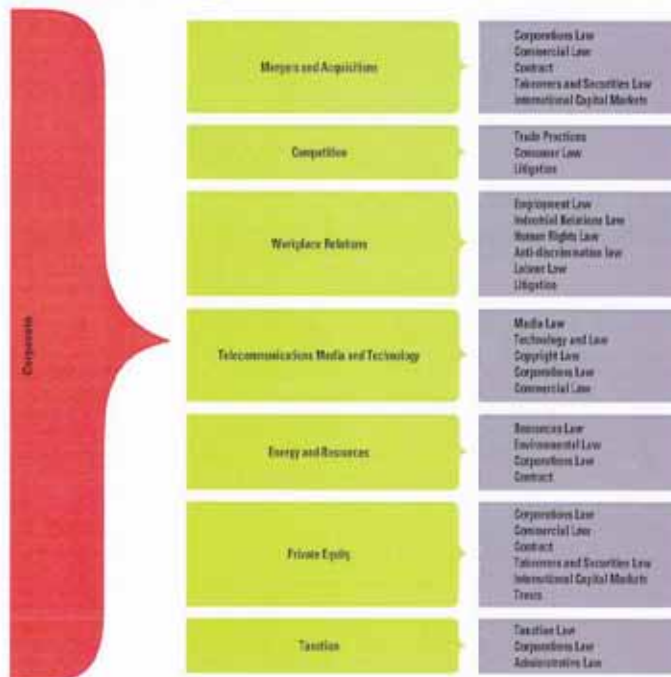
Graduates have the opportunity to gain experience by rotating through diverse practice areas. Our graduates get to experience both the contentious and non-contentious areas of law. To help you with your preferences and rotation areas, our People and Development team will work closely with you. At the end of each rotation, you and your supervising partner will review your performance.

## WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?

Clayton Utz has two graduate intakes each year in April and October. In 2012, approximately 45 graduates will be starting their legal careers at Clayton Utz.

## We CU practicing

Do you have a favourite law subject that you would like to learn more about at Clayton Utz? Have a look at the table below and match your favourite subject to our practice areas.



# NICK DAVID

## SUMMER CLERK 2011/2012, CLAYTON UTZ

### **ROTATIONS: LITIGATION (PRODUCT LIABILITY); ENVIRONMENT AND PLANNING**

Last year, my friends started asking: 'Have you started preparing for clerkship application?', 'Which presentations have you been to?'. To be honest, I had not yet placed much emphasis on clerkships yet nor had I ever specifically intended a career in commercial law.

However, the clerkships offered a great opportunity to experience the legal industry first-hand with no long-term commitment asked. After attending a few presentations, I realised that the possibility of experiencing work alongside some of Australia's most accomplished lawyers whilst working on high-profile matters was too intriguing to pass up!

In choosing which firms to apply to, I targeted the top tier, as I thought 'why not?'. I was surprised how many people chose not to apply to top tier because they thought they weren't good enough! After a rigorous recruitment process, which was great fun, I chose the offer from Clayton Utz. I primarily picked CU on the basis of the firm's reputation in the litigation and environment areas; but also because it felt right. The partners and lawyers I had met came across with sincerity, professionalism and an ability to enjoy themselves; three attributes that I value highly. The amazing new premises at 1 Bligh St are a definite attention grabber too!

### THE CLERKSHIP

From then on, the clerkship was a blast! The next 3 months consisted of plenty of social activities, sport and on-the-job training. Our cohort was one of the largest in Sydney, with 46 clerks from all over NSW and Australia (15 from Sydney Uni). It was clear that a lot of effort had gone into selecting personalities that would fit well together - I can already say that I have made friends for life.

My first rotation was with arguably the most exciting practice group in the firm: Product Liability (roughly translated to 'class

action litigation'). During my time in PL, I directly contributed to one of the highest-profile matters currently in the Federal Court, working on complex discovery, researching rules of procedure and attending court on numerous occasions.

Next, in Environment and Planning, I contributed to several environmental matters for big-name clients, such as conducting research for an industrial contamination action in the Land and Environment Court.

### COMMUNITY

Pure 'commercial law' is not what it's all about! During the clerkship, I worked on several pro-bono matters, volunteered to give a motivational talk at a high school in the western suburbs and visited the Wayside Chapel and other community services in Darlinghurst. I found these experiences very fulfilling, especially once I saw that they definitely aren't one-offs: the firm sincerely has an ongoing commitment to giving back to the community.

### ONWARDS

After the experience, I can say my mindset has definitely changed. I realised that because large commercial firms offer so many diverse career paths internally, that it would be quite difficult to not find one that suits your personality and ambitions. Even if you're not yet set on a life long career in commercial law, the professional development and networking they offer is second to none.

I was lucky enough to receive a graduate offer of employment at the end of the clerkship and will be starting at 1 Blight Street in April next year.

In the end, my one key piece of advice would be give it a go, even if you're not sure about what type of law you want to practice (or even if you want to pursue a legal career at all). A clerkship is a win-win opportunity and I can definitely say that Clayton Utz has one of the best experiences on offer!

CAN'T  
WAIT  
TO  
CU!

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

CLAYTON UTZ

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

## ADDRESS

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## CONTACT

Sara Benvenuti  
Human Resources Adviser

## TELEPHONE

(02) 9210 6164

## EMAIL

Sara.Benvenuti@corrs.com.  
au

## LAWYERS

490

## PARTNERS

124

## OFFICE LOCATIONS

Sydney, Melbourne, Bris-  
bane, Perth

## AREAS

Three main operating divi-  
sions:

- Corporate and Finance  
(Taxation, Corporate Advi-  
sory, Banking & Finance)

- Property and Development  
(Construction, Planning,  
Environment & Local  
Government, Property &  
Infrastructure)

- Litigation and Workplace  
realtions (Litigation, Work-  
place Relations, Intellectual  
Property, Technology &  
Competitions)

# CORRS CHAMBERS WESTGARTH

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

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

Corrs has been an ALB Employer of Choice for three successive years. We've made BRW's list of 50 Great Places to Work in Australia and are the only large national law firm to be awarded ALB Gold Employer of Choice 2011. We've also earned an EOWA Employer of Choice for Women citation for five successive years.

Our goal is to always create an inspiring workplace and ensure people who work at Corrs have the opportunity to build successful careers through undertaking challenging and interesting work in a friendly and supportive environment. This objective underpins everything we do at Corrs. We engage staff and give them the recognition, rewards and support to make this happen.

An inspiring workplace where people can build rewarding careers, means investing in our people as well as recognising and rewarding excellence. We do this through a range of innovative people initiatives over and above our standard processes.

### WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?

We've been busy! Corrs is working on many of the biggest and most exciting deals in the country – complex and highly innovative deals that are changing the Australian business landscape. We're acting for NBN Co Limited on the \$43 billion rollout of the National Broadband Network and four of Australia's five largest LNG projects with a combined development budget exceeding \$75 billion. We advise 60 of the ASX top 100 listed companies, four of the top ten Fortune 500 companies and some of the world's largest organisations.

### WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?

Obviously, Corrs is looking for highly intelligent people. But being intelligent and being able to provide intelligent legal solutions are not always the same thing.

We need people who back themselves, who have the confidence to ask questions and to make a judgment call, people who are open minded and flexible, who see the bigger business picture beyond the case reports and statutes (and like what they see), who accept responsibility, and who genuinely enjoy the satisfaction that comes from having an impact on their client's business.

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

Prepare – think about what you want from your career; ask us the questions you need to satisfy yourself that Corrs can help you achieve what you want.

Be yourself – we want to get to know you, and give you an opportunity to get to know us so you can make sure Corrs is the right place for you.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

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

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

### **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

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

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

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

At Corrs, we recognise the importance of contributing to our community and facilitating access to justice. We feel that it is important to ensure legal services are available to everyone including those who cannot pay, those who are disenfranchised and to those who have genuine legal issues of a public interest nature that need to be pursued.

Corrs provides pro bono legal advice to charities, non-profit organisations and, when the need arises, to individuals. Our pro bono activities are diverse. Nationally, we are the principal legal partner for the United Nations Refugee Agency in Australia (UNHCR), and do commercial legal work for other charitable and not-for-profit organisations including the Aboriginal Legal Service (NSW/ACT), Australian Children's Trust, Consumer Action Law Centre, Inspire Foundation, Oxfam, Painaustralia, SecondBite and the RSPCA, among others.

We have established legal clinics in Sydney, Brisbane and Melbourne. This work was recognised when we received the Victorian Law Foundation Distinguished Pro Bono Service Award.

### **OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

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

Some of our activities include our Mind, Body & Soul series, touch football, cricket day, Friday night drinks, family days,

trivia nights, End of Financial Year party and Christmas Party. Corrs also provides flexible work arrangements, paid study leave, salary sacrificing and opportunities to give back to the community.

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

All applications for Seasonal Clerk positions should be made via: [www.corrs.com.au/careers](http://www.corrs.com.au/careers)

All application dates are in accordance with the 2012 NSW Legal Graduate Employment and Summer Clerkship Guidelines.

Applications for 2011 seasonal clerk positions open on Thursday, 13 June 2012 and close at 5.00pm AEST on Friday, 13 July 2012.

The process comprises two interview stages, where there will be the opportunity to meet a number of partners, senior associates, graduate lawyers and members of the Human Resources team.

### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

We are looking for 20-25 clerks for this year's intake.

### **HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

We recruited 17 clerks for the 2011 clerkship.

### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

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

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

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

As part of the Program, you'll have the opportunity to work with some of Australia's leading lawyers on high-profile work for major Australian and international clients across all industries. You'll soon discover the standards of quality and commitment to clients required to succeed at this level.

You'll be exposed to a broad range of interesting matters, plus you'll perform tasks such as conducting research, reviewing documents, presenting documents, attending client meetings, mediations and settlements. It's the perfect way to discover the area of law that excites you most.

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

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

### **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

It is desirable that students applying for a summer clerkship are in their penultimate year of study.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

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



## **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Your time as graduate at Corrs starts with the Graduate Academy. This is an off-site training program attended by all Corrs graduates nationally that gives you an opportunity to get to know Corrs and your fellow graduates better. It is also a great foundation for your Sydney office orientation that follows immediately – then you are into the work.

We are committed to developing world class lawyers. Our new Graduate Development Program, Launch, 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.

The new Launch program is specifically designed to expose you to the experience, skills and expertise you need to become an outstanding, highly-skilled practitioner.

Supervised by partners, you will complete three six month rotations through divisions covering a variety of practice areas including corporate advisory, banking and finance; litigation and workplace relations; intellectual property and tax; property, infrastructure, construction, planning, environment, and government. You will get the opportunity to work with a greater number of partners and senior lawyers.

You will be allocated a Graduate Mentor who will provide you with day-to-day guidance, including clarifying what is expected of you, helping you build your skills and develop your career. You will also have a junior lawyer as your buddy, who can help you settle into the firm.

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

## **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

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

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

## **WHAT IS THE TYPICAL PROGRESSION PATH OF GRADUATES IN THEIR EARLY YEARS AT THE FIRM?**

We have an 18 month graduate program, during which time graduates will get the opportunity to work across a number of different practice areas. As a Corrs graduate you will get to work on real matters for real clients, and learn first-hand from the lawyers you work with. You will also participate in our induction programs, which will give you the skills and training needed to perform effectively as a lawyer.

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

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*We believe in fostering a work environment that promotes flexibility and diversity.*

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# CHRISTINA MAHFOUZ

## SUMMER CLERK 2011/2012, CORRS CHAMBERS WESTGARTH

It's that time of year when the law school is buzzing with all things clerkship, you're anxiously trying to absorb all the information being thrown at you and feeling a tad petrified about where to go from here. Don't worry, it's not just you. I had no idea what to expect from the recruitment process, let alone what working in a commercial law firm might be like. I did know, however, that undertaking a clerkship would give my legal career the best possible start so I really hoped that I had made the right decision.

I can say that any expectations I may have had were fulfilled and exceeded. Even at the interview stage, my interviewers created such a comfortable environment that I immediately felt welcome. It's so important to choose a firm that you connect with, that you foresee being a good fit for you with people that you can see yourself working with into the long-term. When I found myself happy to continue chatting with my interviewers even after our time was up, I knew Corrs was different!

I was sure that I would enjoy working with these people, but I didn't realise just how much! There is a great sense of support and community, even as clerks we always felt welcome and part of a team, and the lawyers were very keen to involve us in firm events - which translates to attending lots of Christmas parties at the end of the year. You easily get to know the people you work with - from graduates to senior associates to partners - and everyone made a real effort to ensure the work we received was interesting. For example, I was thrilled to be able to put my Russian language skills to use when asked to translate several Russian documents into English for a Federal Court case my group was involved in!

What really stood out was the amount of time and resources Corrs invests into training their clerks. We undertook a week of orientation and training and then four two-week rotations through the main practice areas, which for me included Construction, Banking & Finance, Litigation and Intellectual Property. This provides an invaluable opportunity to learn about the different workings of each practice group and

what you might expect if you come back as a graduate. You might even be surprised - prior to my rotation through Construction I had never considered specialising in the area, but now Construction is at the top of my list for graduate rotation preferences. I loved it! Within the first few days of my clerkship I was already involved in client meetings, writing advices and emails to clients, drafting documents for court and taking witness statements. The great thing is that even at such a junior level there is a lot of opportunity for partner interaction. The work can be challenging and the learning curve steep, but so rewarding because you really feel like you're contributing to the work of the group in a meaningful way.

Corrs gives clerks many social justice opportunities, and the importance the firm attaches to philanthropy is evident through their Giving Back program. This allowed me to be involved in a range of worthwhile Pro Bono projects, which included secondments to Redfern Legal Centre and Kings Cross Legal Centre, drafting legal advice for youth anti-poverty organisation 40K, and my favourite, creating a comprehensive 'Social Media Guide' for the Inspire Foundation - the organisation behind the ReachOut.com youth mental health service. We were even featured in Lawyers Weekly for our work on the Guide!

It's not all hard work though, there is also a lot of play. The many social functions including the weekly inter-firm sports competition, the annual trivia night and the inter-firm cruise really gives you a chance to bond with your fellow clerks and peers. Of course, one of the highlights of any clerkship are the people you meet in the process and it's amazing just how close our clerk group all became. We still see each other on a regular basis.

I really look forward to starting as a graduate in 2013. I know that by coming to Corrs I have made the best decision for myself and my career, and who would have thought I would have so much fun along the way!



**WHERE DO  
YOU WANT  
TO GO?**

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

**CORRS  
CHAMBERS  
WESTGARTH**  
lawyers

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People & Development Con-  
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Ms Katrina Matthews  
People & Development Co-  
ordinator

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8233 9526 (Katrina)

## EMAIL

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katrina.matthews@dibbs-  
barker.com

## LAWYERS

150

## PARTNERS

45

## OFFICE LOCATIONS

Brisbane, Canberra, Sydney

## AREAS

Industry Sectors:  
Energy, Resources & Infra-  
structure, Financial Ser-  
vices, Insurance, medical &  
Pharmaceutical, Property

Practice groups:  
Commerical (Including  
Intellectual property &  
Technology, Employment  
& Industrial Relations,  
Mergers & Acquisitions),  
Disputes & Litigation, Fi-  
nancial Services, Insurance,  
Property & Projects

# DIBBSBARKER

## ABOUT THE FIRM

### WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?

We are looking for a well structured CV that displays a combination of academic excellence and leadership and people skills. At interviews, we will be assessing your interaction with others and your enthusiasm and energy. From past experience, we've narrowed down what qualities our most successful DibbsBarker lawyers possess: friendly, motivated, and well-rounded people who are good communicators, excellent academic records and qualifications, interest in our areas of specialisation and strong technical skills

### HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?

Students are encouraged to apply via CV mail – [www.cvmail.com.au](http://www.cvmail.com.au). For more information, please visit the student opportunities area on the careers page of [www.dibbsbarker.com](http://www.dibbsbarker.com)

### WHAT WORK DOES THE FIRM OFFER A CLERK?

By choosing a summer clerkship at DibbsBarker, you will have the opportunity to contribute to the practice and gain valuable experience that will launch your legal career. You will undertake three month long rotations across the firm and perform a variety of tasks that will give you a real flavour for working as a lawyer, including: research and analysis, drafting correspondence, case summaries and legal documents, attending court, settlements and mediations, attending team and client meetings.

The size of our firm coupled with the enthusiasm of our people to provide guidance and mentoring, means that junior lawyers are provided with direct partner and client contact from an early stage. In addition to the professional experiences you will encounter, you will also have opportunity to participate in social activities, DibbsREACH pro-bono/ community service activities, and specialised learning and development workshops.

### DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?

No, however we encourage students to apply for our paralegal opportunities, found within the careers page of our website – [www.dibbsbarker.com](http://www.dibbsbarker.com)

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

No, we generally recruit our graduate lawyers from our summer clerk intake.





[www.dlapipergraduates.com.au](http://www.dlapipergraduates.com.au)

# DLA PIPER TRULY GLOBAL, TRULY LOCAL

## ABOUT US

### SNAPSHOT

DLA Piper is the truly local, truly global law firm where everything matters.

Joining DLA Piper means not only joining an experienced local team, but also being part of a global network of 4,200 lawyers in 77 offices and 31 countries around the world.

Globally, our lawyers provide clients with trusted local knowledge as well as seamless multi-jurisdictional legal capabilities across a full range of critical services and sectors.

In Asia Pacific we have offices in Bangkok, Beijing, Brisbane, Canberra, Hong Kong, Melbourne, Perth, Shanghai, Singapore, Sydney and Tokyo.

In Australia, our lawyers advise approximately one third of ASX 100 companies or their subsidiaries and all levels of government as well as international clients looking to enter the Australian market.

### ADDRESS

201 Elizabeth Street, Sydney NSW 2000

### CONTACT PERSON

Kristie Barton, HR Consultant

**P:** +61 2 9286 8585

**F:** +61 2 9283 4144

**E:** [kristie.barton@dlapiper.com](mailto:kristie.barton@dlapiper.com)

### NUMBER OF LAWYERS

Nationally: 450+

Globally: 4,200

### NUMBER OF PARTNERS

Nationally: 110+

Globally: 1,300+

### OFFICE LOCATIONS

Nationally: Brisbane, Canberra, Melbourne, Perth, Sydney

Globally: Asia Pacific, Europe, USA, Middle East

## AREAS OF PRACTICE

DLA Piper is a full service business law firm servicing a broad cross section of clients and industries across the following practice areas:

- Commercial contracts
- Construction
- Corporate
- Finance
- Intellectual property
- International trade
- Litigation
- Projects and infrastructure
- Real estate
- Regulatory and government affairs
- Restructuring
- Tax
- Technology and media
- Workplace relations, employment and safety

## GLOBAL OPPORTUNITIES

DLA Piper is a firm with worldwide opportunities.

A career with us means being an integral part of an exciting global team. We support people's desire to experience working life in other parts of the world through the global DLA Piper network - giving them opportunities to work on multi-jurisdictional, international matters with quality clients and colleagues around the world.

In recent years we have placed lawyers in DLA Piper offices in London, Hong Kong, Singapore, Washington, Chicago and Dubai. Currently we have three Australian graduates undertaking their third rotation in Hong Kong, Beijing and Tokyo. We also host international trainees from the UK and Asia.

## RECENT DEALS

- **Renewable Energy, South Africa** – advising on a series of solar, hydro, wind and landfill gas projects related to the Renewable Energy Independent Power Producer Procurement Programme led by the Department of Energy and Eskom in South Africa.
- **Oakajee Port and Rail, Western Australia** – advising on all aspects of the development of a new iron ore export port at Oakajee, a 600km railway line linking the port of Oakajee with the Mid West iron ore mines and the development of an iron ore mine at Jack Hills.
- **GI Dynamics** – advised the US-based medical device company on its Initial Public offering (IPO) and listing on the ASX. This project was the largest IPO in Australia in 2011 and comprised a global project team assisted by colleagues in Wellington, London, Hong Kong and Singapore.

## GROWING YOUR POTENTIAL

At DLA Piper you will be working on significant matters from day one. We offer opportunities to work with world class companies on major projects both here and overseas, opportunities to benefit from cutting-edge learning and development programs, and opportunities to work alongside, and be guided by, some of the best legal minds.

Ongoing education and development is supported through a variety of means, including postgraduate study support, professional memberships and attendance at external courses to name just a few.

With DLA Piper you can build your career across many different areas of law and contribute to what we consider to be, the most exciting law firm around.

## ENCOURAGING WORK/LIFE BALANCE

At DLA Piper, we value the whole person. The firm is therefore committed to providing and maintaining a workplace that is supportive of both work and life arrangements.

General employee wellbeing is supported and encouraged through a variety of initiatives including flexible work arrangements, weekly



lunchtime sporting competitions, fresh fruit, discounted gym memberships and corporate rates for health insurance.

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## CORPORATE RESPONSIBILITY

DLA Piper is committed to its extensive pro bono and community investment programs. Our 'everything matters' approach applies not only to how we support our clients but also to the communities and environment in which we operate.

Our community investment program achieves meaningful community engagement via a broad array of initiatives, focused on disadvantaged children, poverty, and people living with disabilities. Through collaboration and key partnerships we work with our clients on corporate responsibility initiatives ranging from large scale activity addressing global issues to local programs addressing local need.

One such partnership is with Reconciliation Australia, who recently endorsed the firm's Reconciliation Action Plan (RAP). Our RAP outlines the firm's ongoing commitment to publicly demonstrating a meaningful, measureable and reachable contribution towards the national effort to close the life expectancy gap between indigenous and non-indigenous Australians. Our RAP features 14 key actions to help promote reconciliation and build relationships and opportunities with communities and organisations.

Our pro bono clients include charities, not-for-profits as well as individuals. Full fee credit is awarded to lawyers working on pro bono matters and all fee earners are asked to adopt a personal pro bono target of 50 hours per year. Currently our lawyers undertake an average of 53 hours pro bono annually. Last year our lawyers undertook more than 190,000 hours of pro bono legal work globally, making us one of the largest providers of pro bono legal services in the world.

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## GENERAL BENEFITS

Our employees have access to a wide range of initiatives that benefit them both professionally and personally.

Our Global Opportunities program provides our people with opportunities to gain international exposure and experience at overseas DLA Piper offices.

We have a tailored learning and development program covering legal and business skills, as well as the provision of postgraduate study support.

Other benefits include a number of flexible working and paid leave options (including 14 weeks paid parental leave), after hours meals, firm social functions and access to a huge variety of savings in health, travel, accommodation, shopping and entertainment services.

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## APPLICATION TIPS

Before you commence the application process you should have a good idea of which firms you wish to apply for and why. When researching firms, the best sources of information are the partners and employees of the firms themselves. Try to attend any information sessions being provided, speak with students you know who have participated in previous clerkships or who have worked as casual paralegals. Don't be afraid to ask lots of questions.

With the application itself it's really important to get the basics right. Ensure your use of spelling and grammar is correct and your application is addressed to the correct firm. Sometimes it's best to have a friend or family member read over your application as a fresh pair of eyes.

Your cover letter should be a succinct snapshot of who you are, your achievements and your interest in the firm. If there is a recruitment contact listed on the firm's website, address your application to that person rather than 'Dear Sir/Madam/ Recruitment Manager' etc. It shows you have taken the time to research and have attention to detail.

## SUMMER CLERK PROGRAM

### HOW TO APPLY

Candidates are required to apply online via cvmail:  
[www.cvmail.com.au](http://www.cvmail.com.au)

The first stage of our recruitment process is participation in an interview with a partner and senior associate. Successful candidates will then be invited to undertake a group activity, followed by a

cocktail function where they will have an opportunity to talk with more partners and staff, as well as learn more about each of our practice group areas.

#### The 2012 deadlines are:

**Applications open:** Wednesday 13 June 2012

**Applications close:** Friday 13 July 2012, 5.00pm

**Interviews commence:** Monday 13 August 2012

#### ELIGIBILITY

Students must be in their penultimate year to be eligible for the 2012/2013 Sydney Summer Clerk Program.

#### ANTICIPATED CLERKSHIP INTAKE FOR THIS YEAR

12 – 15 Summer Clerks.

#### 2011 INTAKE

16 Summer Clerks.

#### WHAT WE LOOK FOR

At DLA Piper Australia we are seeking people from a diverse range of backgrounds who are as engaged and dedicated as they are inventive, balanced and friendly.

We value intellectual ability, curiosity, commitment, ambition, commercial and client awareness, smart thinking, team skills and leadership potential, communications skills and experiences outside of academic life.

#### THE SUMMER CLERK EXPERIENCE

During our structured eight week rotation program Summer Clerks are provided with the opportunity to work on real legal matters alongside our partners and staff in two areas of the

firm. On the job training and practical experience may include tasks such as undertaking complex legal research, attending client meetings, going to court, drafting advices and other legal memoranda, assisting with strategy plans - and more. Weekly 'Lunch & Learn' sessions provide an opportunity to speak with partners and gain a real insight into what is involved in each of our practice group areas. Both firm social events and those held with Summer Clerks from other firms help facilitate networking amongst your colleagues and broader peer group.

All of this is supported by regular feedback to help you grow and develop so you can advance your career beyond your clerkship.

#### PROGRAM DATES

Late November 2012 to February 2013.

## GRADUATE PROGRAM

#### ENTRY TO THE GRADUATE PROGRAM

DLA Piper predominantly recruits Graduates via the Summer Clerk program.

#### THE GRADUATE EXPERIENCE

Every graduate's career journey will be different but our Graduate Professional Success (GPS) program has been developed to help graduates navigate their career. This includes a our rotation program allowing graduates to experience up to three different practice areas; a dedicated supervisor and buddy for each rotation and on-the-job training from partners, senior lawyers and other peers. A tailored learning and development program complements on-the-job learning, ranging from non-technical skill development and graduate CLE program to mentoring. Regular feedback is also provided to help you grow and develop, including both informal and formal performance and development reviews.

## PERSONAL PROFILE

**Name:** Nayomi Senanayake,  
2011/2012 Summer Clerk Program

**Areas of rotation:** Corporate (Superannuation & Funds Management); Litigation & Regulatory

### REFLECTION

The law is littered with acronyms so this is my contribution to the list: DLA Piper is a BFG – a Big, Friendly Giant. As the largest law firm in the world in terms of number of offices around the globe, DLA Piper is certainly “big”. Given its international breadth – think multinational clients and overseas employee secondments – and its truly global capacities, it is a “giant” by all definitions. Most importantly however DLA Piper is, at its core, filled with friendly and welcoming people who made my clerkship experience a wonderful beginning to my legal career.

Even throughout the interview process I felt comfortable and relaxed. I appreciated that the firm was looking beyond my academic record and seeking to know about my life outside of study. The solicitors and partners I met were open, approachable and genuinely interested in guiding me. Best of all, DLA Piper’s recognition of well rounded people attracted a group of summer clerks who, between email chain banter and after work drinks, soon became good friends.

