



PUBLIC INTEREST & PUBLIC SECTOR CAREERS GUIDE

2015

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- The websites of various firms and organisations
- Previous employees, employers, graduates and students;
- Equivalent versions of equivalent and related guides by Law Student Societies/Associations; and
- Information received from employers and organisations;

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2015 Australian Law Students' Association
Except as otherwise indicated

Editor & Designer
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Introduction



As President and Vice-President (Education) of the Australian Law Students' Association, we are incredibly pleased to be introducing to you ALSA's inaugural Public Sector and Public Interest Careers Guide for 2015.

It is not uncommon for Australian law students to be confronted with information about the oversupply of graduates and the tightening employment market as well as feel the overwhelming pressure to pursue career opportunities with large private law firms.

To that end, ALSA felt as though there was a gap in the information being provided to students and sought to produce this Guide to fill that gap.

As such, the overarching purpose of this Guide is to ensure that Australian law students' diverse career interests are adequately accommodated for and that students are provided with access to information about the range of opportunities available to them in the public sector after graduation.

From the anecdotal reflections and interviews provided in this Guide, students learn that entering into a career in the public sector and public interest sector, after your law degree, offers you an array of 'hands-on' experiences, while providing you with the opportunities to 'make a difference' in policy-making, the community sector or within the wider society.

This Guide will also provide Australian law students with detailed information about a range of organisations and opportunities – from the type of work they undertake to how their graduate programs are structured and timed. We are particularly pleased to see that the inaugural Guide has covered a wide array of areas – from macro areas such as in government sectors to more niche areas of law, such as in the non-government sector, or employment in legal support roles.

We are very grateful to Aaron Moss, ALSA's Careers Officer for 2014/15, for all of his hard work in putting this inaugural Guide together – he has produced a wonderful resource for law students across Australia and we are confident that students will find this as useful as we have found it!

Alistair Booth
Vice-President (Education) | ALSA, 2015

Marie Iskander
Vice-President (Education) | ALSA, 2015

Editorial



Aaron Moss is the 2014/15 Careers Officer on the ALSA National Committee. He is in his final semester of a Bachelor of Arts/Bachelor of Laws (Honours) at the University of Tasmania. Aaron will serve as 2016 Associate to the Hon. Justice J M Jagot – Judge of the Federal Court of Australia.

Every law student is no doubt familiar with the sight of recent graduates warning about the highly-competitive job market, yet simultaneously extolling the virtues of private practice and skills and experience it brings. Whilst that's all undoubtedly true, ALSA recognises it is only half the picture.

For many law students and recent graduates, that isn't what motivates them. Indeed, practice isn't even a certainty for many students. For an increasing number of students, law is a path toward a broader goal –for social change, public service, making a difference, shaping our society or changing the world. However, there are few dedicated career resources in this space.

As part of our role to assist *all* law students across Australia, ALSA is committed to ensuring that public interest, public sector and 'non-practice' career opportunities enjoy the promotion they deserve. On Thursday 9 July 2015, coinciding with ALSA Conference in Sydney, ALSA supported the New South Wales Young Lawyers' Public Interest Careers Fair, which brought together students, public interest organisations, community legal centres and government departments. This Guide, which I am honoured to launch, is the next part of this process.

The pages of this Guide canvass a wide range of 'public' careers across all sectors. We've aimed to include a huge range of different career paths to whet your appetite and we hope that you'll find something in the coming pages which might spark your interest to investigate further. In that respect, the guide is designed to complement services such as those offered by your local Law Student Association/Society, your University, your local law society, BeyondLaw (<https://beyondlaw.com.au/>), and GraduateConnection (<https://au.gradconnection.com/>).

This Guide wouldn't exist without the help of many, whom I'd like to recognise and thank:

- Alex Butterworth, Amanda Fisher-Vosilla, Camilla Pandolfini, Dave Port, Annabelle Walker, and James Walker for their fantastic profiles. Thanks also to Sophia McCrindle (Salvos Legal) and Edward Santow (PIAC) for their efforts in sourcing profiles from their organisations, as well as Dave Port (again) for assisting with the AGD profile.
- Alex-Bell Rowe, Brie Kenna, and Lachlan Robb for assisting with research, proof-reading, formatting and drafting of the Guide, as well as just keeping me sane!
- Special thanks to Marie Iskander, our 2014/15 Vice-President (Education), and Alistair Booth, 2014/15 President, for being passionate, dedicated, and fabulous mentors.