My first rotation was in Corporate (Super and Funds Management). To be honest, starting out I wasn’t sure what to expect from the Corporate team or, embarrassingly enough, what it was that corporate lawyers even did. However I met with a team of lawyers and support staff who were more than willing to show me the ropes. Importantly, I was pleased that the team trusted me to work independently. While this often meant numerous re-writes of single sentences in draft deeds, it also ensured that I was on a steep learning curve. Working directly with partners meant I got a genuine feel for the way they interacted with clients as well as excellent feedback.

Joining the liability team in Litigation for my second team was fast-paced and exciting. Being one of the largest teams in the firm, they

were also widely considered to be the loudest (unsurprising for litigators). I spent most mornings rushing to Court with solicitors who were more than willing to answer all of my niggling questions. One of my most insightful experiences was being able to attend a full day Supreme Court hearing with three judges sitting on the Bench. Being a very hands-on practice group I was soon solving research problems for partners and solicitors as well as taking on investigative tasks. This enabled me to actively contribute to the team’s cases. I also flexed my writing skills by drafting deeds and advices to clients.

DLA Piper is also uniquely committed to community development, an initiative which everyone is welcome to join. During my clerkship I volunteered to help host a Christmas Party at Edward Eager Lodge, an inner city homeless shelter. This was a truly rewarding experience which I will definitely look forward to repeating.

Of course, clerkship is by no means all work and no play. My best memories of the summer were the various social activities. For example, the clerks were treated to a unique cooking class after which we sat down to eat a lunch of pizzas and pastas which we had prepared. We were also fiercely involved in inter-firm sport every Monday night where the DL-A-Team fashioned metallic blue eye shadow into very intimidating war paint. Added to the mix were regular inter-firm clerk drinks as well as inter-firm trivia night and the inter-firm cruise.

Upon returning to DLA Piper as a Paralegal, I bumped into one of my buddies who greeted me with an enormous hug – it was great to be back at a place that valued me as much as I valued it.

### MORE INFORMATION

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Sydney NSW 2000

## **CONTACT**

Leigh Dunlop  
Graduate Recruitment  
Adviser

## **TELEPHONE**

(02) 9322 4792

## **EMAIL**

leigh.dunlop@freehills.com

## **LAWYERS**

852 (Australia)

## **PARTNERS**

198 (Australia)

## **OFFICE LOCATIONS**

Sydney, Melbourne, Brisbane, Perth, Singapore and correspondent offices in Beijing, Hanoi, Ho Chi Minh City and Jakarta.

## **AREAS**

As a summer clerk at Freehills, you have the opportunity to complete a rotation in areas such as:

banking & finance, capital markets, competition & market regulation, employee relations, energy & resources, environment & planning, infrastructure projects, intellectual property litigation & dispute resolution, mergers & acquisitions, private equity property, restructuring, turnaround & insolvency technology, media & telecommunications.

# FREEHILLS

## ABOUT THE FIRM

### **WHAT IS UNIQUE ABOUT THIS FIRM?**

Freehills is one of the leading commercial law firms in the Asia-Pacific region. We have offices in Sydney, Melbourne, Perth, Brisbane and Singapore, and associated offices in Jakarta, Beijing, Shanghai, Hanoi and Ho Chi Minh City. Nationally Freehills employs approximately 1900 staff, including around 200 partners and 800 legal staff.

We are proud to act for a majority of Australia's top 100 companies, some of whom have been clients of the firm for much of our 160-year history.

Our summer clerks and graduates have told us that they value the firm's down-to-earth style, the unparalleled training and development, the chance to work with inspiring clients and some of the best legal minds in the country, and the ability to explore the many different directions their career can take them. Time and again though, they tell us it's about the people: real, warm, smart and interesting people who will welcome, support and challenge you. With us you can be yourself.

If you're looking for the right place to start your legal career, talk to Freehills.

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

If there's one thing that will make your application stand out, it's the fact that it has been written specifically for us. We know you are applying for many positions, but what we want to know is that you have read something about Freehills and have thought about why you want to work with us and what you could bring.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

At every stage of your career we know that you want the opportunity to work with the best, to do your best work and to work in an environment where you can be yourself. Our development plan for graduates is more than just a list of programs and topics. It is based on empirical research conducted at Freehills showing a unique set of behaviours that we know leads to success at Freehills. These behaviours provide a development roadmap which will enable each individual graduate to plan their own pathway to success based on their areas of strength and their areas requiring further development. Performance and career development conversations happen regularly. These provide an opportunity for you to discuss your goals and aspirations for the future and how to shape your own personal learning and development plan. In addition to a comprehensive internal learning framework, postgraduate study is supported in the firm with study leave and financial assistance available to those staff undertaking approved

masters or other postgraduate courses. We encourage study in fields related to client work where that study will help you deliver more commercially-astute advice.

### **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

At Freehills we recognise that our people have busy and demanding lives and we seek to support them to find the best work-life fit for them. We have a range of initiatives in place to help staff integrate their career with the other important aspects of their lives: health, leisure pursuits and family responsibilities.

We do this by:

- focussing on personal and professional development and satisfaction in recognition of the fact that work is an integral part of life;
- creating an environment where people are able to be flexible as to the time and/or location of work;
- enabling people to purchase up to 8 weeks additional leave each year;
- provide opportunities to socialise through monthly drinks, sporting events such as corporate sporting competitions, fun runs and marathons;
- corporate gym membership;
- offering generous parental leave provisions;
- offering uncapped emergency/back- up childcare.

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

At Freehills, we believe that a law firm can be a dynamic force for change. As well as our longstanding pro bono legal practice, we have a strong community program. The Freehills Foundation combines these two programs, with an overall mission of increasing access to justice and opportunity. Each year we assist more than 1000 clients on a pro bono basis. All Freehills lawyers are encouraged to do pro bono work and all

pro bono work is billable. Our community program includes volunteering, workplace giving and fundraising. Volunteering is a part of Freehills culture; all staff are encouraged to volunteer and able to take one working day a year as volunteer leave.

### **OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

At Freehills, our vision is to create an exceptional experience for our people. We understand the importance of a healthy work/life balance and a fulfilling work environment. To help you achieve your potential, we strive to provide a supportive and family-friendly work environment and offer you a range of benefits and initiatives to help you develop your career, manage stress, stay fit and healthy and contribute to the community. Such benefits and initiatives include Corporate gym memberships, health assessments, health insurance plans, individual and team sports events, flexible working policies and various social activities throughout the year.

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Applications should be submitted online via cvMail at [www.cvmail.com.au](http://www.cvmail.com.au)

Applications open on 13 June 2012 and close 13 July 2012.

Your application should include:

- a brief cover letter outlining your interests and suitability for a position at the firm
- a current CV outlining work experience, extra-curricular activities, academic and
- non-academic achievements, and
- a recent copy of your academic transcript.

We will also ask all candidates to answer a few short questions about their interest in Freehills and commercial law generally.

**WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

30 – 35

**HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

55

**WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

We are interested in who you are and the strengths you can bring—we do not look to fill a particular mould. We recruit employees from a wide range of backgrounds who we think exemplify our core values of fulfilment, teamwork, excellence and commerciality. We look for students who want to pursue a career in commercial law and who demonstrate a commercial awareness. We are interested in your academic record as well as strong communication and interpersonal skills; evidence of a balanced university life and evidence of ability to work effectively in a team.

**WHAT WORK DOES THE FIRM OFFER A CLERK?**

The aim of our summer clerkship program is to provide students in their penultimate year with a taste of how a large commercial law firm goes about meeting the needs of its clients. The program 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 offer a 10-week clerkship with two rotations over the summer vacation. The program 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.

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

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

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

We recruit the majority of our graduates via our summer clerkship program, however from time to time we have graduate opportunities outside of this. Candidates are encouraged to contact us directly throughout the year. For more information please visit our website: [www.freehills.com/careers/grad](http://www.freehills.com/careers/grad).

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*Performance and career development conversations happen regularly. These provide an opportunity for you to discuss your goals and aspirations for the future and how to shape your own personal learning and development plan.*

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# EMMA COLENBRANDER

## SUMMER CLERK 2011/2012, FREEHILLS

Coming from an international studies background and having never understood The Australian Financial Review, I was absolutely terrified to undertake a summer clerkship at a top-tier commercial law firm. I envisaged an office building filled with humourless, impatient, over-worked and prematurely ageing law geeks. Freehills absolutely shattered these perhaps ill-informed expectations.

Although time has numbed the pain, the application process for a summer clerkship is undeniably traumatising. My biggest tip would be to not underestimate the importance of your cover letter. Make yourself stand out: don't use boring clichés and be sure to emphasise those things that make you different – Freehills is all about personality, so prove that you have one! Thankfully, the interviews were far less intimidating than I had anticipated. My interviewers were extremely easy-going and genuinely wanted to get to know me (and not, fortunately, my knowledge of The Australian Financial Review).

Ultimately, I chose Freehills because of the gut feel I had about the people I met during the recruitment process. This proved to be bang on the mark. During my clerkship, people went out of their way to explain the work they were doing, answer questions, delegate interesting tasks, provide constructive feedback and include me in the life of the firm. Even in the face of impending deadlines, the office was constantly buzzing with light-hearted banter.

During my time at Freehills, I did a rotation in Projects (Construction) and another in Corporate (Mergers & Acquisitions). I was surprised and pleased to be treated as a valuable member of the team and given 'real' work that was legitimately important to the practice group. My tasks – which I received primarily from my partners – were enormously diverse, and included attending client meetings, reviewing contracts, drafting advice, sitting in on conference calls, performing due diligence, comparing prospectuses and undertaking legal research. Even if you've had prior legal work experience, you'll find the learning curve to be very

steep: the work was often extremely challenging and took me well beyond the comfort zone of a university student.

Freehills took an active interest in my learning and development. The initial training was extremely thorough, feedback sessions were regular, and I was consulted about what I wanted out of the clerkship experience and how the firm could make that happen. Partners from each practice group conducted seminars about the operation of their teams, which was very useful in shedding light on different areas of the firm.

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*Ultimately, I chose Freehills because of the gut feel I had about the people I met during the recruitment process. This proved to be bang on the mark.*

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EMMA COLENBRANDER

It was important for me to clerk at a firm that has a strong sense of corporate responsibility, something that I believe Freehills truly embodies. Every clerk had the opportunity to attend Shopfront, a pro bono legal centre for homeless young people, which is operated jointly by Freehills, The Salvation Army and Mission Australia. The firm also has a strong association with Opportunity International. The clerks assisted in raising funds for Opportunity International by holding an online auction, a bake sale and a highly entertaining partner-clerk debate, in which we tackled the partners on the topic of whether or not summer clerks are a waste of space. It was, albeit controversially, proven by the partners that we are, in fact, not a waste of space and that the summer clerkship program is not to be eradicated – good news for all you aspiring clerks!

While this may be a little sad, my social life reached an all-time high during my summer at Freehills. A huge range of activities was on offer, from inter-firm cruises and trivia nights to a weekly sporting competition, from lawn bowling to scavenger hunts. The many Freehills Christmas parties were excellent opportunities to observe the “more relaxed” side of the hard-working Freehills professionals! However, undertaking a clerkship at Freehills comes with a word of caution: the overwhelming quantity of free food and drinks often results in a malady called the “Freehills 5”, of which, I’m afraid to say, I was a victim. The good news? It’s completely worth it.

Everyone who has undertaken a clerkship will tell you that the experience is a unique opportunity to gain insight into the workings of a commercial law firm. However, Freehills gave me more than that – I came away with lifelong friends and skills and experience at the cutting edge of the law, as well as having an absolute ball.

So, in summary: to those of you who think you were born to practise commercial law, those of you who have no idea what you want to do, and even those of you who can’t imagine anything worse than spending a summer in a commercial law firm – I cannot recommend a clerkship at Freehills highly enough.

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*Freehills took an active interest in my learning and development. The initial training was extremely thorough, feedback sessions were regular, and I was consulted about what I wanted out of the clerkship experience and how the firm could make that happen.*

”

EMMA COLENBRANDER

A close-up portrait of Carolyn Pugsley, a woman with shoulder-length brown hair, smiling warmly at the camera. The background is a soft, out-of-focus blue.

LIKE A TRAPEZE  
ARTIST, I CAN  
PUSH **BEYOND MY  
COMFORT ZONE,**  
KNOWING THERE'S  
A SAFETY NET.

*Carolyn Pugsley*

Senior Associate  
Corporate, Sydney

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**Freehills**

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## ADDRESS

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## CONTACT

Julia Bucci  
Human Resources Officer  
jBucci@nsw.gadens.com.au

Natalie Hannaford  
Human Resources Manager  
nhannaford@nsw.gadens.com.au

## TELEPHONE

(02) 9035 7109

## LAWYERS

126 (Sydney)

## PARTNERS

36 (Sydney)

## OFFICE LOCATIONS

Sydney, Melbourne, Brisbane, Perth, Adelaide, Port Moresby

## AREAS

Aged Care & Retirement, Agribusiness, Banking & Finance, Charities & Not-for-Profit, Competition & Consumer, Construction, Corporate Advisory, Dispute Resolution, Employee Relations & Safety, Energy & Resources, Infrastructure, Insolvency, Insurance, Intellectual Property, Licensing & Hospitality, Life Sciences, National Mortgage Services, Native Title, Planning & Environment, Property, Superannuation, Sustainability, Taxation, Regulation & Compliance, Workouts & Restructures.

# GADENS LAWYERS

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

When you join Gadens Lawyers, you will be working in a firm where success is determined by the character and spirit of our people. At Gadens, everyone has a voice and your experiences, knowledge and insight will be valued and respected. We are a place where fresh thinking and new ideas are championed daily. Our dynamic culture is one of the reasons we are the fastest growing major law firm and seventh largest in Australia. Although we are one of the largest firms, we only take 10 summer clerks which means you get the attention you deserve. The firm provides opportunities to work on secondments with some of our major corporate clients. We are also happy to explore opportunities for personal growth in disciplines outside the law that enrich your capacity to grow. If you want to be challenged, and have the opportunity to make a real difference, come and join us.

### DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?

Fun is also strongly on the agenda with a great range of sporting and social activities on offer. We also encourage everyone not to park their personalities at the lift door. We believe that a lively workplace reduces stress and improves learning, productivity and creativity. Many of our programs and initiatives have developed organically over several decades, such as our support for the arts which has grown and evolved since the 1960s. More recently we have joined the Australian Legal Sector Alliance and publicly reported on our sustainability initiatives.

### DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?

Gadens recognises that our enduring success requires economic growth that both protects and promotes social equity and ecological sustainability. Our sustainability program encompasses this philosophy in the four spheres in which we operate, and we aim to achieve the following sustainable outcomes:

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

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

#### **OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

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

#### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Please email a covering letter together with your CV and a copy of your academic transcript to Julia Bucci, Human Resources Officer.

<http://www.gadens.com.au/sydney/joinus/summer-clerks>

#### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

We are looking for mature individuals who can demonstrate the highest level of professional commitment, but who might also make our firm an even more interesting and enjoyable place in which to practise law. The successful applicants will have a strong academic record, an innovative mindset, and a track record of collaboration and teamwork. Our summer clerks are also likely to have a range of diverse interests and a history of seeking and accepting responsibility.

#### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

Your work will be interesting and challenging, and from day one you will have plenty of responsibility. At Gadens, exposure to clients happens quickly. You will be able to take the initiative and express your ideas from the outset.

#### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, on an ad hoc basis.

#### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Graduates are offered 3 eight month rotations over a two year period. We strongly suggest that our graduates complete rotations in both transactional and litigious based areas of law to ensure they are receiving a well rounded experience and therefore able to form a better idea of where they might choose to specialise. Whilst undertaking their rotations our graduates have the opportunity to participate in the firm's extensive learning and development program.

#### **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

Many of our summer clerks work as casual law clerks while completing their final year of university. If they require extra hours to complete their PLT this can be accommodated. Depending on the student's availability they would work either on a part-time or full-time basis as a law clerk/paralegal undertaking real legal work to ensure they had the required hours. Their work is always supervised by a senior lawyer or partner who will sign off on their PLT work.

#### **WHAT IS THE TYPICAL PROGRESSION PATH OF GRADUATES IN THEIR EARLY YEARS AT THE FIRM?**

Gadens' internal structure is fairly flat, and graduates are known as such internally when they first join us, however have the title of "solicitor" from admission when dealing with clients. Whilst they take part in the graduate rotation program over their first two years, they are treated like any other solicitor within the firm. They will have the opportunity to participate in presentations and business development when it is felt they are ready. Whilst some solicitors have progressed to senior associate level after just three years, typically solicitors with four years post admission experience should be on the path to senior associate.

# BENJAMIN KIM

## SUMMER CLERK 2011/2012, GADENS

It is widely known that the Summer Clerkship application process is one of the most stressful experiences in Law School. The pressure of not knowing whether you will get any offers weighs heavily on everyone's minds. It is quite odd, however, that students seemed to be more stressed about deciding which of their various offers to choose. At this point it is no longer about dispersing your copy-and-paste applications to every law firm in the country. It now evolves to the fear of forever regretting the decision you make. Generally, the thought process goes through the technical experience one can gain from a particular firm as well as the social exposure. Luckily for me, Gadens covered all grounds in ways that exceeded my expectations.

The educational aspect of the clerkship resides in the two 5 week rotations within the firm. Gadens places each clerk in a litigious team (such as dispute resolution or insurance) and in a transactional team (such as banking & finance or commercial property) to get a taste of both the front end and back end of commercial law. Within each rotation the clerks are given a true taste of the life of a junior solicitor as some teams start the clerks on their own matters and take clerks to conferences, seminars, court hearings and settlements. Another feature of the rotations was a 1 week secondment to either eBay or Salvos Legal to assist their in-house legal teams in their day to day legal matters. These experiences provided me with a panoramic view of the legal profession.

The social aspect of the clerkship took us through several intrafirm and interfirm events. As one of only 8 clerks, every one of the 400 members at Gadens knew who I was before I arrived for my first day. Although daunting at first, I quickly felt very welcomed as everyone was eager to speak with me and learn a little more about me. Also, I was shocked to notice that there is an open door policy throughout the firm. I would often find myself strolling into the offices of partners just to have a friendly chat. There were Christmas parties, a Family Barbecue, Dog Walking, Dragon Boat Racing and various other events where we were given a chance to help out or participate as an equal part of the Gadens family. Outside of the firm, we

participated in the interfirm sporting competition, the trivia night and the boat cruise. Every step of the way, Gadens was extremely supportive and encouraged us to have as much fun with the experience as we possibly could.

The clerkship experience ended on a high note as we were given the opportunity to present our clerkship project to the firm. Each year, the summer clerks embark on a project of their choice which spans over the 10 weeks. We decided to take a bit of a serious note in preparing a sustainability report to aid Gadens in its upcoming tender process with the banks and other major clients. We were given free rein to explore our creativity and the project culminated in our presentation to the firm.

Overall, the experience as a clerk at Gadens was better than I could have ever anticipated. I have since started as a graduate on a full-time basis and continue to adore the open attitude and the high level engagement in the workplace. I am not subjected to hours at the photocopier or nights doing discovery. Rather, in my first month as a graduate, I am running several of my own matters and have regular client contact. Gadens is a place that allows young lawyers to grow independently, but with the support of every single member of the firm at their side.

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*We were given free reign to  
explore our creativity*

”

**BENJAMIN KIM**



# Why Gadens?

Don't take our word for it. Ask the major banks and ASX100 companies why they choose Gadens.

Complex deals. Technology driven solutions. Great people.

Join the fastest growing major law firm in Australia\*.

*\* 'Gadens Ahead of the Pack', The Australian, 9 December 2011*



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[www.gadens.com.au/sydney/joinus/summer-clerks](http://www.gadens.com.au/sydney/joinus/summer-clerks)





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Be part of a young, flexible first-tier firm that has built its success on innovation and having a heart.

If you're among the best and brightest law students, make the smart career choice and begin your legal career at Gilbert + Tobin.

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Hannah Quadrio, Lawyer

# A career with Gilbert + Tobin is the smart choice

*Why is a career with Gilbert + Tobin the smart choice? Because we are a first-tier firm where you can make a name for yourself, through the transactions and projects you work on and by participating in our extensive community activities.*

## WHAT WE OFFER

From our offices around Australia, our lawyers work across the following practice areas:

- + Banking + Finance
- + Capital Markets
- + Communications + Technology
- + Competition + Regulation
- + Corporate Advisory
- + Dispute Resolution
- + Employment
- + Energy + Resources
- + Intellectual Property
- + Litigation
- + Mergers + Acquisitions
- + Pro Bono
- + Real Estate + Projects
- + Tax

## WORK IN DYNAMIC SECTORS

Gilbert + Tobin specialises in dynamic and evolving market sectors, including charities, climate change, government, infrastructure, natural resources, renewable energy, technology, telecommunications and water. We advise leading domestic and international companies on transactions that impact and shape these areas.

We are also community lawyers. Gilbert + Tobin is known for the high-quality advice we give to organisations and individuals in all parts of Australian society. For those in need, we provide this advice pro bono.

*“We are very impressed by the firm’s strategic approach, expertise and ability to provide advice in a timely manner.”*

Intellectual Property group, *Chambers Asia Pacific*, 2012

## ENTREPRENEURIAL SPIRIT

Our lawyers are entrepreneurial, ambitious, commercially aware and self-motivated. Although our backgrounds and talents are different, we have a common goal: to build a first-tier corporate law firm and be the best provider of legal services in our chosen areas of practice.

Over the past 10 years, many prominent partners have joined Gilbert + Tobin to build and strengthen our practice groups. The firm employs more than 500 lawyers and professionals, and we still have the highest proportion of female partners (38%) of any major Australian law firm.

# A clerkship with Gilbert + Tobin is the smart choice

*Why is a clerkship with Gilbert + Tobin the smart career choice? Because from day one, you'll work on top-tier transactions and collaborate closely with industry leaders.*

The G+T clerkship experience is open to students in their penultimate year of study. Our Sydney clerks complete a 10-week placement that consists of two five-week rotations across the firm's practice areas. It's a fantastic opportunity to work directly with partners and lawyers who are experts in their fields, and to develop core skills and experience in your areas of interest.

During your time with your practice groups, you'll be mentored by a lawyer who will help you develop your skills and build relationships within our practice groups. You'll gain a greater understanding of the mechanics of legal transactions by researching legislation and case law, preparing and drafting memos, assisting in litigation processes, attending court, observing negotiations and meeting clients.

Your G+T clerkship is an opportunity to be part of a talented group of people who will become your peers as you continue your legal career. You'll have plenty of time to attend training, practice group events and firm lunches, and to build relationships with people across the firm.

As well as becoming immersed in the practice areas of their choice, our clerks have the opportunity to contribute to the Pro Bono practice. You'll be assigned a pro bono task and work closely with our lawyers to follow it through to completion.

We also offer 2 clerks the opportunity to work as interns in a native title office during the winter university break. The placement lasts for 5-6 weeks and is fully funded by the firm. This is organised through the Aurora Project program.



*"It's clear to me that G+T values excellence, encourages ambition and supports the talents and aspirations of its employees."*

**Prue Mewburn, 2011 Summer Clerk**

## ARE YOU READY TO MAKE THE SMART CAREER CHOICE?

For more information on clerkship opportunities in our Sydney office, please visit [me.gtlaw.com.au](http://me.gtlaw.com.au), or contact Emma Garmston on 02 9263 4067 or email [clerkships@gtlaw.com.au](mailto:clerkships@gtlaw.com.au). Emma can arrange for you to chat with one of our recent summer clerks or graduates about their experience.

Applications for 2012-13 clerkships are open from Wednesday 13 June to Friday 13 July. To apply, please visit [www.cvmail.com.au](http://www.cvmail.com.au) during the application period and share your details with us.

# A clerkship with Gilbert + Tobin is the smart choice

*Why choose Gilbert + Tobin for your clerkship? Ask Prue Mewburn. She spent her summer 2011/12 university break in our Sydney office, working in the Communications + Technology and Litigation groups.*



Prue Mewburn, previous G+T clerk

Spending the summer at Gilbert + Tobin was a challenging and rewarding experience, which I'd recommend to any student looking to join a leading Australian law firm.

The work in Communications + Technology was diverse, challenging and interesting. I attended client meetings, conference calls and functions that helped me understand clients' businesses and realise the importance of this knowledge in providing outstanding legal services.

During my rotation in the Litigation group, I enjoyed the opportunity to shadow lawyers and partners to court and client meetings. I researched and drafted a memo explaining newly enacted legislation and its effect on the group's work. The lawyers gave me feedback and explained how my work fitted into the bigger picture within the group. I was excited to see my memo published and glad my work was useful and valued.

Both rotations were supported by a comprehensive induction to the firm and an ongoing training program that introduced us to the key skills a junior lawyer needs. We were also matched with a 'buddy'—a junior lawyer—as well as a senior lawyer and a partner within each practice group. They were always available to provide me with advice, assistance and support.

I drew inspiration from the lives and work of some of G+T's senior lawyers, who mentored us during the clerkship. For example, Christine Burke isn't just a G+T partner—she's also the 11th Australian woman to have climbed Mount Everest!

During my clerkship, I had lots of opportunities to build relationships with fellow clerks and lawyers. In the first week of the program, all the clerks were invited to G+T's Christmas party. And the flair displayed at G+T's charity talent quest a few weeks later unearthed some superstars within the firm!

I'm also looking forward to participating in the Aurora Project—in July I'll be on secondment with a native title representative body, which is fully funded by G+T.

**Prue Mewburn**

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People Co-Ordinator

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**EMAIL**

clerkships@gtlaw.com.au

**WEBSITE**

<http://me.gtlaw.com.au/>

**OFFICE LOCATIONS**

In Australia, we have offices in Sydney, Melbourne and Perth

# GILBERT + TOBIN

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS FIRM?**

Gilbert + Tobin was first established in 1988. Since then the firm has grown and we now employ over 500 staff across our Sydney, Melbourne and Perth offices. As a young firm we are not constrained by tradition, so we are always open to change, fresh ideas and different perspectives on how to deliver the best outcomes to our clients. You'll mix with friendly people and will benefit from high morale within a firm that values individuality and diversity.

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

**HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

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

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

Gilbert + Tobin also encourages and supports further external and post graduate study.

**HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

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

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

**DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Absolutely. At Gilbert + Tobin pro bono is a vital part of what we do and who we are.



We now have a dedicated Pro Bono practice with a partner, three lawyers and a graduate working full time on pro bono matters.

On top of this all our lawyers have the opportunity to, and are encouraged to conduct pro bono legal work, with the average lawyer performing more than 58 hours of pro bono work a year. There is also an opportunity for our Summer Clerks and Graduates to undertake a rotation in our Pro Bono practice group.

### **OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

Every year the firm hosts and sponsors a range of social, charity and corporate team events. These include themed monthly Friday night drinks, the Firm's Big Day Out, the fiercely contested G+T pool competition, the annual charity trivia night, and the staff Christmas Party.

There are also many sporting events to partake in including the City2Surf, BRW Corporate Triathlon, Lawyer's Bayside Aquatic Centre, JP Morgan Corporate Challenge and weekly lunchtime touch football and netball competitions.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

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

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

### **IF SO, WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?**

Graduates can apply directly through our careers website - <http://me.gtlaw.com.au/>

Applicants will be asked to profile themselves by uploading their cover letter, CV and academic transcripts through our website. If there is a particular practice area you would like exposure to we ask that you please indicate this. Applications for graduate positions will be accepted throughout the year.

### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Graduates commence with the firm in one of two formal intakes – either February or August. As a graduate, you will undertake real work, build relationships with partners, lawyers and clients, and become an integral part of each practice group.

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

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

### **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

Gilbert + Tobin funds and provides Practical Legal Training (PLT) for all graduates through our customised in-house program and the College of Law. Graduates are given ample exam and study leave and are supported the whole way through by a dedicated PLT teacher.

Our graduates also benefit from a tailored Younger Lawyers training program that starts with a concise introduction to Gilbert + Tobin's areas of specialisation and also covers core skills training you will require as a lawyer.

### **WHAT IS THE ANTICIPATED GRADUATE AND SUMMER CLERK INTAKE THIS YEAR?**

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

This year we anticipate recruiting 15-20 Summer Clerks.

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**LAWYERS**

over 200 professional staff

**PARTNERS**

54

**OFFICE LOCATIONS**

Sydney & Brisbane

**AREAS**

Banking & Finance  
Corporate & Commercial  
Dispute Resolution  
Environment & Planning  
Financial Services  
Property & Construction  
Public Sector  
Restructuring & Insolvency  
Workplace Relations &  
Safety

# HENRY DAVIS YORK

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS FIRM?**

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

**DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Henry Davis York is committed to delivering pro bono services to disadvantaged and under-represented groups and individuals who would otherwise be unable to afford legal assistance. We also reach beyond our traditional legal services to assist the wider community with issues affecting its wellbeing.

Lawyers at Henry Davis York are encouraged to support their wider community in a variety of ways. Assisting the homeless, families of homicide victims, rural services and students who are struggling with literacy or at risk of dropping out of school are just some of the areas in which we provide support through a number of established pro bono programs.

The pro bono work we are involved in ranges from representing individuals before various courts and tribunals to providing corporate and commercial advice to charitable organisations. We regularly attend a number of community legal centres and provide advice to clients on a wide variety of matters.

Our pro bono and community programs include organisations such as the Homicide Victims' Support Group, Homeless Persons' Legal Service, Northern Rivers Cooperative Legal Services Delivery Program, Community Legal Centres, Learning Encouraging and Assisting Promising Students and Reach Out and Read.

**OUTSIDE OF WORK, WHAT DOES THE FIRM OFFER ITS EMPLOYEES?**

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

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



## **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

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

There are also a number of sporting teams that people can become involved in and the firm also subsidises well-being activities such as pilates and yoga.

## **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

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

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

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

Summer clerk applications open on 13 June 2012 and close on 13 July 2012 and all applications should be made via CV Mail.

## **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

We anticipate recruiting between 12 and 14 summer clerks this year.

## **HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

In 2011 we recruited 12 summer clerks.

## **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

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

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

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

## **WHAT ADVICE WOULD YOU OFFER TO A CLERK APPLYING TO THE FIRM?**

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

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

You should:

1. Understand what you are looking for:

You need to understand why you are applying for a summer clerkship and what you want to achieve from it.

2. Understand the opportunities:

You need to explore the various opportunities available to you through thorough research, speaking to former summer clerks and graduates and seeking out people in the industry who can provide you with guidance and advice.

### 3. Prepare well:

When you secure an interview, you need to prepare for it thoroughly. This includes researching the firm and the person who is interviewing you and preparing any questions you want to ask during the interview.

## LEARNING AND DEVELOPMENT OPPORTUNITIES

### **THE FOCUS IS ON YOU**

Henry Davis York has developed a program that gives you a real, measurable career path with a lot of help on the way. It's called the Professional Development Program and is designed to provide you with the right tools, knowledge and techniques you will need to grow and develop into a competent lawyer.

The program consists of a series of modules relating to professional skills such as communication, client relationships, management and delegation. The modules grow with your experience to address at least one or more competencies required for your role at each step in your development. Henry Davis York is committed to the learning and development of graduates. Because of this we have introduced an in-house Practical Legal Training program in cooperation with the College of Law. We will have two graduate intakes per year and the Practical Legal Training program will run in conjunction with the first rotation.

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

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

During the program you will have the opportunity to rotate through three practice groups with designated support in each rotation from a supervising partner, senior associate and mentor. You will receive regular feedback and advice from

your supervising partner and others you work with plus a more formal review at the end of each rotation.

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

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

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

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

### **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

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

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

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

### **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

Yes, at Henry Davis York we have introduced PLT in-house which will commence in 2013.

# KATHLEEN JEREMY

SUMMER CLERK 2011/2012, HENRY DAVIS YORK

Prior to undertaking a clerkship at Henry Davis York, I worked as a paralegal in the firm's Knowledge Management group for two years. My time in Knowledge Management, coupled with the opportunity to get to know the firm even better during the clerkship interview, which made my decision an easy one. From the outset of the application process, Henry Davis York was always my first choice.

From my first day, I felt supported and valued throughout all levels of the firm. I rotated through three practice groups during my clerkship: Commercial Disputes, Environment & Planning and Workplace Relations & Safety. The ability to experience three practice groups was invaluable. Each group allowed me the opportunity to gain a real feel for its work, from researching, drafting advices, drafting court forms, attending client meetings and various court proceedings. The work I undertook was challenging and stimulating, allowing me to learn and build my own skills, as well as contribute something to the group.

As a summer clerk, I felt welcomed and apart of the team from day one. The eagerness of everyone to engage and involve me made for a fantastic experience throughout my clerkship. I looked forward to going to work every day, and for me that was entirely a product of the firm's culture - a firm where people enjoy working, collaborate, and produce the absolute highest standard of work for top quality clients. Henry Davis York's clear drive and vision for the future make it a particularly exciting place to work.

The summer clerkship truly was one of the most rewarding and enjoyable experiences I have undertaken. I am now working as a paralegal in the Workplace Relations & Safety group while I finish my last year of university. I am really looking forward to beginning my graduate rotations with the firm next year.





HENRY DAVIS YORK  
LAWYERS

# ONE

**SPECTRUM** OF OPPORTUNITY

■ One Vision ■ One Purpose ■ One Firm ■ One Decision ■ One Journey ■

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



# HERBERT GEER

## ABOUT THE FIRM

### **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

Proven academic excellence, a keen sense of commerciality, a desire to provide outstanding customer service, a dedicated, hard worker, a ambitious individual, a desire to succeed, seeking mentoring, development and technical advancement. There is no 'Herbert Geer' mould. We look for law students who are talented, intelligent and committed to a career in Law, and whose skills and experience complement our existing expertise.

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Herbert Geer is committed to supporting and promoting social justice and the application of law for the benefit of the disadvantaged. We actively encourage our people to take part in community legal centres and undertake pro bono work during and outside working hours. As an incentive, legal staff receive credit for pro bono work in the same way they are credited for normal client work.

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

We ask that students apply via cvmail.com once applications open on 13 June 2012. We anticipate taking four students in Sydney, 20 nationally.

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

At the commencement of our Seasonal Clerkship Program you will have a principal partner, a mentor and a buddy to assist you during your clerkship and provide you with an opportunity to develop your network. Our Seasonal Clerkship runs for 4 weeks with a rotation in one practice unit, receiving supervision from partners and senior practitioners. In addition, you will receive formal training through ongoing internal and external workshops and training sessions.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes CVMail and an advertisement on the careers section of the Herbert Geer website

### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

At Herbert Geer you will offered the opportunity to rotate through two practice areas during your 12 month graduate program. You will also be assigned a mentor and buddy to assist you. The firm also assists graduates to complete their Practical Legal Training (PLT). We anticipate taking on 4 graduates this year in the Sydney office.

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ant

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com.au

### **LAWYERS**

25

### **PARTNERS**

10

### **OFFICE LOCATIONS**

Sydney, Melbourne &  
Brisbane

### **AREAS**

Banking and Finance  
Corporate  
Employment, Workplace  
Relations and Safety  
IP, Technology and Enter-  
tainment  
Projects and Construction  
Property Services



# HICKSONS LAWYERS

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

Hicksons lawyers offer numerous features, including a work/life balance, open door policy, end of week drinks, end of month raffle, lawyers ski weekend, and the Stay in Touch Program for staff on maternity leave. Each year we participate in the Global Corporate Challenge, have health awareness month, and participate in Lunchtime Legends. These initiatives encourage our staff members to be productive, and promotes a work/life balance. We get a discount with the local gym memberships also 10% off health cover. We also engage in pro-bono, volunteer and other community activities on a needs basis.

For a potential employee, Hicksons is looking for a bright, energetic, friendly persona, willing to learn and not afraid to ask questions.

### HOW DO STUDENTS APPLY FOR CLERKSHIPS?

Summer Clerkships are applied through the selected University which runs the program for the year or online through our website. Last year Hicksons took 4 clerks. Clerks normally research matters, draft correspondence and attend court

### DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR? No

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

On a needs basis only, usually they run from the Summer Clerkship programs. The application method for graduates is through our website or [www.seek.com.au](http://www.seek.com.au) we always advertise for possible graduate positions. The firm offers graduates a structured development framework which includes opportunities to attend internal seminars and workshops tailored to their needs, opportunities to attend external training, secondments, formal and informal coaching, and mentoring.

### PERSONAL PROFILE

“The 2010 Summer Clerkship program at Hicksons was the ideal kick start to my future in the field of law. I had the opportunity to meet highly respected and experienced professionals from various areas of legal practice and learn crucial skills that will assist me throughout my career. The energetic environment and the friendly staff make Hicksons a great place to work, especially as a beginner. The workload was diverse and challenging and I was always able to receive guidance and feedback from my assigned buddies. The Summer Clerkship program has opened my eyes to areas of practice I had not previously considered and I recommend it to any Law student who is determined to gain valuable hands-on experience in a reputable firm.”- Amani Haydar

### ADDRESS

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### CONTACT

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Human Resources Manager

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9293 5311

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### LAWYERS

77

### PARTNERS

22

### OFFICE LOCATIONS

Sydney, Canberra, Newcastle

### AREAS

Commercial Dispute Resolution, Corporate and Commercial, Health, Insurance, Lenders Mortgage Insurance, Mortgage Recovery, Property and Private Client Services, Public Sector Risks, Transport Trade and Energy, Insurance in the Workplace, Workplace Relations



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gredlich.com.au

**LAWYERS**

123

**PARTNERS**

58

**OFFICE LOCATIONS**

Melbourne, Sydney, Bris-  
bane

**AREAS**

Litigation and Dispute  
Resolution  
Employment and Industrial  
Relations  
Construction and Infrastruc-  
ture  
Corporate and Commercial  
Property and Projects

# HOLDING REDLICH

## ABOUT THE FIRM

Holding Redlich has a distinctive personality which distinguishes us from other law firms. It is a personality based on a strong commitment to excellence in everything we do, ethical behaviour, respect for the individual, a strong sense of our obligations to society, and a resolve to work as trusted advisers and partners with our clients.

We look for well-rounded, proactive, energetic people with inquiring minds and a commitment to excellence. In your application, invest time in doing your research and let us know why you would like to do a summer clerkship with our firm. Individualise your application - tell us what subjects you have enjoyed, what your outside interests are and what you might like to experience as a summer clerk. In a Clerk, we look for strong academic results and well-developed interpersonal and communication skills. We also value diversity of experience, including part-time or vacation work, involvement in extra-curricular activities such as volunteer work and community, arts, sport and business organisations. Applications should include a cover letter, a copy of your CV and current academic transcript, and should be sent by e-mail

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

The firm offers an extensive in-house learning and development program covering legal skills and knowledge, practice management and business skills, technology training and professional and career development opportunities. Of course we recognise that the most important professional development occurs on the job. With guidance and support from the partners and senior lawyers in each practice area, our lawyers are encouraged to gain an in-depth understanding of clients' industries and commercial objectives as well as developing their legal skills.

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Holding Redlich also has a long tradition of contributing to the community through our extensive pro bono program. Pro bono work is highly valued at the firm, and lawyers in all practice areas are expected to be involved.

### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

Five. Summer clerks will get experience working with senior lawyers and partners and gain exposure to our different practice areas. They are involved in client matters to the fullest extent possible. To be eligible for a summer clerk position students must be in their penultimate year of their law degree. Opportunities to recruit graduates occur from time to time, however, most of our graduates are recruited via the clerkship process.

# HUNT & HUNT

## ABOUT THE FIRM

### **WHAT IS UNIQUE ABOUT THIS FIRM?**

From the moment you join Hunt & Hunt, you'll find no day is the same. One morning you might be researching a point of law for a charity client; the next helping a partner to prepare advice for a listed company. The firm's strength and reputation lie in our key areas of Commercial, Property and Insurance, which means you'll be working with diverse government, listed and private companies, as well as individual clients. Hunt & Hunt knows that nothing comes without a price and, frankly, we work to live, not the other way around. We choose family, friends and freedom over billable hours.

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

If you want to do great work with great people, be part of a dynamic team and make a real contribution to your clients, Hunt & Hunt can help put your career on the right track. Our close-knit teams means you will have a higher level of engagement with top-tier clients and more interaction with partners than you'd get at a larger corporate law firm.

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Hunt & Hunt has a long history of providing pro bono assistance to disadvantaged community members and the organisations that support them. We actively encourage our lawyers to engage in pro bono work. Our current pro bono activities include acting for disability discrimination complainants, representation on ethics review committees of health organisations, and board representation for not for profits. Each of our offices has associations with local community legal centres and some offices are members of the Public Interest Law Clearing House.

### **WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?**

Hunt & Hunt in Sydney does not participate in a clerkship program, Hunt & Hunt participates in the NSW Graduate Employment Program co-ordinated by the Law Society of NSW. Timeframes apply for the opening and closing of applications and the making and accepting of graduate employment offers. Graduates complete an application form and submit it together with a copy of their resume and academic transcript.

### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Working in close-knit teams means graduates will be involved in meaningful work and have the opportunity to manage their own matters under close supervision and mentoring.

### **WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?** Four.

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### **LAWYERS**

87 (Australia)

### **PARTNERS**

43 (Australia)

### **OFFICE LOCATIONS**

Sydney, North Ryde, Melbourne & Adelaide. There are also non-financially integrated offices in Brisbane, Darwin, Hobart and Perth.

### **AREAS**

Asset and Succession Planning, Banking and Finance, Corporate and Commercial Customs, Trade and Transport, Employment and Workplace Relations, Environment and Planning Infrastructure and Projects, Insolvency and Debt Recovery, Insurance, Intellectual Property, Internet and Digital Technologies, Litigation and Alternative Dispute, Resolution, Migration, Occupational Health and Safety, Property, Taxation, Wills and Estates, Workers Compensation

## ADDRESS

Level 14, Australia Aquare  
264-278 George St  
Sydney NSW 2000

## CONTACT

Alison Gates  
Senior HR Consultant

Rosanna Brennan  
HR Consultant

## TELEPHONE

9334 8598 (Alison)  
9334 8598 (Rosanna)

## EMAIL

agates@hwle.com.au  
rbrennan@hwle.com.au

## LAWYERS

305 (Australia)

## PARTNERS

143 (Australia)

## OFFICE LOCATIONS

Brisbane, Canberra, Mel-  
bourne, Norwest, Sydney

## AREAS

Banking & Financial Services, Building & Construction, Commercial, Insurance, Litigation, Litigation, Planning, Environment & Government, Property, Transport, Workplace Relations & Safety

# HWL EBSWORTH

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

At HWL Ebsworth, our edge is not only expertise & experience, but also our ability to offer a better value proposition to assist our clients in meeting their objectives. The Partnership is dynamic, forward thinking and committed to developing a supportive working environment.

### WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?

We look for well rounded applicants with a strong academic record who can also demonstrate leadership, maturity and a commitment to their career development. Ensure that you have researched the firm before applying to determine if our areas of Practice align with your interests.

### HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?

Through our relationships with training providers and educational institutions nationally, we encourage staff to engage in professional development activities. Partners actively work with staff to help identify appropriate professional development opportunities and the best methods for ensuring personal development goals are achieved. We also support our staff in undertaking further study to develop their expertise and practical knowledge.

At HWL Ebsworth we believe that a healthy balance between work and personal life are 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.

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

Yes. To apply for the Sydney Graduate Program please visit our website [www.hwlebsworth.com.au](http://www.hwlebsworth.com.au) under 'Graduate Centre'. Our unique Graduate Program will provide you with the opportunity to gain solid and in-depth experience in your area of interest within our practice groups. The firm supports its Graduates through their PLT and College of Law commitments.

### WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?

The firm offers approximately 10 Graduate positions each year in the Sydney office.

# JOHNSON WINTER & SLATTERY

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact. We are a dynamic, commercial firm offering opportunities for development and advancement for lawyers at all levels as we pursue a clear strategy for growth in our principal practice areas across Australia.

Our business model distinguishes us from our rivals. At the heart of our approach is the recognition that when managing strategic and complex matters, superior outcomes are achieved through the 'hands-on' involvement of expert senior lawyers. We therefore maintain a higher ratio of partners to lawyers than our rivals and focus on assignments that are well suited to this low leverage structure.

This 'low leverage approach' results in developing lawyers being fully engaged on client assignments alongside more senior practitioners, providing them with development opportunities as well as the chance to develop strong client relationships early in their careers.

Our lawyers thrive in an environment that fosters collaboration with few internal administrative boundaries, free from the burden of individual fee budgets that dominate the culture of so many other law firms. Strong technical and client service skills are developed through structured mentoring and professional development education programs. Your experience at Johnson Winter & Slattery will equip you for a fulfilling career both in Australia and abroad.

### WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?

#### CENTRO FUNDS RESTRUCTURE

Associates worked closely with Partners in the multi-faceted, successful "stapling" of Centro Australia Wholesale Fund and Centro Direct Property Fund Holding Trust to Centro Retail to form the new Australia Real Estate Investment Trust (or REIT) "Centro Retail Australia". Associates located in various offices assisted in drafting implementation agreements, preparation of disclosure documents and ASX listing application, court documents and affidavits for trust scheme court applications.

#### GAZAL CORPORATION (SALE OF MAMBO)

When Johnson Winter & Slattery advised ASX listed branded apparel company Gazal Corporation in relation to the sale of its surf and street wear brand Mambo, many of the

#### ADDRESS

20 Bond Street, Sydney  
NSW 2000

#### CONTACT

Robyn Howard

#### TELEPHONE

(02) 8274 9529

#### EMAIL

robyn.howard@jws.com.au

#### LAWYERS

117

#### PARTNERS

56

#### OFFICE LOCATIONS

Sydney, Perth, Melbourne,  
Brisbane, Adelaide

#### AREAS

corporate (principally M&A and funds)  
competition and third party access  
energy, resources and infrastructure projects  
finance (including restructuring and workouts)  
commercial dispute resolution  
regulatory (energy sector economic regulation)  
governance and Board services (operating as jws consulting)  
media  
Supporting these practice areas is senior lawyer capability in:  
employment  
intellectual property & information technology  
tax  
property.

# JOHNSON WINTER & SLATTERY

## LAWYERS

### *Your* CAREER, YOUR CHOICE

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact.

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

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

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

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



“JWS is different because of the low leverage business model – I have access to high level work and excellent mentoring opportunities.”  
Jonathan Whybird, Associate

SYDNEY

PERTH

MELBOURNE

BRISBANE

ADELAIDE

[jws.com.au](http://jws.com.au)



tasks relating to the sale and the management of the due diligence process were undertaken by associates including the set up and management of the due diligence data room and managing the liaison between our client and prospective bidders. More recently, Associates worked with partners on the sale of Gazal's Lovable, Davenport, Crystelle and Fineform underwear brands to Bendon, liaising with Gazal's management team to prepare warranty disclosures and attend to steps required to close the transaction, including arranging necessary consents from external banks and from the Lovable brand ambassador, Jennifer Hawkins.

#### LEHMAN BROTHERS SYNTHETIC CDOS

We are instructed by 22 corporates, funds, councils and charities to recover the cash and other collateral underlying \$280 million financial instruments structured by Lehman Brothers issued out of the Dante Program. It resulted in a complex cross border dispute involving courts in England, New York and Australia. Associates working on this matter are involved in conference calls with English solicitors and QCs and New York lawyers and in direct discussions with Lehman Brothers, Bank of New York (the trustee who holds the collateral) and their lawyers. They are also required to review complex finance arrangements, comment on draft pleadings and prepare instructions for overseas counsel and advice to clients, as well as assisting in dealing with the 22 clients for whom we act. One of our Senior Associates also attended a meeting in New York.

#### **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

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 and support staff to our firm.

#### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Johnson Winter & Slattery makes a positive difference in many ways, providing pro bono legal assistance to a number of not-for-profit organisations, while many partners and staff are involved in the governance of not-for-profit businesses.

#### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Applications should include a covering letter, detailed CV and current academic transcript and be sent electronically via the firm's website at [www.jws.com.au](http://www.jws.com.au).

#### **HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

3 in New South Wales.

#### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

The primary criteria for assessment of applications are outstanding academic achievement, excellent communication skills, and a demonstrated interest in commercial law.

#### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

Clerks will be involved in the transactional and dispute work being performed by senior lawyers and will be working closely with partners and senior lawyers.

#### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

- Quick access to quality work
- To thrive with no boundaries
- Be able to shape your career
- Be valued and make a difference

# JANE SILCOCK

ASSOCIATE, JOHNSON WINTER & SLATTERY

NOT JUST ANOTHER FACE IN THE CROWD...

A few weeks before I began my summer clerkship with Johnson Winter & Slattery in December 2010, I remember hearing war stories from 'been there, done that' friends about sitting amongst dozens of dusty boxes full of documents, surviving on instant coffee and never seeing the inside of a courtroom. However, the reality of my clerkship could not have been further from what I had been imagining!



I completed my summer clerkship with Johnson Winter & Slattery in the summer of 2010/2011. After having finished the first three years of law school, all I knew was that I had enjoyed studying commercial law, although I had no idea as to which practice area might be a good 'fit' for me.

As a summer clerk at Johnson Winter & Slattery, you are not assigned to work with a particular practice group, nor will you find yourself doing compulsory rotations through a handful of practice groups. From day one, I found myself being approached by practitioners from a variety of practice groups across all of the firm's offices. This meant that I was able to undertake a wide variety of work and form professional relationships with senior lawyers from the very beginning. Further, senior partners in each of the firm's key practice areas delivered information sessions on the type of work undertaken in each area, so that we had full understanding of the opportunities on offer.

Midway through my clerkship in December 2010, I had already prepared an advice on design legislation for an Intellectual Property partner, reviewed the (then) brand new Australian

Consumer Law for the Dispute Resolution group, assisted with a detailed advice in relation to a Request for Tender, assisted with an advice for the Competition Group, and had been actively involved in various pieces of litigation for the Media group as well as an Employment partner.

Another unique feature of working at Johnson Winter & Slattery is its low ratio of junior to senior lawyers. As a result of this low leverage model I often worked directly with a partner or senior lawyer, and found that this was not in fact the nerve-wrecking experience I had imagined it to be! Rather, the collaborative approach of Johnson Winter & Slattery really fuelled my enthusiasm to practice law as I was able to actively participate in the process of delivering legal services and make valuable contributions to our clients on a daily basis. Working in this way also provided a fantastic opportunity to build professional relationships and develop my technical skills by learning directly from the most senior and experienced lawyers who, thankfully, indulged my many questions (and drafts).

After finishing my clerkship in February 2011 I returned to university to complete my Practical Legal Training course. Johnson Winter & Slattery were fantastic and allowed me to work on a casual (and flexible) basis whilst I completed my studies.

Now an Associate of the firm, I have a better idea as to the particular areas of practice that interest me, although I remain interested in exploring new areas when opportunities present themselves. I still work regularly with several of the senior lawyers I started working with during my clerkship, and look forward to building upon those relationships in the future. In my opinion, Johnson Winter & Slattery is a great place to begin your career because you'll never just be another face in the crowd!



# JONES DAY

## ABOUT THE FIRM

### ABOUT JONES DAY

Jones Day is a global law firm practicing in the major centres of business and finance throughout the world. Ranked among the world's best and most integrated law firms, and perennially ranked among the best in client service, Jones Day acts for more than half of the Fortune 500. Since opening in 1998, Jones Day's Sydney Office has been providing legal services to Australian and global clients requiring advice in relation to both cross-border and domestic transactions and litigation. Clients of the Sydney Office include Australian and multi-national companies across a range of industry sectors including financial services, energy and resources, pharmaceuticals and biotechnology, technology and telecommunications, health care, agriculture, retail and consumer goods, manufacturing, and chemicals. With Jones Day's integrated global network of more than 2,500 lawyers in offices across the Americas, Europe, the Middle East, and Asia, Jones Day's Sydney Office has access to an unrivalled depth of experience which offers a nuanced view of law, regulations and market practice in a range of jurisdictions.

### WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?

It is important that a potential summer clerk understands as best as possible the Firm that he or she is interested in joining. Jones Day, Sydney offers a summer clerk experience that is different to other major law firms. Jones Day distinguishes itself by:

- giving clerks exposure to a broad range of domestic as well as regional and international work;
- offering clerks the combination of a friendly and dynamic office environment supported by established resources of a large global law firm; and
- ensuring that a clerk's contribution to the Firm is real from day one as clerks work directly with associates and partners.

If this sounds like you, then feel free to apply!

### HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?

Submit a covering letter, CV and official academic transcript to the attention of Peter Brabant at [sydneyrecruiting@jonesday.com](mailto:sydneyrecruiting@jonesday.com)

### WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?

2 to 3 summer clerks

### ADDRESS

Aurora Place, Level 41  
88 Phillip Street, Sydney  
NSW 2000

### CONTACT

Peter Brabant

### TELEPHONE

(02) 8272 0500

### EMAIL

[pbrabant@jonesday.com](mailto:pbrabant@jonesday.com)

### STAFF

Sydney: 25/11; Firm-wide:  
2500+/800

### OFFICE LOCATIONS

United States: 15; Latin  
America: 2; Europe: 8; Mid-  
dle East: 4; Asia Pacific: 8

### AREAS

Mergers and Acquisitions;  
Corporate and Commercial  
Law; Global Disputes; Dis-  
pute Resolution; Insolvency  
and Restructuring; Intellec-  
tual Property; Employment  
Law; Energy and Resources;  
Competition Law (Jones  
Day, Sydney)

**ADDRESS**

Level 61, Governor Phillip  
Tower  
1 Farrer Place  
Sydney NSW 2000

**WEBSITE**

www.kwm.com

**CONTACT**

Sam Garner, Graduate  
Resourcing Manager

**TELEPHONE**

+61 2 9296 3579

**EMAIL**

sam.garner@au.kwm.com

**TEAM MATES**

Over 380 partners and  
1,800 lawyers (biggest  
international legal network  
in Asia)

**OFFICE LOCATIONS**

Strategically positioned in  
the world's growth markets,  
financial capitals and the  
home of information tech-  
nology (21 offices globally  
and the only international  
legal network to be head  
quartered in Asia)

# KING & WOOD MALLESONS

## ABOUT THE FIRM

With a vision to create a global law firm in Asia and a history of bold innovation, it's only the beginning for King & Wood Mallesons. Right now, you can become part of this "game changer" for the legal industry – as we deliver a new legal choice and help our clients realise their new world opportunities.

For those who don't know us well, here's a snapshot of what we offer you today and tomorrow...

Vision: to create a global law firm in Asia.

Reputation: over 100 international and Asia-focused awards and 50 top-tier rankings

Locations: strategically positioned in the world's growth markets, financial capitals and the home of information technology (21 offices globally and the only international legal network to be head quartered in Asia)

Clients: global financial and corporate powerhouses to new industry-makers and all levels of government (some for over 200 years)

**AREAS OF PRACTICE:**

King & Wood Mallesons provide the region's most comprehensive range of commercial, financial and specialist legal advice. Our areas of expertise include:

- Banking & Finance
- Competition/Antitrust
- Corporate/M&A
- Employment Law & Industrial Relations
- Energy, Resources & Projects
- Government & Public
- Insolvency & Restructuring
- Intellectual Property
- International Trade & Investment
- Investment Management
- Litigation & Dispute Resolution
- Real Estate, Construction & Environment
- Securities & Capital Markets
- Taxation, Superannuation & Pensions
- Telecommunications, Media, Entertainment & Technology

## WHAT IS UNIQUE ABOUT THIS FIRM?

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

## WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?

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

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

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

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

## WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?

We look for four key capabilities in our clerks:

- A **passion for commercial law and clients** – that's what we do every day. It's key that you have a genuine interest in the law and the clients that need those services.
- A **strong interest in business and industry** – we work in our clients' worlds and are striving to help them achieve their objectives. You need to be interested in this and willing to commit time and energy to really understand our clients and their businesses.

- The **self-awareness and desire to understand** and work well with others – we don't build widgets. We deliver legal solutions to people through people, so we have to be really good at working with and understanding others.

- Adaptability to **live with change** – our ability to move as quickly as the world around us is getting more important every day. We need people who think quickly, learn fast and adapt well.

## HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?

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

## HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?

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

We also provide a lot of support around the hard work – Health & Wellbeing seminars, activities like yoga and massage, team sports, building resilience sessions, and we have a time in lieu policy that kicks in if you are working long hours for a period of time. We are committed to making sure the work is both satisfying and sustainable – this really is the key for all of us.

## DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?

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

As part of the summer clerkship in 2011/2012, summer clerks participated in a range of activities including:

- Play therapy at Sydney Children's Hospital which included delivering presents to the children.
- Researched and prepared submissions for the Human Rights Law Centre Child Rights Bulletin.
- Prepared and served a meal at the Salvation Army StreetLevel Mission.
- Accompanied solicitors on the rotating Duty Solicitor roster to the Downing Centre.
- Participated in Red Cross International Humanitarian Law Training.

#### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Applications open on 13 June 2012 and can be made via our online application system at [www.kwm.com/careers](http://www.kwm.com/careers).

#### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

Approximately 35-40 clerks in Sydney.

#### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at King & Wood Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.

- Our people – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.

Clerks usually work in one or two different practice groups, depending on the length of the clerkship.

You'll have a supervising partner. As part of the partner's team, you'll work closely with the senior associates and solicitors in that team, and others in the practice group. It's a hands on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals the team is working on.

Every clerk receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live – so it's not all hard work.

#### **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

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

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*We are committed to making sure the work is both satisfying and sustainable.*



## **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Our main intake for graduate positions is via the clerkship program. When we require additional graduates we'll advertise via our careers website, [www.kwm.com/careers](http://www.kwm.com/careers).

## **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

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

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

As these programs are aligned with our 3 x 6 month rotation system, your learning is closely linked to your "on the floor" graduate experience.

**LAUNCH** - delivered over four weeks, Launch provides all the knowledge you need about the firm, our office, and our policies, processes and procedures.

**FUNDAMENTALS** - this 18 month program focuses on building the knowledge and skills required regarding our business and the legal industry. The sessions focus on essential practice skills, as well business and legal essentials.

**PATHWAYS** - in-team, rotation based learning, conducted over a six month period, that focuses on the specific knowledge and information you need to be successful in each rotation.

Don't worry – you'll have a supervising partner and a buddy who is there to provide you with guidance and support.

The IGP offers you the opportunity to apply for a rotation in one of our interstate or overseas offices.

## **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

As an Australian graduate, you'll receive Practical Legal Training (PLT) ensuring that you meet the requirements for

admission to legal practice. Our PLT is a customised in-house program conducted in association with the College of Law.

## **WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?**

In 2012, 35 graduates commenced in the Sydney office.

In 2013, we predict we will have approximately 35 - 40 graduates commencing in Sydney.

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*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 – so it's not all hard work.*

”

# ANNA BENNETT & JOSH CHALKLEY

SUMMER CLERK 2011/2012, KING & WOOD MALLESONS

## AREAS OF ROTATION

Banking & Finance and Mergers & Acquisitions

## REFLECTION

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

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

From our graduate buddies to our supervising partners, we had the opportunity to work for and socialise with impressive lawyers at all stages of their careers, who were cheerful and dedicated, and genuinely wanted to get to know us. Each King & Wood Mallesons lawyer went out of his or her way to get us involved and show us the bigger picture. Being in open plan helped, with names and faces registering quickly. Advice on a tough legal question was no more than a peep over a divider away.

In our rotations through the Mergers & Acquisitions and Banking & Finance groups the work was real. The spectrum was wide – from deadline-driven billable work to pro bono and business development matters. We drafted, reviewed and researched. We worked on deals that made business headlines and listened in on directors explaining them to

investors the next day. We were fortunate enough to see a few of our documents pruned into advices and shipped off to clients. A surprising highlight was a meeting with a major private equity firm to help structure some flexibility into a company's refinancing documents. And get this - we did Arts degrees!

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





A career at King & Wood Mallesons offers you both global and local opportunities, the most interesting work, the best training and all the support you need to become a great lawyer. So, if you're smart, social and up for a challenge...

# IT'S YOUR WORLD



## ADDRESS

Level 21, Angel Place  
123 Pitt Street  
Sydney NSW 2000

## CONTACT

Michelle Andrews  
Graduate and Learning &  
Development Coordinator

## TELEPHONE

61 2 9225 6215

## EMAIL

michelle.andrews@mad-  
docks.com.au

## LAWYERS

65 Partners  
Approximately 180 Lawyers

## OFFICE LOCATIONS

Sydney, Canberra and Mel-  
bourne.

## AREAS

Maddocks has seven prin-  
cipal areas of practice as  
follows:  
Commercial; Commercial  
Disputes; Construction &  
Development; Employment,  
Safety & People; Govern-  
ance and Planning; Prop-  
erty and Tax Controversy.

# MADDOCKS LAWYERS

## ABOUT THE FIRM

### WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?

Our approach to recruitment is based around our commitment to individuality and diversity. We are not looking for a specific stereotype and consider each applicant in relation to whether their strengths or qualities are compatible with our core values, which include respect for the individual, integrity, collaboration and commitment to excellence. We are looking for people who want to be the best at what they do and who have a commitment to achieving this through technical excellence, innovation and the ability to develop strong relationships with co-workers and clients.

### DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?

Maddocks takes pro bono work very seriously. All of our lawyers are encouraged to participate in our pro bono scheme. We also run a Maddocks Foundation which provides annual grants to Australian charities to support projects and programs in communities where we conduct our business.

### HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?

We have introduced a split winter and summer seasonal clerkship in the Sydney office. Clerks gain practical, hands on experience in two of our practice areas. The clerkship program runs for 4 weeks in July and 4 weeks in December. As we run the program earlier in the year, our application period is in February/March each year. Applications must be made through CVMail [www.cvmail.com.au](http://www.cvmail.com.au)

### WHAT WORK DOES THE FIRM OFFER A CLERK?

The split seasonal clerkship in winter and summer means that students get to experience two of the busiest months at Maddocks. We operate on a one clerk per group basis, so clerks feel part of the team straight away and will get involved in a wide range of matters during this time.

### DOES THE FIRM TAKE GRADUATES DIRECTLY? WHAT DOES THE FIRM OFFER ITS GRADUATES?

Yes, we have a structured Graduate Program with an intake every March. Applicants do not need to have completed a seasonal clerkship with Maddocks to apply. Applications are made online through [www.cvmail.com.au](http://www.cvmail.com.au). 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 to give Graduates the best start to their career.

### WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?

We are looking for 6 graduates for the March 2013 intake.

# MARQUE LAWYERS

## ABOUT THE FIRM

### **WHAT IS UNIQUE ABOUT THIS FIRM?**

What isn't? See if you can find another law firm where the lawyers have no chargeable hours target or fee budget, or any individual financial measures at all. We're currently representing companies which sell things that are bad for you, tempt you with addictive substances and habits, dig stuff out of the ground and sometimes leave a mess, occasionally spill evil-smelling chemicals, show lousy in-flight movies and perpetrate some truly bad advertising.

### **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

We want to enjoy spending time with you and we want you to add something to our lives. We hope you'll want the same from us. When applying, ignore the advice in this guide book. Be bold. Tell us something real. Use papier maché if you like. Don't be constrained by convention - we're not.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

We don't hide you from clients and we don't waste you on endless months of mindless work that could be done by a well-trained Labrador. You will learn fast by doing the real stuff.

### **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

We don't use that meaningless term. We do not see "work" just as what you do so that you can have a life. You are entitled to a high quality existence all day long.

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Keep an eye on our website. We'll launch the campaign in August.

### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

1-2

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

Our clerks are available to the whole firm, so you get work from everywhere. Real legal work, not spending December making Christmas decorations (yeah we heard about that...).

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes. Email us.

### **ADDRESS**

Level 4  
343 George Street  
Sydney NSW 2000

### **CONTACT**

Michael Bradley  
Managing Partner

### **TELEPHONE**

8216 3006

### **EMAIL**

michaelb@marquelawyers.  
com.au

### **LAWYERS**

8 partners, 20 lawyers

### **OFFICE LOCATIONS**

Sydney

### **AREAS**

Corporate/commercial, litigation, workplace relation, competition & consumer law, intellectual property, commercial property.

**ADDRESS**

Level 26, 52 Martin Place,  
Sydney NSW 2000

**CONTACT**

Stephanie Ah Cann, Human  
Resources Assistant

**TELEPHONE**

(02) 9513 2563

**EMAIL**

stephanie.ahcann@mid-  
dletons.com

**LAWYERS**

330

**OFFICE LOCATIONS**

Sydney, Brisbane, Mel-  
bourne and Perth

**AREAS**

Banking and financial  
services, corporate and  
commercial, commercial  
litigation, property develop-  
ment and construction, and  
workplace relations and  
safety.

# MIDDLETONS

## ABOUT THE FIRM

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Online at [www.middletons.com/careers](http://www.middletons.com/careers)

### **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

6-8 clerks

### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

Obviously, solid academic results are important but to be a successful lawyer you need to demonstrate talent and skill in a variety of areas. Enthusiasm, adaptability and a passion for delivering exceptional service are essential attributes. We know that good legal advice goes hand in hand with sound communication skills and the courage to act decisively.

While we look for brilliant legal minds, we also need you to think commercially, as we know it takes more than technical expertise to be an exceptional lawyer. We look for a commitment to getting the small things right as well as the big picture. Logic and attention to detail are critical skills that enable a young lawyer to take a complex business problem, break it down for a client and deliver a sound commercial solution.

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

A clerkship is the ideal opportunity for you to explore what we have to offer. Not only will you gain insight into a career in law, you will meet our people, sample our culture and determine if Middletons is the right career choice for you. As a law student in your penultimate year at university, this is an opportunity to gain practical work experience through participation in client meetings, court visits and involvement in real legal work. Professional development is provided throughout your clerkship. It begins on your first day with a comprehensive induction program and continues through your clerkship enabling you to learn important skills that lay the foundation for your legal career. Your supervising partner or senior associate will be responsible for assigning your work. A graduate or junior lawyer will also be there to provide buddy support throughout your clerkship. In addition to the daily on the job feedback and guidance you receive, you will also be involved in a structured performance review at the conclusion of your clerkship. As a clerk you will have the opportunity to be involved in many firm activities. Social club events, Sports@Middletons and firm wide celebrations are great ways for you to have some fun during your clerkship and experience all that Middletons has to offer.

Further information about Middletons and our summer clerk program can be found at [www.middletons.com/careers](http://www.middletons.com/careers).



**ADDRESS**

88 Phillip Street  
Sydney NSW 2000

**CONTACT**

Liana Hurry  
Graduate Resourcing  
Consultant

**TELEPHONE**

02 9921 4017

**EMAIL**

liana.hurry@minterellison.  
com

**LAWYERS**

1000+

**PARTNERS**

290 +

**OFFICE LOCATIONS**

Australia: Adelaide, Bris-  
bane, Canberra, Darwin,  
Gold Coast, Melbourne,  
Perth, Sydney

Asia: Beijing, Hong Kong,  
Shanghai, Ulaanbaatar

New Zealand: Auckland,  
Wellington

Europe: London

**AREAS**

Corporate; Energy &  
Resources; Real Estate;  
Communications, Media  
& Technology; M&A and  
Capital Markets; Financial  
Services & Projects; Bank-  
ing & Financial Services;  
Tax; Projects; Litigation &  
Intellectual Property; Com-  
mercial Litigation & Dispute  
Resolution; Corporate  
Insolvency & Restructuring;  
Insurance & Reinsurance;  
Intellectual Property & PTA.

# MINTER ELLISON

## LAWYERS

### ABOUT THE FIRM

**ABOUT MINTER ELLISON?**

Our origins date back to 1827 in Sydney, Australia. Today, Minter Ellison is one of the six top tier commercial law firms in Australia – with a client base that includes 26 of the country's Top 50 companies – and is ranked as one of the largest legal groups in the Asia Pacific.

Our strong growth and success have been driven by the energetic vision of our leading partners, in-depth industry expertise and a commitment to working closely with our clients – wherever they need us. It is this commitment that led us to moving offshore and building up offices in the UK and Asia.

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

We have been at the table of some of Asia Pacific's headline transactions – the National Broadband Network rollout, SingTel's new satellite acquisition and launch, global outsourcing projects for BHP Billiton and strategic business acquisitions for Qantas. Our teams work with the world's leading energy and resources companies, handle financing and capital markets work across Australia, in Hong Kong and in London, and are principal lawyers on iconic projects such as the Melbourne Dockland redevelopment, Brisbane's RNA Showgrounds development, and King Street Wharf in Sydney.

**HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

Minter Ellison is committed to a strong and sustainable learning culture to ensure that individuals, teams and the organisation strive towards achieving their goals and strategic vision. Our Learning Framework has been developed to incorporate capabilities and those attributes required of legal and non-legal professionals.

People at Minter Ellison have access to many learning opportunities both within and external to the firm and the legal industry. These include:

- Continuing professional development – regular internal seminars on technical aspects of the legal and professional services industry and participation at appropriate external seminars, workshops and conferences.
- Specialised programs – including support staff development, a specialised Graduate Development Program, a Core Skills Program, Pathways Program for mid-level to senior lawyers, a Leadership Program and a range of customised activities.

- Technology training – our new starters go through a comprehensive orientation program that familiarises users with company software and procedures, and our dedicated Technology Training Department makes sure that the learning never stops – not even for the partners!

- Post-graduate study support – the firm contributes to the tuition fees for approved higher education courses and study leave is available for approved courses which are related to your position and/or career path.

### **HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

Minter Ellison encourages work life balance in a variety of different forms these include the following:

- Free corporate gym membership
- Employee Assistance Program providing confidential counselling and support to staff and other immediate family
- Discounted health insurance
- Health & Wellbeing seminars and exhibitions
- Parenting information sessions
- Social and sporting events and activities (including Christmas parties, Friday Night Drinks, corporate sports teams)
- Discounted shopping, entertainment and travel
- Business Casual Dress Fridays

### **FLEXIBILITY**

- Paid parental leave
- Flexible work arrangements
- Advice and assistance regarding child and elder care

### **DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Each of our offices has developed partnerships with community organisations to address local need and the overall themes of our Community Investment Program. For example, our focus on disadvantaged youth in Australia has led to the Sydney offices partnership with James Meehan High in Macquarie Fields.

Our commitment has included:

- hosting student visits to our office
- providing work experience and career advice
- active membership of the Australian Business and Community Network
- taking part in the Principal for a Day Program
- creating networks between our partner schools for the benefit of students and staff
- developing mentoring projects for our staff to provide practical assistance to students.

The benefits of these partnerships extend both ways. Students are exposed to the world of professional life. Equally, our staff derive enormous satisfaction from creating opportunities for students to reach their full potential.

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*Minter Ellison is  
committed to a strong  
and sustainable learning  
culture*

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## **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

All Summer Clerk applications should be submitted online via the careers section of our website. Applications should include:

- Online application form
- Resume
- Cover letter
- Transcript

## **WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

20-25 Summer Clerks

## **HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

Over the summer of 2011-12 Minter Ellison had 25 Clerks join the Sydney office.

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*Our lawyers come from diverse backgrounds but what they share are a drive for excellence and technical achievement, commercial awareness, energy and initiative.*

”

## **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

At Minter Ellison our lawyers come from diverse backgrounds but what they share are the key attributes we look for in our clerks: a drive for excellence and technical achievement, commercial awareness, energy and initiative.

## **WHAT WORK DOES THE FIRM OFFER A CLERK?**

As a clerk you will complete one week of orientation followed by three rotations, each rotation lasts three weeks. Our clerkship program has lots of learning and development including a formal induction, practice groups presentations and case studies as well as a number of social activities including Christmas parties, inter-firm sports, inter-firm trivia, attending a young lawyers function plus many more events and information sessions.

## **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

Minter Ellison will only be taking applications from students in the penultimate year.

## **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Minter Ellison Sydney will not be hiring lateral graduates in 2012 or 2013, our graduates are hired through our Summer Clerkship program.

## **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Graduates complete three practice group rotations with the firm, each rotation lasts for six months.

## **DOES THE FIRM ASSIST GRADUATES TO COMPLETE THEIR PRACTICAL LEGAL TRAINING (PLT)? IF SO, HOW?**

Graduates can complete PLT with firm. PLT is in conjunction with The College of Law, Minter Ellison covers all cost associated with PLT, admission and practising certificates.



# SOPHIE LLOYD

## SUMMER CLERK 2010/2011, MINTER ELLISON LAWYERS

The interview process for summer clerkships is tiring and intimidating, especially if you are facing your first formal interviews like I was. And as well as the interviews there is a continual stream of functions and events where you have to try and not say anything too idiotic or spill food down the front of your new suit. One of the reasons that I picked Minter Ellison in the end is that throughout that entire terrifying process, everyone I met was friendly and encouraging, nobody tried to trick me out and all the staff seemed genuinely excited about finding the right set of summer clerks.

The clerkship starts with a week of training and orientation, which is a great way to ease any initial jitters and make friends with the people you are going to be spending the majority of your summer with. The remainder of the time is spent in three rotations; I did mine in Financial Services, HR/IR and Competition. I really enjoyed being able to do a variety of rotations as I got to experience the different structures and dynamics of the different groups and get to know lots of different people throughout the firm.

Working in three different practice groups also means you get to do an assortment of work. I sat in on teleconferences,

went to court, drafted agreements, did legal and business research and got down and dusty in the library archives. Having never had any experience of a large corporate business I found it really interesting to learn more about how a big firm worked and what role everyone had to play. I also got to go and volunteer for an afternoon at the Homeless Persons Legal Centre, which was a slightly confronting but amazing experience that I hope to be able to repeat when I am back at the firm. It was really satisfying at the end of summer to realise that I was confident doing so many of the things I was scared of doing at the beginning!

Of course the work experience was invaluable, but the main highlight of my summer was definitely making a whole bunch of new friends and living it up at the endless social functions and activities that the firms put on. If you do a clerkship, be prepared to spend a lot of your summer in fancy dress! I was a doctor at the Christmas party, a pirate on the cruise and an 80's diva at the trivia night. Weekly clerk sport, inter-firm drinks and Friday night shenanigans supplemented these nights, giving me a summer to remember and friendships with a great bunch of people who I am looking forward to having as colleagues in the next year or so.

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*One of the reasons that I picked Minter Ellison... is that throughout that entire terrifying process, everyone I met was friendly and encouraging... and all the staff seemed genuinely excited about finding the right set of summer clerks.*

”

SOPHIE LLOYD

# YOUR PASSION YOUR CAREER YOUR FIRM

Our vacation clerkships open a window on what it's like to be a lawyer in a large commercial law firm.

## Interested?

Find out more at [www.minterellison.com/careers](http://www.minterellison.com/careers) or email [liana.hurry@minterellison.com](mailto:liana.hurry@minterellison.com)

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

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

MinterEllison

LAWYERS



**ADDRESS**

Level 15, 485 Bourke Street  
Melbourne, Vic, 3000

**CONTACT**

Lisa Millar

**TELEPHONE**

(+61) 03 8686 6003

**EMAIL**

Lisa.millar@nortonrose.  
com

**LAWYERS**

We have 600 lawyers in five offices in Brisbane, Canberra, Melbourne, Perth and Sydney. We are the largest international legal practice in Australia. We have over 140 partners in Norton Rose Australia.

Our international reach, and in particular our significant presence in the Asia-Pacific region, sets us apart from our competitors.

**OFFICE LOCATIONS**

Brisbane, Canberra, Melbourne, Perth, Sydney

**AREAS**

Banking and finance, Construction and engineering, Corporate, Employment and labour, Environment and planning, Financial and investment services, Insurance, Intellectual property, Litigation and dispute resolution, Real estate, Restructuring and insolvency, Retail and brands, Technology and telecommunications

# NORTON ROSE AUSTRALIA

## ABOUT THE FIRM

Norton Rose Australia is a member of Norton Rose Group, a leading international legal practice offering a full business law service to many of the world's pre-eminent financial institutions and corporations from offices in Europe, Asia, Australia, Canada, Africa, the Middle East, Latin America and Central Asia. We are the largest international legal practice in Australia, with offices in Brisbane, Canberra, Melbourne, Perth and Sydney. Our international reach, and in particular our significant presence in the Asia Pacific, sets us apart from our competitors. We have more than 6000 employees operating from 43 offices worldwide.

Knowing how our clients' businesses work and understanding what drives their industries is fundamental to us. Our lawyers share industry knowledge and sector expertise across borders, enabling us to support our clients anywhere in the world. We are strong in financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; and pharmaceuticals and life sciences.

### SEASONAL CLERKSHIP PROGRAMME

This year we are recruiting 20 seasonal clerks for the Sydney office. The seasonal clerkship programme runs for 10 weeks.

As a Norton Rose Australia seasonal clerk, you will have the chance to spend five weeks in one practice group and then rotate into a different practice area for a further 5 weeks, to broaden your knowledge as much as possible. Our clerkship programme is your opportunity to start building a career with a global legal practice, doing meaningful work of value. You will also be able to get to know our people, working closely with – and learning from – our associates, senior associates and partners. All in all, it is an opportunity to experience what life is really like as a graduate. You will attend various induction sessions, as well as firm wide CLE training and talks from graduates about spending time on secondment to one of our Asian offices. During your time at Norton Rose Australia you will get to participate in actual work with clients – which could involve anything from legal research to attending client meetings or court visits.

Another aspect of your clerkship with us will be the social activities that you can participate in. As a summer clerk you will be included in firm specific activities including sporting events, lunches, dinners and various other social events.

### GRADUATE PROGRAMME

The Norton Rose Australia graduate programme runs for a 24-month period and consists of four six-month rotations, which allow you to experience a wide variety of legal work and

develop a comprehensive skill set. With this breadth of experience, you will be able to confidently identify the area that best suits your talents and career goals.

As part of our national graduate programme, we now provide graduates in their second year of the programme with a unique opportunity to undertake a four month rotation in one of our international offices. This formalised learning opportunity introduces you to the broader Norton Rose Group, including regional and global clients, partners and

staff, and gives invaluable experience of different cultures and legal work. Global thinking is essential in all our graduates and you will embrace the international opportunities on offer.

#### **APPLICATION DATES FOR NEW SOUTH WALES**

All applications should be submitted online at [www.nortonrosegraduates.com](http://www.nortonrosegraduates.com)

## **ALEXANDRA ELLIS**

SUMMER CLERK 2010/2011, NORTON ROSE, GRADUATE 2012

#### **AREAS OF ROTATION**

CORPORATE - COMMUNICATIONS, MEDIA AND TECHNOLOGY AND RESTRUCTURING AND INSOLVENCY

I completed a seasonal clerkship with Norton Rose over the summer of 2010/2011. Although I signed up with some hesitation knowing my friends would be spending their summers travelling or relaxing on the beach, by the end of my three months I was so glad to have started a career in a law firm that I really loved. Norton Rose has been an exciting place to work from day one. Not only is Norton Rose a full service and truly international legal practice, but it's also filled with an incredible variety of intelligent, interesting and approachable people. From the beginning of the interview process to my last day as a seasonal clerk everyone made me feel incredibly welcome and, more importantly, like a valued member of the Norton Rose team.

My first rotation was through the Communications, Media and Technology team. A self-confessed technophobe, I knew I was facing a steep learning curve. Although I was correct about the challenge, I hadn't anticipated how much fun that challenge would be. Working in a small team, for a highly motivated partner, I had the opportunity to attend the head offices of a Telco giant, meet their General Counsel, and witness first hand the most advanced technology that they were using in-

house. I also sat in on meetings and teleconferences between lawyers discussing the sale of a small business to a large communications group which were a great opportunity to see the nuts and bolts of commercial contracts.

My second rotation was through our Restructuring and Insolvency team. Again I was amazed by the team's willingness to include me in all aspects of their work. Having flicked through a few chapters of Keay's Insolvency what seemed like mere moments before my arrival, the Senior Associate I reported to had me attempting the first draft of a Deed of Appointment of a Receiver and Manager within my first few days. And, over the course of my rotation, my incredibly patient Partner involved me in a variety of exciting tasks including the drafting of a presentation to the Insolvency Practitioners of Australia and an expert report for a North American client.