Thank you for taking the time to read the Guide. If you have any questions, or suggestions for future editions, please do not hesitate to contact me (or my successor Lachlan Robb) at careers@alsa.asn.au.

Yours sincerely,

A handwritten signature in black ink that reads "Aaron Moss". The signature is written in a cursive, slightly slanted style.

Aaron Moss

Contents

Editorial	4
Stop Worrying about What Everyone Else is Doing	6
Public Interest & Public Law Practice	8
<i>Going to the Bar</i>	9
<i>Criminal Law Practice</i>	10
Legal Aid.....	10
Departments of Public Prosecutions (DPPs).....	11
<i>Family Law Practice</i>	12
<i>Public Law Practice</i>	13
Australian Government Solicitors' Office.....	13
Commonwealth Ombudsman	14
Administrative Appeals Tribunal (AAT)	14
Office of the Australian Information Commissioner (OAIC).....	15
Australian Human Rights Commission (AHRC)	15
<i>Alternative Dispute Resolution (ADR)</i>	16
Private Sector & Legal Support	17
<i>Plaintiff Law Practice</i>	18
Slater & Gordon.....	18
Maurice Blackburn.....	18
Shine Lawyers.....	19
Harmers Workplace Lawyers	19
<i>In-House Counsel</i>	20
<i>Judge's Associates/Tipstaff</i>	24
<i>Stenography</i>	25
<i>Legislative Drafting</i>	25
<i>Court/Law Librarians</i>	26
<i>Legal Practice Management</i>	26
<i>Legal Recruitment</i>	27
Government & Public Service	28
Australian Law Reform Commission	29
Commonwealth Attorney-General's Department.....	30
Australian Prudential Regulation Authority (APRA).....	32
Australian Competition and Consumer Commission (ACCC).....	33
Australian Securities and Investments Commission (ASIC).....	34
Australian Tax Office (ATO).....	37
Australian Health Practitioner Regulation Agency (AHPRA).....	38
Department of Foreign Affairs and Trade (DFAT).....	39
Department of Immigration and Border Protection (DIBP).....	40
Australian Defence Force (ADF)	40
Australian Federal Police.....	42
Australian Broadcasting Corporation (ABC).....	43
Reserve Bank of Australia (RBA).....	44
General Australian Public Service (APS).....	45
Community & Non-Government Organisations	46
Community Legal Centres (CLCs).....	47
The United Nations (UN).....	48
Amnesty International	50
Red Cross Australia	51
Salvos Legal.....	52
Oxfam Australia.....	54
Public Interest Advocacy Centre.....	54
International Commission of Jurists	57

beyondlaw

Stop Worrying about What Everyone Else is Doing

Anthony Lieu

Anthony was the 2012-2013 Vice-President (Administration) of the Australian Law Students' Association. He founded Beyond Law – a job-search website for law students, graduates and young lawyers that promotes a range of opportunities around Australia and across the globe.

We strongly urge you check it out: <https://beyondlaw.com.au/>

The life of a law student becomes far less stressful when you stop worrying about what everyone else is doing. Don't worry about how many applications people have written or what job interviews they have lined up or the graduate offers they are deciding on. Instead, think beyond this mindset and focus your time and energy on you: your goals and intentions, and putting them into action. Resources such as ALSA's *Public Interest and Public Sector Careers Guide* are an excellent starting point in navigating what opportunities are available to you.

In 2015, there will be more than 12,000 law graduates entering a market that comprises around 60,000 solicitors. There are 36 law schools across Australia, with two more opening their doors this year. If the surfeit of law graduates wasn't bad enough, there is also a contraction in demand for lawyers, with solicitor jobs advertised online dropping from 6300 a month in 2008 to 1800 a month in 2013. This is not a recession in an economic cycle but rather a permanent structural change as a result of the globalisation of the legal profession, cost-cutting by law firms, offshoring and outsourcing of legal work, commoditisation of legal services and competition from non-legal or online providers.