Having started as a graduate with Norton Rose this year I know, based largely on my experiences as a seasonal clerk, that I've made the right choice. I'm so happy to working for a firm with great values, great people and great work. I am also very excited about the prospect of completing as overseas rotation in Asia or Europe. I'm also really grateful to work for a growing and constantly changing law firm in which I know there is the potential to achieve great things.



**Applications Open:**  
13 June 2012

**Applications Close:**  
13 July 2012

**Offers Made:**  
21 September 2012

**NORTON ROSE**

## EXPLORE OUR WORLD

We are an ambitious, expanding, international legal practice with a clear strategy for the future and a strong industry focus – in financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; pharmaceuticals and life sciences.

Can you demonstrate global thinking, commercial acumen and the drive to provide the highest standard of service to clients across these sectors?

If so, you'll like our world.

**Contact:**

Yvette Revell  
Recruitment Advisor  
Tel: +61 2 9330 8945  
[yvette.revell@nortonrose.com](mailto:yvette.revell@nortonrose.com)

We have offices in Abu Dhabi | Almaty | Amsterdam | Athens | Bahrain | Bangkok | Beijing | Bogotá | Brisbane | Brussels | Calgary | Canberra | Cape Town | Caracas | Casablanca | Dar es Salaam\* | Dubai | Durban | Frankfurt | Hamburg | Ho Chi Minh City\* | Hong Kong | Jakarta\* | Johannesburg | London | Melbourne | Milan | Montréal | Moscow | Munich | Ottawa | Paris | Perth | Piraeus | Prague | Québec | Rome | Shanghai | Singapore | Sydney | Tokyo | Toronto | Warsaw. \*associate office

**Our world is demanding, innovative and supportive.**  
[nortonrosegraduates.com](http://nortonrosegraduates.com)

NR12537

# PIPER ALDERMAN

## ABOUT THE FIRM

- Mid-tier law firm – our employees are people not numbers
- Down to earth and social working culture – our people enjoy coming to work
- Approachable and friendly Partners – success through mentoring

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

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. It is our aim that our clerks will become our future graduates. Candidates should gain as much information as possible about our company and who we are by visiting our website and Facebook page.

### **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.

### **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 [www.piperalderman.com.au/careers](http://www.piperalderman.com.au/careers) or via CVMail at [www.cvmail.com.au](http://www.cvmail.com.au). Piper Alderman's Sydney applications open Thursday 21 June and close Friday 20 July, 2012. The anticipated intake this year is 6-8 clerks.

### **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 an easy going, 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. Our clerkships offer on-going learning and development with the opportunity to gain a position as a graduate upon completion of university studies.

### **ADDRESS**

Level 23, Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000

### **CONTACT**

Belinda Sathurayar, Human Resources Advisor

### **TELEPHONE**

02 9253 9999

### **EMAIL**

[sydoopportunities@piperalderman.com.au](mailto:sydoopportunities@piperalderman.com.au)

### **LAWYERS**

Partners:  
22 (Sydney Office)  
53 (Nationally)  
Total Employees:  
140 (Sydney)  
350 (Nationally)

### **OFFICE LOCATIONS**

Sydney, Adelaide, Melbourne, Brisbane

### **AREAS**

Piper Alderman is a full service firm. Our main practice areas include Dispute Resolution, Property & Projects, Corporate, Employment Relations and Intellectual Property.



**ADDRESS**

Level 25, 1 O'Connell St,  
Sydney NSW 2000

**CONTACT**

Kerri Cahalane  
HR Manager

**TELEPHONE**

02 8248 5800

**EMAIL**

kcahalane@thomsonslaw-  
yers.com.au

**LAWYERS**

260 nationally

**OFFICE LOCATIONS**

Sydney, Melbourne, Bris-  
bane, Adelaide

**AREAS**

Banking & finance  
Construction  
Corporate & commercial  
Dispute resolution & litigation  
Employment & safety  
Environment, planning &  
climate change  
Health care & aged care  
Hospitality & gaming  
Insolvency & restructuring  
Intellectual property &  
advertising  
Property & development  
Tax

# THOMSONS LAWYERS

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS FIRM?**

Thomsons Lawyers is a progressive, growing firm, offering a great workplace culture, exceptional career development opportunities, a quality client base and interesting work.

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

Thomsons Lawyers has recently worked on a number of high profile projects and transactions spanning our four offices and various areas of practice. For details on recent news please visit our website [www.thomsonslawyers.com.au](http://www.thomsonslawyers.com.au).

**WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

Initiative, commitment to client service, quality orientation and strong communication and interpersonal skills.

**WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

Be sure to highlight any commercial experience you have had, positions of responsibility/ leadership you have held, extra-curricular activities you've participated in and specific achievements. Also proof-read your application carefully, and attach your academic transcripts.

**HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

[www.cvmil.com.au](http://www.cvmil.com.au) or the firm's website [www.thomsonslawyers.com.au](http://www.thomsonslawyers.com.au) between 13 June 2012 to 13 July 2012. We anticipate 6 clerks in the Sydney office this year.

**WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

Strong academic achievement, commercial focus, initiative, demonstrated commitment and excellent interpersonal skills.

**WHAT WORK DOES THE FIRM OFFER A CLERK?**

We offer a structured program where clerks learn through a combination of observation and hands-on experience. All of our clerks have the opportunity to: Attend a client meeting, Observe a court proceeding, Conduct legal research, Develop their technical skills in areas such as drafting, due diligence or discovery, Participate in team meetings and continuing legal education programs.

# TRESSCOX LAWYERS

## ABOUT THE FIRM

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

Be yourself! Make sure your application reflects your interests, experience, passions and goals. Being part of the team at TressCox Lawyers more than just doing great legal work; we want people who can contribute to the cultural fabric of the Firm. We also look for people who genuinely enjoy what they do so being able to convey a sense of interest and enthusiasm for a role is also crucial. Lastly, make sure your application is free of errors, typos and spelling mistakes. It seems obvious but you'd be surprised at how many people get it wrong. Attention to detail is very important and if you can't get this right on your application, how are you going to do it at work?

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Seasonal Clerkship applications can be submitted via our online job board at <https://fsr.cvmail.com.au/tresscox/main.cfm>

### **WHAT WORK DOES THE FIRM OFFER A CLERK?**

Our seasonal programs are designed to give Clerks an insight into what life as a lawyer is really all about. You'll have the opportunity to be part of a busy and dynamic legal team doing real legal work, and the rotational nature of our program allows you to move through various partner teams, giving you the opportunity to gain exposure to different areas of law and different managerial styles. We think it's really important that the clerkship program accurately reflects what a legal team do on a day to day basis so where ever possible we try and provide our Clerks with the opportunity to attend court hearings, undertake research tasks, observe client meetings and conferences, and participate in our Continuing Professional Development Program.

### **DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

TressCox Lawyers is happy to consider Clerkship applications from students outside their penultimate year of study, although those within this group are preferred.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

TressCox Lawyers does not presently offer a dedicated Graduate Program. We do though recruit for graduate positions regularly throughout the year on an as needed basis and such vacancies will be advertised on our website ([www.tresscox.com.au](http://www.tresscox.com.au)).

### **ADDRESS**

Level 20, 135 King Street  
SYDNEY NSW 2000

### **CONTACT**

Katrina Willebrands  
HR Adviser

### **TELEPHONE**

(02) 9228 9222

### **EMAIL**

[katrina\\_willebrands@tresscox.com.au](mailto:katrina_willebrands@tresscox.com.au)

### **LAWYERS**

Partners – 36  
Other Legal Team - 123

### **OFFICE LOCATIONS**

Sydney, Melbourne and  
Brisbane

### **AREAS**

Our Legal Team is categorised by three very broad Divisions – Corporate and Commercial, Litigation, and Health – but within the Divisions we practice all the areas of law that you'd expect from a full service commercial firm. Perhaps most often recognised for our Health or Media and Entertainment work, we also have specialist teams in diverse areas such as Banking and Financial Services; Building and Construction; Employment and Industrial Relations; Wills and Estate Planning; Government and Probity; Infrastructure; Insolvency; International Business; Litigation and Dispute Resolution; and Property – and that's only to name a few, the list keeps going!

**ADDRESS**

Level 18, 420 George  
Street, Sydney NSW 2000

**CONTACT**

Karen Rowland

**TELEPHONE**

8214 3502

**EMAIL**

karen.rowland@  
webbhenderson.com

**LAWYERS**

8 Partners, 18 lawyers

**OFFICE LOCATIONS**

Sydney, Auckland, Singa-  
pore, London

**AREAS**

Telecommunications, Me-  
dia; Technology; Competi-  
tion; Economic Regulation;  
Energy & Infrastructure;  
Corporate Advisory; Regula-  
tory Consulting

# WEBB HENDERSON

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS FIRM?**

As internationally recognised specialists in telecommunications, media, technology, infrastructure and energy law, we are big enough to attract the best clients and the highest quality people, but small enough to ensure that our clients receive the highest-quality legal services. Our lawyers get to work directly on great projects and receive fantastic development opportunities.

We are a fresh, dynamic and responsive specialist legal practice. We're focused on doing the best work for the best clients and we work collaboratively and creatively to achieve this goal for the benefit of both our clients and our lawyers.

We have offices in 4 countries. More than half of our work is generated in overseas markets and this international penetration creates opportunities to work with the big players in our target industries.

We've got room to grow and we want our employees to be well-trained and well-prepared to deliver the quality of work that will continue to see our firm stand out as a 'firm to watch'

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

We have recently worked on a range of commercial and regulatory issues in Australia and throughout the world; from formulating strategies to deal with the arrival of high speed broadband networks in Africa, to writing submissions to the Australian government's Convergence Review; from assisting clients restructure their businesses, to designing a regulatory structure for Australia's national broadband network. From contract law to media law and beyond, Webb Henderson is on the front line, helping clients navigate the regulatory and commercial challenges that they face every day.

**WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

Webb Henderson looks for employees who are capable of, and excited by, being part of a team that provides the highest quality legal advice to the best clients from around the world. We want employees who can work with our team to maintain and grow our reputation as a top-quality, innovative and internationally recognised law firm.

**WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

Be yourself. If you fit the criteria of what Webb Henderson is looking for, then show your personality and how you are excited by our areas of practice and our clients.

**HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

We have a structured learning and development program to ensure our employees receive the best mentoring and training on the law, our profession and the clients we advise.

Learning and development also happens on the job. Our employees work directly with lawyers and partners doing the work that our clients require from us on a daily basis. Whether researching media ownership in Australia, exploring broadband policy in Africa or reviewing IT contracts for a major project in Indonesia, our employees are doing real work, for real clients.

One of the great things about Webb Henderson is that our team works closely together and we are a friendly and supportive bunch. Our senior lawyers and partners are more than happy to gently guide and direct where required.

**HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

Long, unproductive work hours are not part of our DNA. We are focused on the quality of a lawyer's work and how efficiently it's done. Of course, there are times when all hands are on deck, but it's important that our lawyers are ready and able to perform in those exceptional times rather than be worn out because getting in early and working late is the rule.

**HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

Through our website at [www.webbhenderson.com/summerclerk](http://www.webbhenderson.com/summerclerk) or Facebook at <http://www.facebook.com/webbhendersoncareers>

**WHAT IS THE ANTICIPATED CLERKSHIP INTAKE THIS YEAR?**

One to two.

**HOW MANY CLERKS DID THE FIRM TAKE LAST YEAR?**

Two.

**WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

We are looking for focused, capable and friendly candidates who are genuinely interested by the work we do, and someone who can work with our team to maintain and grow Webb Henderson's reputation as a high-quality, innovative and internationally recognised next generation law firm.

**WHAT WORK DOES THE FIRM OFFER A CLERK?**

Our clerks spend 8 weeks with us, with part of that time spent in our Auckland office. While at Webb Henderson, our clerks get to work directly with some of the best in the business. We want the best and the brightest and we pay at the top of the market. And, if you're interested in ongoing employment, we offer flexible paralegal work in your final year and graduate opportunities when you're ready to start your career.

**DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

No.

**PERSONAL PROFILE**

CHRIS TAYLOR

SUMMER CLERK (2010-2011), NOW GRADUATE (2012-PRESENT)

Webb Henderson gave me the opportunity to work in an intimate and flexible environment. I was able to tailor my clerkship to ensure that my personal learning and career goals were met. I worked on an array of innovative and fast-paced matters – some from Australia and others from places like Indonesia, Singapore and the Middle East. I attended a number of client meetings and felt part of the process. The highlight of my clerkship was spending a week in New Zealand to work in the Auckland office! The partners and staff were very helpful and regularly scheduled one-on-one training sessions that were tailored for me. The program has made me feel ready to hit the ground running as a graduate."

# Make Waves

## ABOUT WEBB HENDERSON

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

The big name clients that seek our advice include NBN Co, SingTel Optus, Vodafone, BT Global Services, Air New Zealand, the World Bank and Google. They are testament to our calibre and the quality of work that you will be involved in.

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

Our lawyers make contributions to our clients' strategic as well as commercial decision making. As part of this strategic contribution, we offer class-leading regulatory consulting services, which complement the provision of premium legal services.

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

## ABOUT OUR CLERKSHIP PROGRAM

You'll spend eight weeks with us. You'll gain valuable legal experience, but have time off to enjoy your summer, too. You will be deeply involved in all areas of our practice and be guided by the team to make meaningful contributions of the kind expected of first-tier graduates and junior lawyers.

You'll spend part of your clerkship working at our Auckland office and get a real feel for what it's like to work for a next generation international legal practice. In turn, your New Zealand counterparts will spend time with you in Sydney.

We want the best and the brightest, so we pay at the top of the market. And, if you're interested in ongoing employment, we offer flexible paralegal work in your final year and graduate positions when you're ready to start your career.

*"Webb Henderson offered us a unique and empowering clerkship experience. The work we did was highly specialised and internationally focused, enabling us to work on a range of matters for large national and multinational clients. We did everything from drafting advice for infrastructure projects to researching the mobile phone industry in Africa and publishing an academic article on cloud computing. From the partners to the grads, everyone at Webb Henderson is eager to get the summer clerks involved in all areas of the firm's work. The friendships we made with each other and with the Auckland team made the experience even more memorable."*

– Ray Roca and Bec Iglesias (Summer Clerks 2011 - 2012)

## APPLICATIONS

If you fancy your chances with the big firms, but want to make waves, then we want to hear from you. Apply to us directly at [www.webbhenderson.com/summerclerk](http://www.webbhenderson.com/summerclerk) or find our careers page on Facebook.

**webb  
henderson**

Legal and Regulatory Advisors



Apply at:  
[Webb Henderson Careers](#)



Sydney | Auckland | Singapore | London  
[www.webbhenderson.com](http://www.webbhenderson.com)



# **INTERNATIONAL OPPORTUNITIES**

Commercial Law



**ADDRESS**

18/F, The Hong Kong Club  
Building, 3A Chater Road,  
Central, Hong Kong

**CONTACT**

Terese Au-Yeung

**PHONE**

+852 2533 3340

**EMAIL**

terese.auyeung@davispolk.  
com

**LAWYERS**

50 (Hong Kong)

**PARTNERS**

8 (Hong Kong)

**OFFICE LOCATIONS**

New York, Menlo Park,  
Washington, London, Paris,  
Madrid, Hong Kong, Beijing,  
Tokyo, Sao Paulo

**AREAS**

Equity Capital Markets,  
Debt Capital Markets, Merg-  
ers & Acquisitions, Private  
Equity

# DAVIS POLK & WARDWELL

## ABOUT THE FIRM

Davis Polk offers an unsurpassed opportunity to work and learn at one of the top firms in the world, offering unrivalled strength and depth across the board. We provide regular seminars to enable our lawyers to improve their legal skills and knowledge, as well as a mentor program.

**HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

There is no target billing hours for our lawyers and trainees. We also have paternity leave and extended maternity leave. We have regular Friday night drinks and lunches, as well as a Dragon Boat team and a Soccer team.

**DOES THE FIRM ENGAGE IN PRO BONO, VOLUNTEER OR OTHER COMMUNITY ACTIVITIES?**

Our lawyers work with charitable organisations such as Operation Smile and the Hong Kong Refugee Advice Centre, and participates in CSR programmes with partner organisations.

**WHICH OFFICES CURRENTLY RECRUIT AUSTRALIAN STUDENTS FOR CLERKSHIPS (VACATION SCHEMES) OR GRADUATE PROGRAMMES?** Hong Kong

**HOW DO STUDENTS APPLY FOR CLERKSHIPS?** CV, cover letter and transcripts to [recruithk@davispolk.com](mailto:recruithk@davispolk.com). We take on 16 interns each year, 4 for each vacation scheme.

**WHAT WORK DOES THE FIRM OFFER A CLERK?**

Davis Polk offers 4 four-week vacation schemes in the summer and winter for students interested in being considered for training contracts. Students will have the opportunity to work on international transactions for a variety of firm clients, as well as attending training programs and information sessions.

**DOES THIS FIRM INTEND TO OFFER CLERKSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?** Yes, final year students.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?** Yes but priority is given to interns. Send a CV, cover letter and transcripts to [recruithk@davispolk.com](mailto:recruithk@davispolk.com)

**WHAT DOES THE FIRM OFFER ITS GRADUATES?**

During the training contract, trainees undertake a number of rotations as well as a secondment to the New York office. Trainees are assigned to a senior lawyer, who will serve as a mentor throughout the programme.



# HERBERT SMITH

## ABOUT THE FIRM

### WHAT IS UNIQUE ABOUT THIS FIRM?

We're unique among our peers in being the leading dispute resolution firm in Europe and Asia and having one of the world's pre-eminent corporate practices. Second, we provide our clients with a co-ordinated service using the best lawyers across the globe. We deliver this from our own offices in Asia, Europe and the Middle East. Over 70% of our trainees go on a secondment to one of our international offices or to one of our major client secondment.

Work/life balance is an area of diversity and inclusion that inevitably affects all of us at Herbert Smith. Our work/ life balance network focuses on a range of issues, including flexible working, care of dependants and stress reduction.

### WHICH OFFICES CURRENTLY RECRUIT AUSTRALIAN STUDENTS FOR CLERKSHIPS (VACATION SCHEMES) OR GRADUATE PROGRAMS?

London & Hong Kong. In London we provide flights from Australia to the UK and accommodation in London for the duration of your internship. You will also receive a salary of £350 per week during the internship. In Hong Kong, you will receive a salary of HK\$2,500 per week during the internship.

### HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?

Applications for our Australian Internship in London will open on our website [www.herbertsmithgraduates.com](http://www.herbertsmithgraduates.com) in February 2013. Applications for the Winter Vacation Scheme 2012 in Hong Kong will open on our website [www.herbertsmithgraduates.com](http://www.herbertsmithgraduates.com) in September 2012.

### WHAT DOES THE FIRM LOOK FOR IN A CLERK?

We seek graduates with exceptional intellects and a global mindset who want to work across our international network. We need confident and enthusiastic individuals who can work in a challenging but supportive environment. Lateral thinking, analytical skills and sound judgement are also essential. You must also show us you have a passion for the law, commercial awareness, initiative and strong organisational and interpersonal skills.

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

Yes. Applications are online at [www.herbertsmithgraduates.com](http://www.herbertsmithgraduates.com)

### ADDRESS

London office:  
Exchange House, Primrose  
St, London EC2A 2HS

Hong Kong office:  
23rd Floor, Gloucester  
Tower, 15 Queen's Road  
Central, Hong Kong

### CONTACT

London Graduate Recruit-  
ment Team  
(+44 207 466 3972)  
[graduate.recruitment@herbertsmith.com](mailto:graduate.recruitment@herbertsmith.com)

Hong Kong Graduate Re-  
cruitment Team  
(+852 2845 6639)  
[recruitment.asia@herbert-smith.com](mailto:recruitment.asia@herbert-smith.com)

### PARTNERS

1468 (includes partners,  
of counsel, consultants, fee  
earners, PSLs and trainees)

### OFFICE LOCATIONS

15 Herbert Smith of-  
fices: Abu Dhabi, Bangkok,  
Beijing, Belfast, Brussels,  
Doha, Dubai, Hong Kong,  
London, Madrid, Moscow,  
Paris, Shanghai, Singapore,  
Tokyo.  
4 Associated offices: Dam-  
mam, Jakarta, Jeddah,  
Riyadh

### AREAS

Dispute Resolution, Corpo-  
rate, Finance, Real Estate,  
Competition, Regulation  
and Trade and Employment,  
Pensions and Incentives.

**ADDRESS**

65 Fleet St  
London EC4Y 1HS

**CONTACT**

Trainee Recruitment Team

**WEBSITE**

[www.freshfields.com/uk-trainees](http://www.freshfields.com/uk-trainees)

**EMAIL**

[uktrainees@freshfields.com](mailto:uktrainees@freshfields.com)

**LAWYERS**

over 2400

**PARTNERS**

504

**OFFICE LOCATIONS**

Abu Dhabi, Amsterdam, Bahrain, Barcelona, Beijing, Berlin, Brussels, Cologne, Dubai, Dusseldorf, Frankfurt, Hamburg, Hanoi, Ho Chi Minh City, Hong Kong, London, Madrid, Milan, Moscow, New York, Paris, Rome, Shanghai, Tokyo, Vienna, Washington

**AREAS**

Antitrust, competition and trade  
Corporate  
Dispute resolution  
Employment, pension and benefits  
Finance  
IP/IT  
Real estate  
Tax

# FRESHFIELDS BRUCKHAUS DERINGER

## ABOUT THE FIRM

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

Freshfields is the official legal services provider to the London 2012 Olympic and Paralympic Games. It is the first time one firm has held such a role, and we are proud that our size, breadth of skills and natural ability to handle complexity and scale made us the number one choice. Some examples of the legal work we have helped with includes:

- Negotiating the use of the Tower of London vault to protect the London 2012 medals.
- Facilitating the journey of the Torch from the design pitch to the first class flight carrying it from Athens to London on 18 May.

As you would expect from an international law firm, our London office is diverse and multicultural, enabling us to work efficiently and effectively with colleagues and clients from all over the world.

**HOW DO STUDENTS APPLY FOR CLERKSHIPS TO THIS FIRM THIS YEAR?**

We run three 3-week vacation schemes at the London office each summer. Our vacation scheme is open to students in their penultimate year of an undergraduate degree (law or non-law). Applications for our 2013 vacation schemes will open in October 2012. Applications are made online via the website ([www.freshfields.com/uktrainees](http://www.freshfields.com/uktrainees)).

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, we ask that applicants apply to us directly. The Trainee Recruitment team look at each application individually. Applications can be made online at [www.freshfields.com/uktrainees](http://www.freshfields.com/uktrainees). Our online application process includes a form, and a verbal reasoning test. Candidates who are shortlisted at the application stage will be invited to attend two interviews and a written exercise. The application process is exactly the same for our vacation schemes.

**WHAT DOES THE FIRM OFFER ITS GRADUATES?**

During the two-year training contract you will experience at least three different practice areas, but the flexibility of our training contract means you can fit in up to eight seats (a seat just means the team you join). This means our trainees can see more of what's on offer. They can also opt to apply for a secondment to one of our network offices, or to one of our clients, as part of their training contract.



# IT'S YOUR WORLD

With a vision to create a global law firm in Asia and a history of bold innovation, it's only the beginning for King & Wood Mallesons.

Right now, you can become part of this 'game changer' for the legal industry – as we deliver a new legal choice and help our clients realise their new world opportunities. For those who don't know us well, here's a snapshot of what we offer you today and tomorrow...

#### **VISION**

To create a global law firm in Asia

#### **TEAM MATES**

Over 380 partners and 1,800 lawyers  
(biggest international legal network in Asia)

#### **REPUTATION**

Over 100 international and Asia-focused awards and 50 top-tier rankings

#### **LOCATIONS**

Strategically positioned in the world's growth markets, financial capitals and the home of information technology (21 offices globally and the only international legal network to be head quartered in Asia)

#### **CLIENTS**

Global financial and corporate powerhouses to new industry-makers to and all levels of government (some for over 200 years)

For further information please refer to King & Wood Mallesons under the

**Commercial Law: Domestic Opportunities** section of this guide.

**ADDRESS**

1 Silk St  
London EC2Y 8HQ, United  
Kingdom

**CONTACT**

Faye Wimpenny  
Graduate Recruitment  
Manager

**WEBSITE**

[www.linklaters.com/ukgrads](http://www.linklaters.com/ukgrads)

**EMAIL**

[graduate.recruitment@  
linklaters.com](mailto:graduate.recruitment@linklaters.com)

**OFFICE LOCATIONS**

Offices in 27 Cities in 19  
countries around the world

**AREAS**

Corporate:

Competition, Corporate/  
MMA, Employment &  
Incentives, Environment &  
Climate Change, Pensions

Finance & Projects

Banking, Capital Markets,  
Financial Regulation,  
Projects, Restructuring  
& Insolvency, Investment  
Management

Commercial

Intellectual Property, Litiga-  
tion & Arbitration, Real  
Estate & Construction, Tax,  
Technology, Media & Tel-  
ecomunications, Trusts

# LINKLATERS

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS FIRM?**

Linklaters is one of the world's most prestigious law firms: a global network of exceptional lawyers working and learning from one another to fulfil our ambition of becoming the leading global law firm. Our culture of innovation, teamwork and entrepreneurship means that we have built strong relationships with our clients advising them on their most important and challenging transactions. Trainees have the opportunity to be seconded to our international offices or to the offices of one of our clients, providing first hand experience of this global dimension.

**WHICH OFFICES CURRENTLY RECRUIT AUSTRALIAN STUDENTS FOR CLERKSHIPS (VACATION SCHEMES) OR GRADUATE PROGRAMS?**

For ten years Linklaters has been recruiting penultimate year Law students from Australian universities for a four-week Clerkship in London just before Christmas. Our clerkship programme provides intense professional development in a stimulating yet genuinely supportive environment. We only take around ten people each year on the clerkship so strong friendships can be made.

How do students apply for clerkships to this firm this year? Applications for our 2012 clerkship have now closed. The application process for 2013 will be opened next year.

**WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

Linklaters looks for intelligence, enthusiasm, drive and ambition. Once you're on the clerkship, you'll be treated like a trainee. We're looking for individuals who have interests and achievements outside of their studies too – team players with exceptional communication skills. Every part of our selection process is designed to help you show us your strengths, aptitudes and potential.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

We do accept applications for training contracts from applicants who have not undertaken the Australian clerkship with us. You can visit our website ([www.linklaters.com/ukgrads](http://www.linklaters.com/ukgrads)) to see when applications are open. The best way to gain an advance insight into the firm and to find out if Linklaters is right for you is to join us for the Australian clerkship.

The application process for a training contract or Australian clerkship begins with an online application form. Successful candidates will then be invited to complete an online test. The next stage involves an interview day, which includes a paper-based test, a work simulation exercise and two interviews (full details of which can be found on our website).

# WHITE & CASE

## ABOUT THE FIRM

### **WHAT IS UNIQUE ABOUT THIS FIRM?**

White & Case LLP enjoys a reputation as one of the world's leading law firms. We have more than 2000 legal staff worldwide with over 200 in our offices in Asia. Representing 85 nationalities and speaking more than 60 languages, the diversity of our legal and professional staff is a source of strength, vital to our ability to effectively represent our diverse community of clients throughout the world.

### **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE FIRM?**

Visit the firm's websites of [www.whitecase.com](http://www.whitecase.com) and [hkgrad.whitecase.com](http://hkgrad.whitecase.com) to learn more, and mark the application period on your calendar and apply!

### **WHICH OFFICES CURRENTLY RECRUIT AUSTRALIAN STUDENTS FOR CLERKSHIPS (VACATION SCHEMES) OR GRADUATE PROGRAMS?**

Hong Kong. The application for our 2013 Summer Internship and 2015 Training Contract will open from 1 August 2012 to 15 February 2013. Please submit your application online via our website.

### **WHAT DOES THE FIRM LOOK FOR IN A CLERK?**

We look for potential future Trainee Solicitors through our internships. There is no such thing as a typical White & Case trainee. We recruit people from all walks of life, from different national and cultural backgrounds, and with widely varying personalities. Even so, there are a few special qualities we always look for. To find out more, please visit our website <http://hkgrad.whitecase.com/whatarewelookingfor/>

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes. While the priority offers of our Training Contract are given to our interns, we would also consider candidates who apply directly. The application for our 2013 Summer Internship and 2015 Training Contract will open from 1 August 2012 to 15 February 2013. Please submit your application online via our website.

White & Case represents a tempting proposition for starting and then developing a career at the top end of the legal profession. The focus is on you and the experience needed to enable you to create your own career path. The training is comprehensive and tailored with your London seat guaranteed, the work is cutting edge and the rewards are excellent. For more information, please visit our website <http://hkgrad.whitecase.com/whychooseus/>

### **ADDRESS**

9th Floor, Central Tower, 28  
Queen's Road Central, Hong  
Kong

### **CONTACT**

Hong Kong Graduate Re-  
cruitment team

### **TELEPHONE**

+855 2822 8700

### **EMAIL**

[graduaterecruitment.hk@whitecase.com](mailto:graduaterecruitment.hk@whitecase.com)

### **LAWYERS**

870 (international)

### **PARTNERS**

187 (international)

### **OFFICE LOCATIONS**

White & Case has 38 offices in 26 countries around the world. To learn more about each of our offices, please visit our website <http://www.whitecase.com/locations/>

### **AREAS**

To learn more about our expertise, please visit our website <http://www.whitecase.com/practices/>

### **WEBSITE**

[hkgrad.whitecase.com](http://hkgrad.whitecase.com)

# PUBLIC SECTOR

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# DEPARTMENT OF ATTORNEY GENERAL AND JUSTICE (ATTORNEY GENERAL'S DIVISION)

## ABOUT THE ORGANISATION

### **WHAT SETS THIS ORGANISATION APART FROM OTHERS?**

The Department of Justice and Attorney General assists the NSW Government, Judiciary, Parliament and the community to promote social harmony through programs that protect human rights and community standards, and reduce crime.

The Department plays a key role in the administration and development of a just and equitable legal system of courts, tribunals, laws and other mechanisms that further the principles of justice and contribute to the achievement of the goals of Government.

The Department assists the NSW Attorney General in his role as the First Law Officer of the State. It also provides support services to enable the Attorney's legislative and advisory responsibilities to Parliament and Cabinet to be carried out.

### **HOW DOES THE ORGANISATION ENCOURAGE A WORK/LIFE BALANCE?**

The Department offers:-

- Flexible working hours, including flex leave,
- Part time work opportunities.
- Job share opportunities (where appropriate)
- A Well for Life Program, encouraging a healthy lifestyle.
- Workplaces where everyone has the right to a safe and harmonious environment free from intimidation, harassment or conflict.

### **HOW DOES THE ORGANISATION ENCOURAGE EMPLOYEES TO GROW THEIR POTENTIAL?**

- Staff are able to access study leave.
- A range of career opportunities are advertised across the organisation.
- A wide range of face to face and on-line training opportunities, with staff undertaking a minimum of five days training per annum.
- All staff undertake Achievement Planning with their supervisor.

### **ADDRESS**

Head Office:  
Parramatta Justice Precinct  
160 Marsden St  
Parramatta NSW 2150

### **EMAIL**

agrecruitment@agd.nsw.  
gov.au

### **NUMBER OF STAFF**

4000+ staff across NSW  
(Attorney General's division  
of the department)

### **OFFICE LOCATIONS**

160+ Locations throughout  
NSW



## **WHAT DOES THE ORGANISATION LOOK FOR IN A POTENTIAL EMPLOYEE?**

### Professional qualities

- Proficiency in the law and its underlying principles
- High level of professional expertise and ability in the area(s) of professional specialisation
- Applied experience (through the practice of law or other branches of legal practice)
- Intellectual and analytical ability
- Ability to discharge duties promptly
- Capacity to work under pressure
- Effective oral, written and interpersonal communication skills with peers and members of the public
- Ability to clearly explain procedure and decisions to all parties
- Effective management of workload
- Ability to maintain authority and inspire respect
- Willingness to participate in ongoing judicial education
- Ability to use, or willingness to learn modern information technology

## **PERSONAL QUALITIES**

- Integrity
- Independence and impartiality
- Good character
- Common sense and good judgement
- Courtesy and patience
- Social awareness

## **WHAT ADVICE WOULD YOU OFFER TO SOMEONE APPLYING TO THE ORGANISATION?**

- Speak to the inquiry/contact officer for the advertised position;
- Conduct an appropriate level of research into the area of the organisation and the position you are interested in applying for;
- Read all of the supporting information about the position, including the position description;

- Apply for the position following all instructions, including addressing each of the selection criteria listed for the position.

## **KEY QUESTIONS IN THE PUBLIC SECTOR**

### **WHAT IS THE PURPOSE OF YOUR ORGANISATION?**

The Department of Justice and Attorney General assists the NSW Government, Judiciary, Parliament and the community to promote social harmony through programs that protect human rights and community standards, and reduce crime.

The Department plays a key role in the administration and development of a just and equitable legal system of courts, tribunals, laws and other mechanisms that further the principles of justice and contribute to the achievement of the goals of Government.

The Department assists the NSW Attorney General in his role as the First Law Officer of the State. It also provides support services to enable the Attorney's legislative and advisory responsibilities to Parliament and Cabinet to be carried out.

### **HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

As above. The Department employs legal officers, policy officers and professional officers across a wide range of legal disciplines and areas of the law.

### **DO YOU OFFER ANY OPPORTUNITIES FOR NON-PENULTIMATE YEAR STUDENTS?**

Summer Clerk opportunities may be available from time to time.

### **WHAT IS THE TYPICAL CAREER PATH PROGRESSION OF GRADUATES AT YOUR ORGANISATION?**

Career Path progression is excellent for those wishing to pursue a career in the public sector. Progression is on the basis of merit.

### **AN EXAMPLE OF A SUMMER CLERKSHIP:-**

A summer clerkship with Legislation and Policy area of the Department provides a unique opportunity to be involved in formulating government policy, law reform and Parliamentary practice. You will have hands-on involvement in a range of projects from civil to criminal law policy and legislation development. Some of the tasks you may be expected to complete are:

- Preparing briefing notes for the Attorney General
- liaising with stakeholders
- conducting in-depth analysis on proposed Bills or policy reform from other Ministers
- writing speeches
- attending meetings
- working with other Government Departments,
- and conducting research.
- 

### **HOW DO STUDENTS APPLY FOR A CLERKSHIP?**

- Usually advertised in June/July by the Law Society of NSW.
- Applicants must comply with the eligibility and participation requirements of the Summer Clerkship Scheme.
- Applications are made email;
- Applicants may be interviewed.

### **DOES THE ORGANISATION TAKE GRADUATES DIRECTLY?**

No current graduate program.

**ADDRESS**

Level 23, 1 Oxford St  
Darlinghurst NSW 2010

**CONTACT**

Ruth Heazlewood

**TELEPHONE**

(02)9268 3111

**EMAIL**

Ruth\_Heazlewood@agd.  
nsw.gov.au

**NUMBER OF STAFF**

32

**AREAS OF PRACTICE**

Criminal Law

# PUBLIC DEFENDERS OFFICE

## ABOUT THE ORGANISATION

**WHAT SETS THIS ORGANISATION APART FROM OTHERS?**

Excellent exposure to criminal law practice in the higher courts.

**WHAT IS THE PURPOSE OF YOUR ORGANISATION?**

To provide high level legal representation for legally assisted people charged with serious criminal offences

**DO YOU OFFER ANY OPPORTUNITIES FOR NON-PENULTIMATE YEAR STUDENTS?**

Limited opportunities but depends on individual student.

**HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

We use our student interns and volunteers to assist with trial and other case preparation including research, brief preparation, preparing chronologies, assisting with written submissions, observing in court etc.

**WHAT IS THE TYPICAL CAREER PATH PROGRESSION OF GRADUATES AT YOUR ORGANISATION?**

There is no career path within Public Defenders as Public Defenders are only appointed after gaining extensive criminal law advocacy experience including trial and appellate work. Students who have worked with us tend to find work with NSW Legal Aid or the Aboriginal Legal Service.

**DOES THE ORGANISATION TAKE GRADUATES DIRECTLY?**

We only employ graduates under our Aboriginal Law Graduate program to assist Aboriginal graduates to complete practical legal training prior to admission. These positions are temporary and subject to annual funding.

**ANTICIPATED GRADUATE INTAKE FOR THIS YEAR**

Up to 3 unpaid graduates undertaking Practical Legal Training and 2 paid Aboriginal graduates. These numbers however may change depending on the circumstance at the time. Application should be made to the Chambers Manager prior to entry to PLT course.

# AUSTRALIAN COMPETITION & CONSUMER COMMISSION

## ABOUT THE ORGANISATION

### **WHAT OTHER BENEFITS AND ACTIVITIES, ASIDE FROM WORK, DOES THE ORGANISATION OFFER?**

Our graduates enjoy a competitive salary package that increases across the program, extensive on-the-job learning and formal training, the ability to work in a number of capital cities around Australia, flexible working conditions and the option to buy time off, in addition to four weeks annual leave.

### **HOW DOES THE ORGANISATION ENCOURAGE A WORK/LIFE BALANCE?**

ACCC graduates enjoy flexible working conditions and have the option to purchase time off, in addition to four weeks annual leave.

### **HOW DOES THE ORGANISATION ENCOURAGE EMPLOYEES TO GROW THEIR POTENTIAL?**

ACCC graduates enjoy working in an exciting and challenging environment where they can apply and expand their existing skills and knowledge. They form an important part of a small, high-performing agency that is committed to promoting competition, consumer protection and fair trading in the Australian marketplace. Once our graduates complete the program they have access to generous study assistance, professional development and career advancement opportunities.

### **WHAT DOES THE ORGANISATION LOOK FOR IN A POTENTIAL EMPLOYEE?**

We are seeking graduates with a genuine interest in industry regulation, competition policy and consumer protection, excellent analytical skills, a flair for writing, the ability to contribute to a team and strong interpersonal and communication skills

We look after our people, structuring work around them where we can and aim to provide a range of social and sporting events, staff benefits and support.

#### **ADDRESS**

23 Marcus Clarke Street  
Canberra ACT 2601

#### **CONTACT**

Woodrow Inman  
Graduate Program  
Coordinator

#### **TELEPHONE**

(03) 9290 1875

#### **EMAIL**

grad.jobs@accc.gov.au

#### **OFFICE LOCATIONS**

Adelaide, Brisbane, Darwin,  
Hobart, Melbourne, Perth,  
Sydney, Townsville  
Tell us about an interesting  
new project the organisation  
is currently working on  
The ACCC continues work  
on, and addresses new  
challenges, in the areas of  
consumer protection, en-  
couraging competition and  
regulating industries.

#### **AREAS**

Adjudication  
Australian Energy Regulator  
Communications  
Compliance strategies  
Corporate  
Enforcement and compli-  
ance  
Fuel  
Information, research and  
analysis  
Legal  
Mergers and acquisitions  
Regulatory development  
Product Safety  
Transport and general  
prices oversight  
Water

We recruit graduates from all disciplines, but we particularly welcome graduates of Industrial Economics, Commercial Law, Econometrics, Trade Practices Law, Public Policy, Financial Modelling

**DO YOU INTEND TO OFFER CLERKSHIPS/ INTERNSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

The ACCC is currently reviewing its summer intern program, and is considering increasing the number of interns and broadening the work areas participating. In previous years, Economics undergraduates about to commence their final year of study have been employed for six weeks from early January.

**DOES THE ORGANISATION TAKE GRADUATES DIRECTLY?**

Yes. The ACCC recruits for its graduate program each year. Graduates can also apply for positions outside the graduate program by visiting the ACCC website.

**WHAT SETS THIS ORGANISATION APART FROM OTHERS?**

The ACCC is Australia's peak consumer protection and competition agency. It is an independent statutory authority and is the only national agency dealing with competition matters. Our role is to promote vigorous and lawful competition, to encourage fair business dealings and to protect consumers from misleading and deceptive conduct.

ACCC graduates:

- work in a national agency applying and developing existing skills and knowledge
- complete three, 14-week rotations to gain experience across a range of areas of the ACCC such as: adjudication, corporate, enforcement and compliance, mergers and acquisitions or regulatory affairs
- provide input into decisions with far-reaching economic, industrial and legal implications
- become part of a high-profile public service agency
- develop a strong foundation for a rewarding and challenging career.

**WHAT IS THE TYPICAL PROGRESSION PATH OF GRADUATES WITHIN THEIR RESPECTIVE TEAM(S)?**

Our program is structured so that graduates work in a range of areas and take part in diverse activities. Graduates may be involved in analysing key market sectors; assisting in assessing applications for collective bargaining, authorisations and notifications; the economic regulation of network infrastructure; or investigating complaints from business or consumers about possible breaches of the Competition and Consumer Act 2010 (formally the Trade Practices Act 1974). They may be involved in consumer liaison activities, product safety surveys, compliance research or a wide range of activities in our Corporate Division.

Rotations are an essential part of our program and are designed to give graduates an understanding of the broad range of work undertaken by the ACCC. During our 10 month graduate program you will do three 14 week rotations in areas such as enforcement and compliance, regulatory affairs, corporate, mergers and acquisitions, adjudication.

**ANTICIPATED GRADUATE INTAKE**

To be confirmed.

**IF APPLICABLE, WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?**

All applications for the 2013 program must be submitted through our online jobs portal. Our selection process:

- 28 March 2012: Applications open
- 9 May 2012: Applications close
- May/June 2012: Candidates selected for further assessment
- July 2012: Further assessment (may include interviews, written exercises, presentations and group activities)
- August 2012: Referee checks
- September 2012: First round offers
- October 2012: Second round offers
- February 2013: Graduate program commences with a week of orientation in Canberra

You might even get the chance to work interstate.

## **HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

Legal skills are highly sought after across all work areas at the ACCC including our enforcement operations, regulatory affairs and corporate divisions. Law graduates are provided with an opportunity to develop and use legal skills on a daily basis. Our work requires you to consider the application of the Competition and Consumer Act 2010 (formerly the Trade Practices Act 1974) and other legislation in a variety of circumstances.

Graduates are able to use traditional legal skills such as drafting and legislative interpretation, but also draw upon the problem solving and critical thinking skills developed at law school in their work.

## **WHAT IS THE PURPOSE OF YOUR ORGANISATION?**

The ACCC protects consumers and promotes competition and fair trading in Australia. We employ approximately 800 staff nationally and have offices in each state and territory. Employees of the ACCC may also work for Australia's independent national energy market regulator, the Australian

Energy Regulator. The AER is responsible for the economic regulation of electricity and gas networks and enforcement of the gas and electricity codes.

## **WHAT IS THE TYPICAL CAREER PATH PROGRESSION OF GRADUATES AT YOUR ORGANISATION?**

2012 graduates received a starting salary of \$54 000 p.a. plus super as well as four weeks annual leave and generous personal and long service leave provisions. After satisfying certain training and performance criteria, graduates receive a salary advancement in their second rotation. At the end of the graduate year, graduate may be advanced to an APS4 classification. We have staff working at all levels and across all ACCC branches and in many APS agencies.

To be eligible to join our program you must be an Australian citizen, have recently completed at minimum a three-year Australian undergraduate degree or expect to complete this in 2012, and be available to start on 6 February 2013 and attend our one-week intensive orientation program in Canberra.

Later in the year, graduates will be able to express an interest in the 2014 program by visiting the ACCC website.

# KATRINA

## 2007 GRADUATE PROGRAM

### **AREAS OF WORK: MERGERS AND ASSET SALES BRANCH, ENFORCEMENT BRANCH AND LEGAL GROUP**

The ACCC graduate program offers a fantastic opportunity to work in diverse areas of the ACCC. I joined the graduate program in 2007 and my rotations were in the Mergers and Asset Sales Branch, Enforcement Branch and Legal Group. Working in different areas is great for providing you with a range of opportunities and challenges. As a graduate, I was interviewing potential witnesses around the country, conducting economic analysis on mergers and acquisitions by high-profile corporations and providing legal advice on

potential contraventions of the law. I was able to develop my skills on a range of interesting work with extensive training and support from my colleagues.

I also thoroughly enjoyed my interstate rotation in Canberra. The interstate rotations give you the opportunity to work in different areas, put faces to the names of your colleagues and take part in new hobbies/interests outside work that might not be available to you in your home town. I currently work as a lawyer in the Legal Group. At the ACCC, I work on a range of enforcement activities that are both challenging and exciting. The experience of working with those at the top of their field is also invaluable.

**ADDRESS**

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**CONTACT**

Vicki Carroll and Emma  
Ross

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(02) 9924 5000

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csorecruit@agd.nsw.gov.au

# NSW CROWN SOLICITOR'S OFFICE

## ABOUT THE ORGANISATION

**WHAT IS THE ROLE OF YOUR ORGANISATION?**

The role of the Crown Solicitor's Office is to provide independent, authoritative legal advice, representation and other legal services to the NSW government and its agencies. The CSO operates on a commercial basis and competes with private law firms to perform general legal work for government agencies.

**HOW ARE THE SKILLS/INTERESTS OF LAW STUDENTS RELEVANT TO YOUR ORGANISATION?**

The CSO deals with a broad range of matters that affect the entire community. The opportunity to work on matters that benefit the community can be particularly rewarding. The CSO is recognised as a leader in the areas of law most relevant to Government. The CSO has 190 solicitors and over 120 legal support staff working in all areas of law. As such, the CSO can offer valuable experience in different practice areas and ongoing opportunities for advancement.

**WHAT PARTICULAR ATTRIBUTES DO YOU THINK DEFINE YOUR EMPLOYEES?**

CSO employees are passionate about the law and enjoy the quality of work that the CSO offers. They are dedicated to providing clients with the best legal advice and services. They respect one another and work collaboratively together. (Note: the CSO requires all staff to treat colleagues and clients with respect at all times. The CSO has a policy of zero tolerance towards bullying and harassment in the workplace.)

**HOW DO STUDENTS APPLY FOR CLERKSHIPS AND GRADUATES TO THIS ORGANISATION THIS YEAR?**

Positions are advertised online through Jobs NSW and Seek websites and are usually open for 2 weeks. Applicants should submit their CVs and a statement indicating how they meet the selection criteria. A copy their academic transcript should be attached to their applications. Applications should be submitted through [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au) Shortlisted candidates will be interviewed and their references will be checked as part of the selection process.

**WHAT DOES THE ORGANISATION LOOK FOR IN A CLERK?**

The CSO recruits law students as legal clerks (paralegals) if they have completed at least two years of legal studies, with at least a credit average.



Candidates applying for a legal clerk positions within the CSO must meet the following selection criteria:

- Proven research skills including electronically assisted research
- Ability to exercise discretion, initiative and work to deadlines in a team environment
- Excellent written and oral communication skills
- Excellent client services skills

To support its business growth, the CSO seeks to recruit law graduates with superior academic achievements. They must also meet the other selection criteria listed above.

The program for law graduates of Aboriginal or Torres Strait Islander descent requires applicants to meet similar criteria.

#### **WHAT ROLE WOULD A GRADUATE HAVE?**

The CSO also has graduate recruitment programs which offer employment to law graduates: one is restricted to people of Aboriginal or Torres Strait Islander descent, while the other is open to all applicants. Under these programs, graduates assist senior solicitors in managing their legal practices. The graduates rotate at regular intervals and gain practical experience in different areas of law. Once they have completed a 2-year development program, they are assigned their own practice to manage

Graduates must have completed a law degree to be eligible for employment. They must also meet the following selection criteria:

- Legal skills that enable the provision of legal advice and representation
- Proven research skills (including electronically assisted research)
- Good written and oral communication skills (including interpersonal skills)
- Ability to provide excellent client service in a commercial environment

#### **IS THERE A TYPICAL TRAJECTORY IN YOUR ORGANISATION? WHAT SORTS OF ROLE CAN A GRADUATE PROGRESS INTO?**

Following the two-year development program, a graduate is placed as a solicitor in one of the CSO's twelve practice groups. They will be given responsibility for managing their own legal practices under the supervision of a senior solicitor.

#### **WHAT IS THE ANTICIPATED GRADUATE INTAKE THIS YEAR?**

The CSO employed 10 law graduates from our last recruitment.

**ADDRESS**

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Paul McKnight

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gov.au

**WEBSITE**

[www.lawlink.nsw.gov.au/lrc](http://www.lawlink.nsw.gov.au/lrc)

**STAFF**

20

**OFFICE LOCATIONS**

Central Sydney

# NSW LAW REFORM COMMISSION

## ABOUT THE ORGANISATION

### **WHAT IS UNIQUE ABOUT THIS ORGANISATION? WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government on matters referred to it by the Attorney General. Staff have the opportunities to work closely with Commissioners, who are at the top of the legal profession, and to contribute to the development of the law in New South Wales.

### **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

Staff of the Law Reform Commission will have strong research and analytical skills, the ability to consult with the community on law reform issues, and the ability to manage policy projects. We look for an ability to work in teams, and a commitment to the work of law reform.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

The Law Reform Commission supports ongoing professional development. Each staff member agrees an individual training plan. We are committed to developing future leaders in law reform and policy development.

### **WHAT IS THE PURPOSE OF YOUR ORGANISATION?**

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government through the Attorney General on matters referred to it by the Attorney General.

### **WHY WORK IN THE PUBLIC SECTOR?**

Law reform and policy work provides opportunities consider issues broadly, and make a difference.

### **HOW DO STUDENTS APPLY FOR CLERKSHIPS/INTERNSHIPS TO THIS ORGANISATION THIS YEAR?**

The LRC has a summer and a winter unpaid internship program. Students submit applications by email addressing the criteria advertise on our website [www.lawlink.nsw.gov.au/lrc](http://www.lawlink.nsw.gov.au/lrc)

**WHAT IS THE ANTICIPATED CLERKSHIP/  
INTERNSHIP INTAKE THIS YEAR?**

About 4 in winter, and 8 over summer.

**WHAT WORK DOES THE ORGANISATION  
OFFER A CLERK/INTERN?**

Interns work on our references as integral parts of the team doing research and writing. Interns are credited for their work on the reports they contribute to and in our annual report.

**DOES THIS ORGANISATION INTEND TO  
OFFER CLERKSHIPS/INTERNSHIPS TO  
STUDENTS OUTSIDE THEIR PENULTIMATE  
YEAR?**

No

**DOES THE ORGANISATION TAKE GRADUATES  
DIRECTLY? IF SO, WHAT IS THE METHOD  
OF APPLICATION FOR GRADUATES?**

Graduate recruitment is advertised as opportunities become available through the Jobs NSW site: [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au).

**WHAT DOES THE ORGANISATION OFFER  
ITS GRADUATES?**

Graduate positions are typically fixed term roles and become an immediate and integral part of the small reference teams. Graduates can expect a steep, but supported, learning curve.

**WHAT IS THE ANTICIPATED GRADUATE  
INTAKE THIS YEAR?**

1 or 2.

# THE COURT

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# HIGH COURT OF AUSTRALIA

**ALICIA LYONS**  
Associate to the Hon Justice  
Virginia Bell AC  
High Court of Australia  
2012

## **FOR WHOM DO YOU WORK?**

I work for Justice Bell in the High Court of Australia.

## **WHAT IS THE ROLE OF THE ASSOCIATE?**

Each High Court Judge has two Associates; one is based full-time in Canberra, the other (the “travelling Associate”) is based in the Judge’s home city but travels to Canberra with the Judge when the Court is sitting. Generally an Associate will spend their first six months as the Canberra Associate, and their second six months as the travelling Associate. The work of an Associate involves a lot of legal research, writing memoranda, proofing, preparing for hearings and special leave applications, and tipstaff duties (i.e. assisting the Judge in court).

## **WHAT DOES THE APPLICATIONS PROCESS INVOLVE? HOW DO INTERESTED INDIVIDUALS APPLY?**

There is no set application process and all the Judges approach applications a bit differently. It is probably best to ring the PA of the Judge you are interested in working for to ask what that Judge prefers. Generally, you will send a cover letter, CV and transcript to the Judge/s you are interested in working for a year or two in advance of when you would like to work for them. You will then have an interview - but this could be several months after you send the letter as there is no strict process.

## **WHO CAN APPLY FOR AN ASSOCIATE? ARE THERE ANY RESTRICTIONS?**

There aren’t any restrictions - apart from having a law degree, of course. Some Judges prefer their Associates to have done a year or two of work or perhaps some further in some cases, but it’s always best just to apply - you never know. And make sure you love reading, researching and writing - about the law of course!

## **WHEN DO APPLICATIONS OPEN? WHEN SHOULD INTERESTED INDIVIDUALS APPLY?**

You should apply at least a year, if not two, before you would like to start. You don’t have to do the Associateship straight away after finishing university - you can do a year or two of work or some further study first if you like. Some High Court Associates have already been Associates/Tipstaves in other courts.

**DO YOU HAVE ANY SPECIFIC ADVICE FOR APPLICATIONS? IS THERE ANYTHING YOU WISHED YOU KNEW BEFORE YOU APPLIED?**

Just be yourself - remember you will be working with the Judge very closely for a year, so you want to make sure you get on and like the work!

**WHAT INSPIRED YOU TO APPLY FOR THE POSITION?**

One of my friends in the year above, who had been offered a High Court Associateship, suggested I should apply. I hadn't even considered the possibility before. I'm so glad I followed her advice!

**WHAT HAS INTERESTED YOU MOST ABOUT THE POSITION?**

The greatest part of being an Associate is working closely with a Judge and gaining an insight into how he or she thinks about the law and analyses legal problems. It is absolutely invaluable. Also, I have been exposed to so many different areas of law - you basically have to read up on anything that comes across your desk. This has obviously been great for expanding my knowledge of the law.

**WHAT ARE YOUR PLANS AFTER YOUR TIME AT THE COURT?**

I am going to start a Bachelor of Civil Laws (BCL) at Oxford University in late September. This is a one year Master's Degree for lawyers from common law countries. You can follow this with another Master of Philosophy (MPhil) year to write a thesis - and even a Doctorate of Philosophy (DPhil - two more years after that) if you're very keen! The BCL is another great opportunity that anyone interested in further study should think about. Quite a lot of Associates do Masters' Degrees in law, usually in the UK or US, after finishing their Associateships.

**WHAT QUALITIES ARE REQUIRED OF AN ASSOCIATE?**

A love of the law - and of continuous legal research and memo-writing; a love of complex legal problems and legal argument; an interest in litigation - of course!

**DESCRIBE ONE CHALLENGE YOU HAVE FACED.**

As the travelling Associate, I generally spend two weeks in Sydney, then two weeks in Canberra - coming back on the weekends in between. It has been a bit of a challenge getting used to the very early Monday morning plane flights, the constant movement back-and-forth and spending half my time living out of a suitcase. I have had to adapt my luggage habits considerably. But this has also been very fun. And the Judges have to do it for several years, so Associates can't complain!

**DO YOU HAVE ANY MEMORABLE EXPERIENCES?**

So many. On the legal side, it has been exciting to be at the Court for major cases like the Malaysian Solution case and the Tobacco cases. On the non-legal side, I have some great memories of hanging about with the other travelling Associates in our shared accommodation in Canberra!

# FEDERAL COURT OF AUSTRALIA

**FIONA MAY GRANEY**  
Associate to the Hon Justice  
Flick  
Federal Court of Australia  
2011

## **FOR WHOM DO YOU WORK?**

From January 2011 to February 2012 I worked with the Honourable Justice Flick in the Federal Court of Australia.

## **WHAT IS THE YOUR ROLE?**

An Associate prepares for Court, attends Court, researches areas of law, liaises with members of the legal profession to ensure that hearings run smoothly, proofreads draft judgments, maintains files in Chambers and travels with the Judge during Full Court periods.

## **WHAT DOES THE APPLICATIONS PROCESS INVOLVE? HOW DO INTERESTED INDIVIDUALS APPLY?**

Interested individuals should address a personalised cover letter, CV and academic transcript to specific judges. This can be done by post or e-mail.

## **WHO CAN APPLY FOR THIS POSITION? ARE THERE ANY RESTRICTIONS?**

Associates should have a law degree by the time they start their associateship. It is not necessary to be admitted as a solicitor. Some Judges prefer their Associates to have some legal experience, but most Judges will accept applications directly from university students.

## **WHEN DO APPLICATIONS OPEN? WHEN SHOULD INTERESTED INDIVIDUALS APPLY?**

There is no formal application date. Applicants should write to or email the Chambers of a Judge in February-May, with a view to attaining a position for the following year. Most Judges will hire their Associates one year in advance. Some will hire two years in advance.

## **DO YOU HAVE ANY SPECIFIC ADVICE FOR APPLICATIONS? IS THERE ANYTHING YOU WISHED YOU KNEW BEFORE YOU APPLIED?**

Applicants should research their Judges carefully. They should speak to members of the legal profession, academics and former and current Chambers staff and familiarise themselves with any journal articles and looseleaf services that the Judge has written. It is also a good idea to become familiar with any recent decisions or decisions that may have been appealed. Review your cover letter very closely for any typographical errors. Judges and their Executive Assistants will read your cover letters carefully and they have eyes finely attuned to picking up errors.



**WHAT INSPIRED YOU TO APPLY FOR THE POSITION?**

I was inspired to apply after speaking to older friends who had thoroughly enjoyed their time at the Court. I had some experience in litigation at a top-tier firm and I wanted to see what life was like on the other side of the bench.

**WHAT HAS INTERESTED YOU MOST ABOUT THE POSITION?**

It is difficult to choose which Court to apply to, but one attraction of the Federal Court is that it hears a very wide range of matters, and that I had an opportunity to see matters in the original and appellate jurisdiction of the Court.

**WHAT ARE YOUR PLANS AFTER YOUR TIME AT THE COURT?**

I finished my associateship in February 2012 and I have since started working for an international law firm in Sydney as a solicitor in litigation. I immediately started working on a couple of matters involving Federal Court litigation. It has been very rewarding communicating what I learned as an Associate to my supervisors.

**WHAT QUALITIES ARE REQUIRED OF AN ASSOCIATE?**

Associates should have strong organisational skills and an ability to pay attention to detail. Another requisite is discretion. As a Judge's Associate, you will sometimes have privileged material or material protected by a confidentiality order in your possession. It is important to take your role very seriously.

**DESCRIBE ONE CHALLENGE YOU HAVE FACED.**

Time management is often a challenge for Associates in the Federal Court. When a judgment is delivered, for example, it is the Associate's job to notify legal practitioners, to ensure that the judgment does not contain any errors, to make sure that enough copies of the judgment are printed and available for distribution. The Full Court periods can be very challenging and busy, as you may have to race from the Law Courts

Building in Sydney, to the airport, to Court in another State or Territory. Duty week can also be unpredictable and exciting. Sometimes life as an Associate can be pretty fast-paced!

**DO YOU HAVE ANY MEMORABLE EXPERIENCES?**

I found that one of the highlights as an Associate was having a calendar full of prestigious social events. There were ample opportunities to mingle with Judges, such as at the Federal Court Christmas Party. There were frequent opportunities for socialising during Full Court periods, as Judges, their Executive Assistants and Associates would often meet up for dinner interstate. One of my favourite nights last year was at a dinner at a Chinese restaurant in Melbourne with the Chief Justice, four other Federal Court Judges and their Chambers staff. It was surreal and awe-inspiring to get an opportunity to speak to such interesting and intelligent individuals about their interests outside of law, including subjects like film, literature and travel.

# NEW SOUTH WALES COURT OF APPEAL

**SURYA GOPALAN**  
Tipstaff to the Hon Justice  
Whealy  
New South Wales Court of  
Appeal 2012

## **FOR WHOM DO YOU WORK? WHICH COURT? WHICH DIVISION?**

I work as a Tipstaff to Justice Whealy of the New South Wales Court of Appeal.

## **WHAT IS YOUR ROLE?**

The specifics of the role vary from chambers to chambers with much depending on the personality and work habits of the judge. Common tasks include legal research, proof reading of judgments and collecting authorities for court. There is also an administrative component that involves supporting the lunches and other events your chambers hosts.

## **WHAT DOES THE APPLICATIONS PROCESS INVOLVE? HOW DO INTERESTED INDIVIDUALS APPLY?**

The application process generally involves the submission of a tailored cover letter together with your CV and academic transcript. You can submit these electronically to the judge's associate, or send a hard copy by mail.

After that, you may be invited to an interview with the judge. The interview is (usually) little more than an opportunity for the judge to assess how you interact as a person.

## **WHO CAN APPLY FOR THIS POSITION? ARE THERE ANY RESTRICTIONS?**

A role as a Tipstaff/Researcher at the Supreme Court is generally for recent (sometimes even not so recent) law graduates. As your employment is technically with the office of the NSW Attorney General, there may be restrictions to do with citizenship and/or residency requirements. If you are not an Australian citizen, you should have a look at the NSW Attorney General Department's website for further information on recruitment policy.

## **WHEN DO APPLICATIONS OPEN? WHEN SHOULD INTERESTED INDIVIDUALS APPLY?**

This part of the process is opaque. Each judge runs their chambers to a different recruiting timetable (sometimes varying year to year) so it is hard to say applications will be accepted for a set period. The best thing to do would be to contact the judge's associate (if applying to the NSW Supreme Court) and query the relevant dates.

It is rare for judges of the NSW Court of Appeal to recruit more than a year in advance (which judges of the High Court sometimes do). As a general guide, applications are accepted from late January of the year prior to the year you intend to commence work with the judge. When

a critical mass of applications is reached, the applications are assessed and a few interviews are scheduled. Most Judges of Appeal have finalised their Tipstaff for the next year by the start of May.

If you are applying with a view to commence in January 2014, I would suggest applying no later than March 2013.

**DO YOU HAVE ANY SPECIFIC ADVICE FOR APPLICATIONS? IS THERE ANYTHING YOU WISHED YOU KNEW BEFORE YOU APPLIED?**

Just remember to research the judge you are applying to before submitting your application. Not only is it important to ensure you aren't completely unenthused by their areas of legal expertise, but your research will often alert you to extra-judicial interests of the judge and put you on notice of common interests that could be important to your application. As you will be working very closely with the judge for a year, these interests (together with your personalities) may be more significant than anything else.

**WHAT INSPIRED YOU TO APPLY FOR THE POSITION?**

Knowing full well that any entry-level legal position would have its share of unglamorous work, I thought the courts would be the best place to observe in close proximity, and thereby learn from, the work habits of someone of influence in the profession. I was drawn to the fact that I could discuss law with the judge, and report directly to him/her. I thought this environment would encourage me to develop confidence in my legal analysis and writing, as well as instil in me a lasting sense of professionalism and ownership of my work.

**WHAT HAS INTERESTED YOU MOST ABOUT THE POSITION?**

I am really enjoying the breadth of exposure to different areas of law afforded by working at the Court of Appeal. We hear appeals relating to most subjects we studied at law school so - through reading and hearing submissions, conducting research and discussing the developing judgment with the judge - working here almost acts as a very functional revision of university. I also like observing the court-craft of barristers

and hearing what goes down well and what doesn't in the eyes of the judges.

**WHAT ARE YOUR PLANS AFTER YOUR TIME AT THE COURT?**

At this stage, I plan to work at a commercial law firm.

**WHAT QUALITIES ARE REQUIRED IN A TIPSTAFF?**

It is important for a Tipstaff to enjoy (or at least, not hate) legal research. I think it is also good to have a healthy sense of self-awareness in respect of your own position and abilities vis-à-vis the judge. It goes without saying that Tipstaves have to be professional, respectful and, where appropriate, discrete in their dealings with judges, other court staff, and the media.

**DESCRIBE ONE CHALLENGE YOU HAVE FACED.**

One challenge I faced at the beginning of my year was having to quickly come to terms with areas of law that were either unfamiliar or long discarded from my short-term memory basket. The resources of the court library - including the helpful library staff - have been very useful in this regard.

**DO YOU HAVE ANY MEMORABLE EXPERIENCES?**

Without noting anything in particular, I have generally enjoyed the humorous tangents some judges have pursued in particularly dry hearings, and also the sharing of court horror stories with the community of Tipstaves/Researchers.

# NEW SOUTH WALES SUPREME COURT

## COMMON LAW DIVISION

### **FOR WHOM DO YOU WORK? WHICH COURT? WHICH DIVISION?**

I work as Researcher to the Common Law Division of the Supreme Court of New South Wales. In my day to day work, I answer to the Chief Judge at Common Law.

### **WHAT IS YOUR ROLE?**

The Common Law Researcher primarily assists judges in the Common Law Division with research on legal issues that have arisen in cases being heard in the Division. The Common Law Division hears a diverse range of matters that involve issues of criminal law, administrative law and tort. There is occasionally the opportunity to assist judges with extra-curial research (for use in a speech to be delivered by the judge, for example). In addition, Researchers are required to fill in for tipstaves who are absent or unable to attend to their tipping duties for any other reason.

### **WHAT DOES THE APPLICATIONS PROCESS INVOLVE? HOW DO INTERESTED INDIVIDUALS APPLY?**

The application process involves the submission of an application to the chambers of the Chief Judge at Common Law, usually in the first half of the year that precedes the one for which you are applying.

### **WHO CAN APPLY FOR THIS POSITION? ARE THERE ANY RESTRICTIONS?**

Anyone who will have finished law school by the time they intend to assume the job may apply.

### **WHEN DO APPLICATIONS OPEN? WHEN SHOULD INTERESTED INDIVIDUALS APPLY?**

Applications are accepted all year round until a suitable candidate is found, but the chambers of the Chief Judge does prefer to select a candidate as quickly as possible, so the earlier the better.

### **DO YOU HAVE ANY SPECIFIC ADVICE FOR APPLICATIONS? IS THERE ANYTHING YOU WISHED YOU KNEW BEFORE YOU APPLIED?**

The application should strongly emphasise the applicant's legal research skills and experience.

**CHRIS BESHARA**  
New South Wales Supreme  
Court  
Researcher  
Common Law Division  
2012

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**XI BING (JULIA) SU**  
Tipstaff to the Hon Justice  
Rein  
New South Wales Supreme  
Court  
Equity Division  
2012

**WHAT HAS INTERESTED YOU MOST ABOUT THE POSITION?**

The opportunity to work closely with brilliant legal minds and to see how things work from “the other side” has interested me most about the position. The concern in this job is not to arrive at the answer your client wants, as it is in many commercially driven environments, but to settle on the answer that is correct and just.

**DESCRIBE ONE CHALLENGE YOU HAVE FACED.**

A constant challenge is balancing the deadlines you must meet with your desire to catch every typo and cover every legal issue.

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**EQUITY DIVISION**

**FOR WHOM DO YOU WORK? WHICH COURT? WHICH DIVISION?**

Justice Rein, trial judge in the Equity Division of the Supreme Court of New South Wales.

**WHAT IS YOUR ROLE?**

Generally Supreme Court judges appoint graduates as tipstaves but in Justice Rein’s case a new Associate is appointed each year. Every judge runs their chambers differently and this is one instance of that fact.

In Court, I sit between the Bench and the Bar, in front of the Judge, and I work on my computer when I am not marking the exhibits, making note of the orders for the Record of Proceedings or following something interesting happening in the course of the trial. In chambers, I assist the Judge with typing judgment drafts and publishing judgments on Caselaw. If a judgment is particularly long or complex, I might be asked to assist by writing a note on a particular evidential or legal issue arising in the case. I also maintain the diary and liaise with other judicial officers and court officers and solicitors, counsel and litigants on behalf of the Judge.

**WHAT DOES THE APPLICATION PROCESS INVOLVE? HOW DO INTERESTED INDIVIDUALS APPLY?**

Applicants need only send their cover letter, curriculum vitae and academic transcripts to the Associate.

**WHO CAN APPLY FOR THIS POSITION? ARE THERE ANY RESTRICTIONS?**

Graduates usually apply for these positions, although there are no real restrictions – lawyers who have already been in practice have also been appointed in these roles.

**WHEN DO APPLICATIONS OPEN? WHEN SHOULD INTERESTED INDIVIDUALS APPLY?**

You can always check with the individual Judge (through contacting their Associate) when they are accepting applications, but usually judges start receiving applications from the very beginning of Law Term (last week of January) and I think that’s a good time to start applying.

**DO YOU HAVE ANY SPECIFIC ADVICE FOR APPLICATIONS? IS THERE ANYTHING YOU WISHED YOU KNEW BEFORE YOU APPLIED?**

I had spoken to friend already working at the Court before applying so I knew pretty much all that I could have wanted to know – it was very helpful and I would recommend speaking to someone who’s already working at the Courts in the role that you’re interested in. They’re mostly graduates so you will probably know someone doing it or know someone who knows someone who’s doing it and I’m sure they’d be willing to talk to you about the position so don’t be afraid to ask. The Panel that SALS organises is also a good alternative to this!

One piece of advice which my friend gave me, and which we agreed at the Panel this year would be useful, is to read the swearing-in speeches that are available on the Court’s

webpage – this is one way in which you can get to know a bit more about a Judge you are applying to.

**WHAT INSPIRED YOU TO APPLY FOR THE POSITION? WHAT HAS INTERESTED YOU MOST ABOUT THE POSITION?**

I was really interested to see the operation of our legal system in the Courts and also to see brilliant legal minds in action – and I have not been disappointed. It has been a fantastic learning experience to be able to see all aspects of the conduct of a trial and to be privy to the Judge's thoughts on cases as they unfold.

**WHAT ARE YOUR PLANS AFTER YOUR TIME AT THE COURT?**

I don't know yet so thankfully I have this year to take a step back and think about my plans.

**WHAT QUALITIES ARE REQUIRED IN AN ASSOCIATE?**

The same qualities that would be required in any other position – attention to detail, legal research and writing skills, general IT and typing abilities.

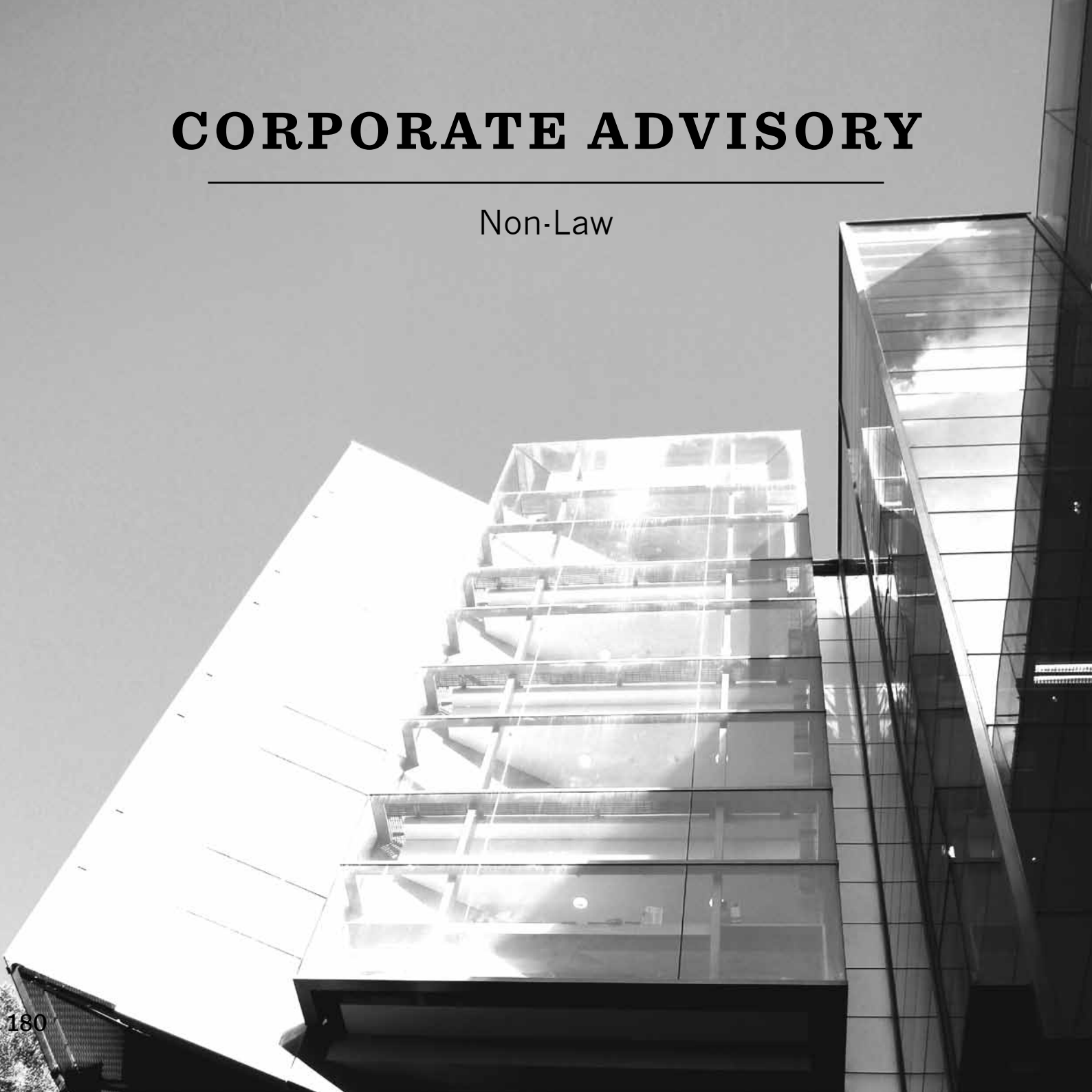
**DESCRIBE ONE CHALLENGE YOU HAVE FACED.**

It has been disconcerting to see the reality of how underrepresented women are at the Bar. In the first hearing we had this year, all four counsel at the Bar table were men, whereas in the three months of my Associateship so far, in total only four female barristers have appeared at hearings before the Judge. It is often the case that only male counsel are instructed, and this is not necessarily because they are more competent than the female barristers, at least not from what I have seen. It is a disappointing situation, but one which I am hopeful will soon change as our generation of law graduates embark on our careers.

# CORPORATE ADVISORY

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Non-Law





# CORPORATE ADVISORY EXPLAINED

Future graduates that are seeking commercial opportunities outside the legal sphere should consider corporate advisory. The term ‘corporate advisory’ is in itself highly general and the particular service firms covered by this section reflect those most applicable to law graduates. Most notably, these consist of investment banking, management consulting, corporate recovery and restructuring, and tax advisory services. This section of the guide is not concerned with ‘in-house’ legal roles within such firms, but instead concentrates on Associate or Analyst positions available with the organisations.

Essentially, these firms provide advice to public and private organisations of all sizes on a wide variety of matters that the organisation is presently concerned with, or may become concerned with in the future. One may question where exactly a law degree becomes relevant for corporate advisory positions. In corporate recovery or insolvency, Analysts are often required to apply corporations law to various client engagements involving entities in administration, receivership or liquidation. When executing or advising on a merger or acquisition, it is necessary to consider the legal implications associated with such a deal and thus investment banks and independent financial advisory houses must structure

transactions accordingly. Restructuring an organisation carries with it taxation implications, and tax advisory firms use their understanding of tax law to optimise these arrangements.

However the value of a law degree to management consulting firms comes not as much from an intricate knowledge of the law itself, but from the vast array of ancillary skills learnt at law school, such as the ability to construct a logical argument.

If all of this sounds attractive to you, the first question to consider is whether a commerce or quantitative degree is a prerequisite for a graduate position within the firm. Often the answer is no, as firms appreciate that students outside the Merewether Building are as capable of providing high quality advice to public and private clients as those within it. Next, future graduates should consider whether the firm requires them to undertake any professional or postgraduate qualification, such as a Masters of Business Administration (MBA), Chartered Accountant (CA) or Chartered Financial Analyst (CFA) program, during their time at the firm. Finally, there are often multiple divisions open to law graduates, so it is imperative to understand the work each division does, the demands of each role and exactly what a position with that team can do for your professional career.

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*The value of a law degree to management consulting firms comes not as much from an intricate knowledge of the law itself, but from the vast array of ancillary skills learnt at law school, such as the ability to construct a logical argument.*

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**ADDRESS**

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Will Phillips

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will.phillips@booz.com

**OFFICE LOCATIONS  
(AUSTRALIA)**

Brisbane, Canberra, Melbourne, Sydney

**AREAS**

Automotive, Industrial and Consumer  
Government  
Defence and National Security  
Energy  
Financial Services  
Telecommunications  
Transport  
Media

# BOOZ AND COMPANY

## ABOUT THE ORGANISATION

**WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

In Australia, New Zealand and South-East Asia (ANZSEA), Booz & Company has been advising clients since 1987. We maintain our regional headquarters in Sydney, through which all operations across ANZSEA are managed. Combining global experience with local knowledge and understanding, we've worked on significant and large scale assignments for the region's major corporations and government organisations.

**DOES THE ORGANISATION ENGAGE IN PRO BONO OR VOLUNTEER ACTIVITIES?**

Booz & Company has a solid history and commitment to corporate philanthropy, volunteerism and community service. We actively support a number of organisations including Special Olympics, The Great Barrier Reef Foundation, Youth Off The Streets, and the Cancer Council.

**HOW ARE THE SKILLS & INTERESTS OF A LAW STUDENT RELEVANT?**

We look to employ graduates from a diverse range of backgrounds.

**HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Please apply via the Booz & Company website. Please note that applications for the Winter Internship 2012 have now closed and applications for the Winter Internship 2013 will open in March 2013.

**WHAT DOES THE ORGANISATION LOOK FOR IN A INTERN?**

Studying towards a degree, with an exceptional academic record, Strong extra-curricular interests, Imagination and creativity, Judgment and maturity, Curiosity, Interpersonal skills Ability to work in a team environment High energy level

**WHAT WORK DOES THE ORGANISATION OFFER A INTERN?**

Winter Interns work with clients through all stages of consulting projects: identifying the major issues that the client is facing, generating hypotheses against those issues, structuring & performing analyses, identifying creative but pragmatic options against potential market scenarios, developing conclusions, making strategic recommendations, and then developing plans to operationalise the agreed strategy.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?** Yes. Applications for the Class of 2013 have now closed. Applications will open for the Class of 2014 in January 2013. Please check our website for details.

# BOSTON CONSULTING GROUP

## ABOUT THE ORGANISATION

### **WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

BCG addresses clients' issues with a customised approach that combines deep insight into the dynamics of companies and markets, with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results.

### **DOES THE ORGANISATION ENGAGE IN VOLUNTEER ACTIVITIES?**

Making a difference is a point of pride for BCG. 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, city development, business incubation, and education. We also provide local community support such as mentoring high school students, and have active charity committees in each office.

### **HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Unfortunately due to the way our work is structured, we are unable to offer Internships to non-MBA students.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

BCG employs graduates from disciplines including law, arts, science, commerce and engineering. Most are in the top 5-10% of their graduating class. Students interested in joining BCG after completing their undergraduate degree should apply for a full-time role in their final year of study. BCG usually recruits final year graduates every March. For more information about our recruiting event dates, check our website [www.bcg.com.au](http://www.bcg.com.au)

### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

BCG has been part of Fortune's 'Best Companies to Work For' for the past 6 years. In 2011 and 2012 we ranked #2 'Best Company to Work For'. Our culture is relaxed, informal and collegial. We strive for a sustainable work-life balance through, for instance, our flexible work models. We socialise regularly to have fun and build our open team culture, through our Fit'n'Healthy, Social Committee, Charity, or Green Committee. We are also renowned for how we develop people with the case team and through internal and external training. Graduates have opportunities to undertake a sponsored MBA program, work in another office or go on secondment.

### **ADDRESS**

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### **CONTACT**

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### **EMAIL**

[pahl.maisie@bcg.com](mailto:pahl.maisie@bcg.com)

### **OFFICE LOCATIONS**

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: Financial services, Consumer goods, Public sector, Media and Resources

**ADDRESS**

Grosvenor Place  
225 George St  
Sydney NSW 2000

**OFFICE LOCATIONS**

Sydney, Western Sydney

**AREAS**

Professional Services

**WEBSITE**

deloitte.com.au

# DELOITTE

## ABOUT THE FIRM

**HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

While we do not take graduates into the Legal area of our firm, we employ a large number of law graduates into our Consulting, Forensics and Tax service lines.

**HOW DO STUDENTS APPLY FOR INTERNSHIPS TO THIS ORGANISATION THIS YEAR?**

Applications for our Summer Vacation Program are open now through our website (graduates.deloitte.com.au)

**WHAT DOES THE ORGANISATION LOOK FOR IN A INTERN?**

We look for excellent communication, leadership and team working skills, the ability to problem solve and think innovatively, as well as a strong academic record.

**DOES THIS ORGANISATION INTEND TO OFFER INTERNSHIPS TO STUDENTS OUTSIDE THEIR PENULTIMATE YEAR?**

The Summer Vacation Program is open to penultimate students only.

The Deloitte Development Program is open to 'pre' penultimate year students, those that are in first year of a three year, second year of a four year or third year of a five year degree.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes.

**IF SO, WHAT IS THE METHOD OF APPLICATION FOR GRADUATES?**

Applications can be made through our website [graduates.deloitte.com.au](http://graduates.deloitte.com.au)

Applications for the 2013 Graduate Programs are currently open.

# ERNST & YOUNG

## ABOUT THE ORGANISATION

### **WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

Ernst & Young is a global leader in Assurance, Tax, Transactions and Advisory services. We aim to have a positive impact on businesses and markets, as well as on society as a whole.

Our 152,000 people are the foundation of our success. We assemble the right multi-disciplinary team for our clients business, drawing on our global talent pool, to help our clients achieve their potential. We work closely with our clients, gaining a clear understanding of their organization and striving to identify issues before they become problems. We make sure they get fast access to the people they need, wherever in the world that our clients need them.

It's your time to become

Connect with us and keep in touch.

### **HOW DO STUDENTS APPLY FOR INTERNSHIPS TO THIS ORGANISATION THIS YEAR?**

Applications are now open for the 2012-2013 Sydney Summer Vacationer Program. Apply online at [www.ey.com/au/careers](http://www.ey.com/au/careers)

### **HOW MANY INTERNS DID YOUR ORGANISATION TAKE LAST YEAR?**

500 across Australia.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, however all 2013 graduate positions have been filled.

### **ADDRESS**

680 George St  
Sydney NSW 2000

### **CONTACT**

Cassandra Moore

### **TELEPHONE**

(02) 9248 4844

### **STAFF**

152,000 Worldwide

### **OFFICE LOCATIONS**

Australia – Sydney, Melbourne, Adelaide, Perth, Canberra & Brisbane

### **AREAS**

Assurance, Tax, Advisory & Transactions Advisory Services

### **WEBSITE**

[www.ey.com/au/careers](http://www.ey.com/au/careers)

### **FACEBOOK**

[facebook.com/eycareers](https://facebook.com/eycareers)

**ADDRESS**

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Stacey Zannakis

**TELEPHONE**

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**EMAIL**

stacey.zannakis@fh.com.au

**STAFF**

80 (Sydney)

**OFFICE LOCATIONS**

Sydney, Melbourne, Perth,  
Brisbane, Adelaide and Asia

**AREAS**

Corporate Recovery, Forensics, Management Consulting and Corporate Advisory

# FERRIER HODGSON

## ABOUT THE ORGANISATION

**WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

Ferrier Hodgson is a leading group of dedicated and experienced professionals specialising in Corporate Advisory, Management Consulting, Forensics and Corporate Recovery with strategically developed offices across major business centres in Australia and the Asia Pacific.

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

Our highly experienced professionals have managed some of the most significant administrations in Australia including: Sportsgirl, One.Tel, Pasminco, Opes Prime, Allco Financial Group, Sonray Capital Markets, Borders, Colorado, Bettina Liano.

**WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

Ferrier Hodgson recruits ambitious, driven individuals looking to develop a common sense approach to business. We look for a balance of strong interpersonal skills, academics, leadership abilities and extracurricular involvement.

**HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

Ferrier Hodgson is committed to learning and development and provides a tailored approach for all employees through a Personal Development Plan. In addition to supporting the Chartered Accountants Program in full, we offer structured training and development, mentoring, performance feedback and a clear promotional path.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, apply Directly through our website: [www.ferrierhodgson.com.au](http://www.ferrierhodgson.com.au).

**WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Individual professional development plans and regular feedback opportunities, personalised coaching and mentoring programs to guide individual development and career progression, full CA and IPA program support, financial support for postgraduate courses, including paid leave for study and exams, comprehensive induction and graduate learning program, professional development program, national and international secondment opportunities, opportunities to work in our offices across Australia and Asia, as well as our global affiliates in the US and Europe, professional memberships, participation in annual bonus program, salary continuance insurance, social events / functions, supportive and lively culture and broad industry exposure.

# GOLDMAN SACHS

## ABOUT THE ORGANISATION

### **WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

Goldman Sachs combines the pre-eminent global knowledge of a worldwide financial services firm with a unique Australasian perspective.

### **HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

The analytical, written and presentation skills law students develop during the course of their studies are able to be applied across a number of the firm's different business divisions.

### **HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Online at [www.goldmansachs.com/careers](http://www.goldmansachs.com/careers). This process is aligned with our global offices and includes the facility to upload an attachment that includes your CV, cover letter and academic transcript. The intake is dependent on the number and quality of the applications that we receive, in addition to business requirements. 23 interns were taken last year. The internship program is designed for candidates in their penultimate year of study only. The program offers students the opportunity to work at Goldman Sachs for 11 weeks, taking on real responsibilities and experiencing first hand the opportunities and challenges of being a full-time team member at a global financial services firm.

### **WHAT DOES THE ORGANISATION LOOK FOR IN A INTERN?**

We look for well rounded people who can set themselves apart from the rest of the applicant field. The qualities that we look for in our people are intelligence, leadership, teamwork, motivation, a thirst for knowledge and a passion for financial services.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Despite the success of our internship program, we also run a Graduate Program recruitment process. We have already completed our graduate recruitment process for 2013. Applications for the 2014 Graduate Program will open online early in 2013.

### **WHAT DOES THE FIRM OFFER ITS GRADUATES?**

You quickly become an integral member of the team with your own responsibilities. You are involved in projects designed to deliver business outcomes soon after commencing the graduate program. From Day 1 you build a global network and embark on a journey with a steep, yet rewarding learning curve.

We have already completed our graduate recruitment process for 2013.

### **ADDRESS**

GPO Box 2050  
Melbourne VIC 3000

### **EMAIL**

[graduatecareers@gs.com.au](mailto:graduatecareers@gs.com.au)

### **OFFICE LOCATIONS**

We have offices in Melbourne, Sydney and Auckland.

### **AREAS**

Opportunities exist across our Corporate Advisory, Securities, Global Investment Research, Investment Management and Technology divisions.



**ADDRESS**

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**EMAIL**

enquiries@greenhillcali-  
burn.com

**OFFICE LOCATIONS**

Sydney, Melbourne

**AREAS**

Greenhill & Co., Inc. is a leading independent investment bank listed on the New York Stock Exchange. The firm provides financial advice on significant mergers, acquisitions, restructurings, financings and capital raisings to corporations, partnerships, institutions and governments.

# GREENHILL CALIBURN

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

The focus of Analysts' time is spent working within small, focused teams on mergers and acquisitions advisory, capital markets and debt / restructuring assignments. An Analyst position at Greenhill Caliburn provides unparalleled exposure to senior professionals.

**WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?**

Greenhill Caliburn has advised on some of the largest and most complex transactions in this market, such as advising Coal and Allied on the acquisition proposal from Rio Tinto and Mitsubishi (\$11.1 billion) and the Australian Government on the \$16 billion public sell down of its shareholding in Telstra and transfer of the balance (\$7.0 billion) to the Future Fund.

**HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Application, including CV and academic transcript, to [careers@greenhillcaliburn.com](mailto:careers@greenhillcaliburn.com).

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, but applications for 2013 have already closed (23 March 2012). To apply for 2014, send an application, including CV and academic transcript, to [careers@greenhillcaliburn.com](mailto:careers@greenhillcaliburn.com).

**WHAT DOES THE ORGANISATION LOOK FOR IN AN INTERN OR GRADUATE?**

Given the complex nature of the Firm's work and the high standards our clients and colleagues expect, Greenhill Caliburn looks to recruit only the brightest and most capable individuals. Our graduate intake is therefore highly selective. We seek candidates with an outstanding analytical mind and academic performance, excellent financial awareness and commercial understanding, strong interpersonal and communication skills and well-developed leadership qualities, integrity, initiative, motivation and commitment, and the ability to work as part of a team in a fast-paced intellectual environment.

**WHAT DOES THE FIRM OFFER ITS GRADUATES?**

Greenhill Caliburn offers team members unrivalled deal exposure and participation in cross-border M&A, capital markets and debt advice. The 'Analyst' role is an entry-level position for the brightest and most capable university graduates. Greenhill provides its Analysts with a strong foundation in the skills they need to begin a successful career in investment banking. Greenhill Caliburn will also consider summer Analyst opportunities for undergraduates in the December – February period prior to their final year.

# KORDAMENTHA

## ABOUT THE ORGANISATION

### **WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE?**

KordaMentha recruits graduates and vacation students who are either completing or in their penultimate year of a Commerce, Commerce/Law, Economics, Business or Finance degree, preferably majoring in Accounting.

### **HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

A combination of well planned training through the KordaMentha Business School and on-the-job experience ultimately provides you with top notch and diverse business skills. An active social culture including team sports, involvement in various charities and social functions promotes a work/life balance.

### **HOW ARE THE SKILLS OF A LAW STUDENT RELEVANT?**

Accounting, finance and business aptitude; Powerful communication and negotiation skills; Critical and strategic thinking expertise; and Rapid commercial decision-making flair.

### **HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Please visit our website, [www.kordamentha.com](http://www.kordamentha.com) or contact us on (03) 8623 3333. Last year, Kordamentha took 5-6 interns. Internships are only offered to students in their penultimate year. Working at KordaMentha, you will be given real responsibility. We will give you the exposure to work on diverse engagements and the ability to be directly involved in running companies.

### **WHAT DOES THE ORGANISATION LOOK FOR IN A INTERN?**

Candidates must display excellent interpersonal and communication skills and be able to deliver the highest standards of client service.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes. Candidates must complete an online application form and attach their cover letter, CV and academic transcript via our website, [www.kordamentha.com](http://www.kordamentha.com).

As a KordaMentha graduate you can expect, Exposure to high profile and diverse clients; Travel opportunities; A supportive team environment; Fully funded CA program support, as well as training through the KordaMentha Business School; and An active social culture including team sports, involvement in various charities and social functions.

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### **CONTACT**

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### **EMAIL**

(03) 8623 3333

### **WEBSITE**

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

### **STAFF**

Nationally KordaMentha employs over 360 staff.

### **OFFICE LOCATIONS**

Melbourne, Sydney, Perth and Singapore.  
Affiliate offices – Adelaide, Brisbane, Gold Coast, New Zealand and Townsville

### **AREAS**

Corporate Recovery and Insolvency, Turnaround and Restructuring, Forensic Services and Real Estate Advisory.

**ADDRESS**

10 Shelley Street  
Sydney NSW 2000

**CONTACT**

Graduate Recruitment Team

**TELEPHONE**

1800 657 317

**EMAIL**

nswgradrecruit@kpmg.  
com.au

**STAFF**

5,200 across Australia over  
13 offices.

**AREAS**

Audit, Tax and Advisory  
(this includes Management  
and Risk Consultancy).

**WEBSITE**

To discover more about ca-  
reer opportunities at KPMG  
and to apply visit the “Join  
Us” section of  
[www.kpmg.com.au](http://www.kpmg.com.au)

# KPMG

## ABOUT THE ORGANISATION

At KPMG, we're committed to providing an open and friendly environment for our graduates and students that offers long-term growth, constant challenge and generous rewards. It's a philosophy that will continue throughout your career with us and touch every stage of your development. We call it 'Live. Learn. Discover. Achieve.'

### WHO WE ARE

As one of the world's leading professional services firms, we cut through complexity to help organisations in over 140 countries to work smarter, grow and prosper.

### OUR PEOPLE AND CULTURE

With our local and global presence, KPMG continues to build on successes thanks to forward thinking, rigorously maintained values and, above all, our people. If you ask them what makes KPMG different – most will tell you it's our open and friendly culture that they find both liberating and stimulating. We aim to create an environment in which our people are proud to work and where an individual can develop a career at their own pace. Our people never stop learning. Innovative development and growth programs support their personal interests and ambitions. We recognise our future depends on how we nurture great individual talent and provide an environment where people can flourish both personally and professionally.

### WHAT WE LOOK FOR

Our graduates and students are our future leaders. That's why we don't put parameters on qualifications or specific degree disciplines — we're open to all bright minds. We deliberately recruit across a range of skills, abilities and backgrounds. We seek and value diversity. Our standards are high, but we're interested in the person, not just an academic record. We look for talented people, team players, who are also innovative thinkers, people who relish the challenge of solving problems and who can communicate their ideas with conviction and passion, people who want to keep on learning, be at the leading-edge of their chosen profession, and to make a difference, and people who display integrity and objectivity in everything they do.

### YOUR CAREER OPPORTUNITIES

KPMG offers graduate and vacation opportunities to students and university graduates. Nationally, KPMG has one of the largest student and graduate program intakes. KPMG actively seeks law students to join all our business groups. We find the majority of law students join our Tax division or our Risk Consulting division within Internal Audit, Risk & Controls (IARCS).

# MACQUARIE GROUP

## ABOUT THE ORGANISATION

### WHAT IS UNIQUE ABOUT THIS ORGANISATION?

Macquarie Group is a global provider of banking, financial, advisory, investment and funds management services. The key to our success is our unique management philosophy, known to our employees as 'freedom within boundaries'. This offers employees a unique opportunity to develop in a supportive environment where they are encouraged to share their ideas.

### HOW ARE THE SKILLS OF A LAW STUDENT RELEVANT?

There is a diverse range of opportunities available to law students as Macquarie provides a range of services on behalf of institutional, corporate and retail clients and counterparties around the world. We provide an alternative to law students who are keen to explore opportunities outside of commercial law firms, yet are still passionate about developing their legal and commercial knowledge in a challenging and rewarding environment.

### HOW DO STUDENTS APPLY FOR INTERNSHIPS?

Applications must be submitted online at [macquarie.com.au/careers](http://macquarie.com.au/careers). Applicants will need to upload a resume, cover letter and academic transcript and specify which business group they are applying to. Applications for the 2012/2013 Summer Internship program (Sydney) open 2 July 2012 and close 26 July 2012, 12pm EST.

### WHAT WORK DOES THE ORGANISATION OFFER AN INTERN?

Our summer internship program is an exciting opportunity to gain exposure to the financial services sector. You will work full-time over the summer break as part of a team, gaining valuable experience. You will have the chance to demonstrate your potential and have an advantage when applying for graduate positions.

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

Yes. Applications must be submitted online at [macquarie.com.au/careers](http://macquarie.com.au/careers). Please note: Applications for the 2013 Australian Graduate program are now closed. Applications for our 2014 Australian Graduate program will open early 2013.

### WHAT DOES THE FIRM OFFER ITS GRADUATES?

As part of our graduate program you will join a specific group and be an integral member of the team from day one. You will participate in a structured induction and networking program and gain real hands-on experience. The diversity of our business and commitment to career development gives you the opportunity to find your niche and excel.

### ADDRESS

No 1 Martin Place  
Sydney NSW 2000

### CONTACT

Macquarie Graduate Recruitment Team

### TELEPHONE

(02) 8237 4477

### EMAIL

[graduate@macquarie.com](mailto:graduate@macquarie.com)

### OFFICE LOCATIONS

In addition to its significant presence in Australia, Macquarie has substantial operations across the Asia-Pacific, the Americas and Europe, the Middle East and Africa.

### AREAS

Macquarie has six operating groups and five support groups:

Operating Groups: Banking and Financial Services Group (BFS); Corporate and Asset Finance Group (CAF); Fixed Income Currencies and Commodities (FICC); Macquarie Capital (Mac-Cap); Macquarie Funds Group (MFG); Macquarie Securities Group (MSG)

Support groups: Corporate Services Group (CSG); Financial Management Group (FMG); Market Operations and Technology (MOT); Risk Management Group (RMG); Group Legal (LGL)

**ADDRESS**

Level 35, 88 Phillip St  
Sydney NSW 2000

**CONTACT**

Sheridan Kerr

**EMAIL**

sheridan\_kerr@mckinsey.  
com.au

**STAFF**

200+

**OFFICE LOCATIONS**

89 offices in over 50 coun-  
tries

**AREAS**

Strategy, Corporate Fi-  
nance, Risk, Sustainability  
& Resource Productivity,  
Operations, Organization,  
Marketing & Sales

**WEBSITE**

www.mckinsey.com/  
careers

# MCKINSEY & COMPANY

## ABOUT THE FIRM

**WHAT SIGNIFICANT WORK HAS THE COMPANY DONE RECENTLY?**

We work with Australia's leading institutions in the private and public sectors on the issues of greatest importance to them. We help the country's top leaders solve their toughest problems. Turn the page in any Australian business publication and you'll see examples of our work.

**WHAT DOES THE COMPANY LOOK FOR IN A POTENTIAL EMPLOYEE?**

We believe that our people are all exceptional, collectively diverse and interesting. Specifically, we are looking for four things: problem solving skills especially complex, often ambiguous, business problems; evidence of the ability to deliver on challenging goals under tight time constraints, the ability to work effectively with people of different opinions, and demonstrated leadership of individuals and teams

**HOW DOES THE COMPANY ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?**

We believe that the most effective learning is done 'on the job'. Our apprenticeship model requires each consultant at the beginning of every study to outline their development goals and for progress against them to be monitored by the project manager. In addition, every consultant will also participate in formal training programs.

**HOW DOES THE COMPANY ENCOURAGE A WORK/LIFE BALANCE?**

At the beginning of every study, the project manager will lead a discussion to understand what the expectations and requirements of the team members are in this area. From that conversation each team will develop a set of 'lifestyle' norms.

**HOW ARE THE SKILLS OF A LAW STUDENT RELEVANT?**

The ability to think through tough, multi-faceted problems and provide a compelling, fact-based perspective is a common trait for successful law students and consultants. We can promise you that your appetite for learning will be satisfied and your ways of thinking continuously challenged.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, McKinsey actively pursues final year students pursuing Honours, Masters and/or Combined Degrees across disciplines. The recruitment process takes place at the beginning of the candidate's final year at university. Applications need to be submitted online: [www.mckinsey.com/careers](http://www.mckinsey.com/careers). We recommend that applicants include a cover letter, CV and their most recent academic transcripts (unofficial is fine).

# PORT JACKSON PARTNERS

## ABOUT THE ORGANISATION

### WHAT IS UNIQUE ABOUT THIS FIRM?

Port Jackson Partners was founded in 1991 by two former Directors of McKinsey & Company. Over the past two decades the practice has grown into one of Australia's most well respected strategy consulting firms. At Port Jackson Partners, we are sharply focussed on solving our clients' most important strategic problems. We target critical issues, and provide distinctive solutions that address our clients' unique circumstances, helping them to create successful, strong, growing businesses. Our senior, high calibre teams bring real experience. We work hard to build long-lasting relationships based on consistent high performance, and work in complement to our client's own expertise and resources. Finally, our approach allows us to match our clients' needs as they change over time.

### WHAT SIGNIFICANT WORK HAS THE FIRM DONE RECENTLY?

Advanced the discussion on the size of the economic 'prize' open to Australia as a result of the current resources boom; with the report "Fire, Earth, Wind and Water: Economic Opportunities and the Australian Commodities Cycle" (ANZ Insight, Issue 1), Worked with an Australian telecommunications company to understand and then improve the performance of its distribution network.

### HOW DOES THE FIRM ENCOURAGE EMPLOYEES TO LEARN AND DEVELOP?

Our business model delivers a high level of interaction with the firm's Principals, and you can expect a unique level of on-the-job mentoring, coaching and feedback. This more than anything will contribute to your rapid professional development. We have a number of formal programs and offer our best performers the opportunity to further develop skills and confidence, as well as to broaden their life experience through overseas study for an MBA or other higher degree; overseas secondment; or pro-bono placements.

### HOW ARE THE SKILLS OF A LAW STUDENT RELEVANT?

We hire graduates from all disciplines, including law. Our successful candidates demonstrate superior academic performance, an aptitude and passion for problem solving, exceptional communication and teamwork skills, and the drive and ability to make change happen.

### DOES THE FIRM TAKE GRADUATES DIRECTLY?

Yes. Please visit our website ([www.pjpl.com.au](http://www.pjpl.com.au)) for further information.

### ADDRESS

Level 32  
50 Bridge Street  
Sydney NSW 2000

### CONTACT

Kylie Harrison  
Recruitment Co-Ordinator

### TELEPHONE

(02) 9221 2222

### EMAIL

[recruiting@pjpl.com.au](mailto:recruiting@pjpl.com.au)

### STAFF

45

### PARTNERS

9

### OFFICE LOCATIONS

Sydney

### AREAS

Port Jackson Partners is a consulting firm providing advice to CEOs, Boards and senior managers to help them set corporate direction, define business strategies and develop their organisations. Our exposure to a wide range of organisations enables us to think broadly about possible opportunities, unconstrained by the 'conventional wisdom' of a particular client or industry.

**ADDRESS**

Level 35  
50 Bridge St  
SYdney NSW 2000

**CONTACT**

Teresa Cordina

**TELEPHONE**

(02) 9225 8000

**EMAIL**

teresa.cordina@pottinger.  
com

**OFFICE LOCATIONS**

Sydney

**AREAS**

Corporate advisory (corporate strategy, M&A, capital advisory)

# POTTINGER

## ABOUT THE FIRM

**WHAT IS UNIQUE ABOUT THIS ORGANISATION?**

Pottinger holds a unique position in the advisory market, in that we provide genuine, in-depth, insightful yet practical strategic advice, while being highly experienced in the execution of large-scale M&A. This means that our advice is heavily underpinned in both strategic rationale and commercial wisdom.

**WHAT DOES THE FIRM LOOK FOR IN A POTENTIAL EMPLOYEE OR INTERN?**

Beyond the obvious attributes, we look for people who have strong character – integrity and honesty, genuine care for the work that they are doing; along with people who understand the importance of the advice that Pottinger provides to clients. Above all, we are looking for people who are genuinely passionate about what they do.

When applying, be yourself, be honest. While you should prepare well, we are looking for people who have in essence been preparing throughout their degree – and this will be evident in their course selection, their results, their extra-curricular activities, and in the conversations we have with them.

**HOW DOES THE FIRM ENCOURAGE A WORK/LIFE BALANCE?**

We strongly encourage staff to maintain a variety of interests outside work, and promote a range of firm-sponsored activities to provide outlets for staff.

**HOW ARE THE SKILLS AND INTERESTS OF A LAW STUDENT RELEVANT TO YOUR ORGANISATION?**

We view law as a great background for students to have as it teaches rigour in research and discipline in studies. The knowledge and practice that students gain from law is useful in a range of aspects of the projects that we undertake.

**HOW DO STUDENTS APPLY FOR INTERNSHIPS TO THIS ORGANISATION THIS YEAR?**

Apply on our website. Dates are yet to be finalised, but pre-registrations will open in around June, and applications in July/August.

**DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes, Apply on our website, at the start of the academic year.



## ABOUT THE ORGANISATION

### **DOES THE ORGANISATION ENGAGE IN PRO BONO OR VOLUNTEER ACTIVITIES?**

Yes. The UBS Australia Foundation manages our core community activities including donations, charitable partnerships and employee volunteering. We focus on the themes of empowerment through education and building stronger communities.

### **HOW DO STUDENTS APPLY FOR INTERNSHIPS?**

Please apply online at [www.ubs.com/graduates](http://www.ubs.com/graduates) to submit your application including CV, cover letter and academic transcripts

### **WHAT DOES THE ORGANISATION LOOK FOR IN A INTERN?**

An ability to analyse problems, plan ahead, make decisions, demonstrate sound judgement, and communicate effectively with others. The other qualities UBS seeks in interns and graduates are ambition, integrity, a commitment to accuracy, and a desire to work as part of a friendly but driven team.

### **WHAT WORK DOES THE ORGANISATION OFFER A INTERN?**

We offer a 9 week structured summer internship program from November to January each year. Our interns work alongside some of the brightest and best people, learning about our organization, a specific business division, our clients and the products and services we offer. The program provides interns with challenging tasks and responsibilities where their contributions can make a difference. The internship is aimed to give students a broad experience that will allow them to demonstrate their skills, learn about the UBS culture, and most importantly explore a potential career.

### **DOES THE FIRM TAKE GRADUATES DIRECTLY?**

Yes. Applications including cover letter, CV and academic transcripts, must be submitted online at [www.ubs.com/graduates](http://www.ubs.com/graduates).

The UBS Graduate Program is a learning journey. UBS graduates enter intensive, industry-leading training programs at the start of their careers with the firm lasting from 18 – 24 months. These programs provide various cross-divisional and specialist perspectives, and focus on specific business skills as well as personal development. There are opportunities for graduates to grow both professionally and personally and to create networks to bring our strategy to life. This program positions graduates for a successful career at UBS and prepares them for many more learning opportunities ahead. International opportunities, such as intra-firm transfers, are also available.

### **ADDRESS**

Level 16, Chifley Tower  
2 Chifley Square,  
Sydney NSW 2000

### **CONTACT**

Meg Thomson

### **TELEPHONE**

(02) 9324 2151

### **EMAIL**

[meghan.thomson@ubs.com](mailto:meghan.thomson@ubs.com)

### **STAFF**

1200

### **OFFICE LOCATIONS**

Sydney, Melbourne, Brisbane, Perth and Auckland

### **AREAS**

Investment Banking

### **WEBSITE**

[www.ubs.com/graduates](http://www.ubs.com/graduates)

# POSTSCRIPT

As the premier, comprehensive guide for Law Students at Sydney University to use to pursue their careers, from the domestic to the international, the commercial to the public sector, much time, energy and effort goes into creating the Guide.

Without the hard work of those such as Geordie Bundock-Livingston (Sponsorship and Marketing Director), Jackson Wherrett (Vice President (Careers), Rebecca Tan (Editor In Chief) and the rest of the Careers Subcommittee, all of whom were responsible for collecting and editing contributions from firms, courts and other organisations, the exceptionally high standard of the information within this guide would be impossible to achieve.

Another special thank you goes to Alistair Stephenson (Design Officer) for his hard work in designing a professional yet attractive guide that many are sure to enjoy.

## **BLYTHE DINGWALL**

Publications Director



BOX





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SYDNEY UNION