With this reality check, there has never been a better time to prepare yourself for the job market and consider what you really want to do once you graduate. Be strategic, act with initiative and distinguish yourself from the sea of graduates. Now is the perfect time to find an area of law that you are passionate about and to pursue it, or apply the unique skillset of a law degree in another profession that values problem-solving, analytical thinking and logical reasoning.

Whilst it is an increasingly competitive market, there are still ample opportunities for those prepared to find them. The job listings on the *Beyond Law* website (www.beyondlaw.com.au) are proof that there are a diverse range of jobs available to those with a law degree. In this job market, an open-minded and assiduous candidate will always be better prepared for the opportunities ahead.

Generally, the only graduate opportunities you hear about during your law degree are from commercial law firms. Indeed, this makes sense – law firms have generous marketing budgets to present on campus, hand out promotional USBs and feed you gourmet hors d'oeuvres. Law firms dominate the career culture at law school and this often dictates how you and everyone else contemplates their future career.

Of course, for those interested in a career in commercial law, private practice is a great starting point. Many of my friends working at law firms enjoy what they do. But this route is not the only path out of law school, despite what your Law Students' Society or law school have led you to believe and doing something other than commercial law is not settling for an alternative.

Many of my friends have taken their law degrees into a number of different fields. Some have become judge's associates, others have entered not-for-profits and a number have even taken their degree overseas. Outside law, many have landed positions in consulting, banking and finance, blue-chip corporations, journalism and politics.

They were able to achieve this going beyond the norm and taking advantage of the fact that law is a powerful degree and selling this to employers supported by their extra-curricular activities and law elective choices. Always keep in mind that your law degree will prepare you for your career and not just your first job.

Remember to keep some perspective. Don't do something just because everyone else is doing it.

Don't assume commercial practice is the only avenue – look at the plethora of jobs in the public sphere showcased in this Guide.

And don't settle. Keep looking to find something that makes you happy and turn your law degree into something worthwhile and rewarding.



**Public Interest &
Public Law Practice**

Going to the Bar

Barristers are those 'in-Court' advocates who specialise in appearing before judges and make oral argument. In addition, after being briefed in a particular matter, Barristers work as specialist 'dispute resolution' experts, assisting in negotiation, mediation and arbitration. Members of the Judiciary are overwhelmingly selected from the Bar.

Barristers are not attached to law 'firms' but instead accept 'briefs' from many different clients. They often share office space (known as 'Chambers') with other barristers, and specialise in particular areas of practice – enabling them to maintain an impressively deep level of knowledge and understanding in a particular field.

As a result, Barristers manage their own time and workload (average workload is 46.1 hrs/week), and many spend a number of years in other private practice to develop a professional reputation before becoming a barrister.

Barristers with a solid practice base can expect a general starting salary of approximately \$66,000 per annum, but may earn over \$210,000 per annum as Senior Counsel.

While Barrister's complete common types of work across each state, the method of 'becoming' a barrister differs in each jurisdiction:

- **Queensland and New South Wales**

The legal profession in these jurisdictions is 'split' and the role of barrister and solicitor is accordingly divided. Separate procedures regarding the bar practice course, reading requirements, bar exams, pupillage and other requirements apply.

- **South Australia, Victoria, Western Australia and the Australian Capital Territory**

The legal profession in these jurisdictions is 'fused', and there are (generally) no substantive limitations in becoming a barrister once admitted as a solicitor in these jurisdictions.

However, each jurisdiction maintains an independent bar for Barristers who wish to practice solely as Barristers.

- **Tasmania and Northern Territory**

The legal profession in these jurisdictions is also fused. Very small independent bars are maintained in each jurisdiction.

For further information on becoming a Barrister, please consult your local state or territory Bar Association, or the Australian Bar Association.

For More Information:

Australian Bar Association

<<http://www.austbar.asn.au/>>

Amber Cameron, 'How to Become a Barrister', *Survive Law*

<<http://survivelaw.com/index.php/blogs/careers/955-how-to-become-a-barrister>>

'Career Advice – Barristers', *Open Universities Australia*

<<https://www.open.edu.au/careers/legal-industry/barristers>>

Criminal Law Practice

Practicing criminal law may prove to be a rewarding, fascinating and immensely important career decision, with immense potential effects on both the liberty of individuals and the safety of the community. Specialisations are possible in many different areas, including:

- Assaults and Violent Offences
- Commonwealth Offences
- Pornography and Sexual Offences
- Domestic and Family Violence
- Drug Offences
- Proceeds of Crime
- White Collar Crime
- Urgent Appearances (Bail, AVOs)

Firms who engage in criminal practice include, amongst many others:

- Australian Criminal Law Specialists (Australia-wide) - <http://www.austcrimlaw.com.au/>
- Grigor Lawyers (Australia-wide) - <http://grigorlawyers.com.au/>
- Bosscher Lawyers (Brisbane) - <http://bosscherlawyers.com/>
- Galbally Rolfe (Melbourne) - <http://www.galballyrolfe.com.au/>
- Lawsons Legal (Perth) - <http://www.lawsonlegal.com.au/services/defence-lawyer/>
- Gilshenan & Luton (Adelaide) - <http://www.gnl.com.au/content/contact>
- Watsons Solicitors & Barristers (Sydney) - <http://www.watsons.com.au/contact.html>
- Maley & Burrows, Barristers and Solicitors (Darwin) - <http://www.maleyslegal.com/>
- Ben Aulich and Associates (Canberra) - <http://www.benaulich.com.au/>
- Ogilvie Jennings (Hobart) - <http://www.ogilviejennings.com.au/>

Further vacancies are traditionally advertised in your local jurisdiction.

To further equip yourself for practice, in addition to the availability of 'Criminal Practice' electives as part of many Graduate Diploma of Legal Practice courses offered by Practical Legal Training providers across Australia, the University of Wollongong offers a year-long, flexible **Masters of Laws (Criminal Practice)** qualification. This program enables specialist further study in bail, sentencing, mental health, evidence, competence and compellability of witnesses, ethical conduct, prosecutorial decision-making and participation in a jury trial: [<http://coursefinder.uow.edu.au/information/index.html?course=27CBB50D>](http://coursefinder.uow.edu.au/information/index.html?course=27CBB50D)

Legal Aid

Many criminal lawyers receive support from Legal Aid, who themselves employ many staff in both legal and non-legal capacities.

For more information about your local Legal Aid commission, take a look at the National Legal Aid Commission's website: <http://www.nationallegalaid.org/>

Departments of Public Prosecutions (DPPs)

If you prefer to work on the other side of the bench, the Office of the Department of Public Prosecutions (responsible for representing the State in criminal cases) in your jurisdiction offers a highly sought-after, and highly competitive, future work environment.

Commonwealth Department of Public Prosecutions

The Office of the Commonwealth Department of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament, under the *Director of Public Prosecutions Act 1983* (Cth) to prosecute alleged offences against Commonwealth law.

The CDPP has offices in Sydney, Melbourne, Brisbane, Perth, Adelaide, Canberra, Hobart and Darwin. There are sub-offices in Townsville and Cairns, which perform prosecutions in central and north Queensland.

Areas of practice include:

- Commercial, Financial & Corruption
- Revenue & Benefits Fraud
- International Assistance & Specialist Agencies
- Organised Crime & Counter Terrorism
- Illegal Imports & Exports
- Human Exploitation & Border Protection

The Commonwealth DPP is also involved in extradition and mutual assistance work, assisting in the investigation and prosecution of transnational and international crime. Furthermore, the organisation assists in law reform work and maintains a limited role in criminal confiscation.

The organisation employs approximately 450 staff across Australia, in both legal and support positions. However, as a result of budgetary pressure, the Commonwealth DPP is subject to 'interim recruitment arrangements' which limit recruitment (at the time of publication) to existing Australian Public Service staff. Alterations to these arrangements, slightly relaxing these restrictions, announced in the 2015-16 Federal Budget took effect on 1 July 2015.

For more information about work opportunities with the Commonwealth DPP, visit <http://www.cdpp.gov.au/>.

Family Law Practice

Family law practice is often touted as one of the most client focused, and personally rewarding, areas of legal practice. Requiring heightened attention to matters of client care and alternative dispute resolution, as well as incorporating elements of trusts, company law, taxation law, property law, contract and litigation, family law is one of the most diverse and dynamic areas of practice in which practitioners may specialise.

Much family law practice is conducted by local, single-jurisdictional firms. Accordingly, practitioners wishing to practice in the family law area are encouraged to investigate their local jurisdiction, contact local firms, and monitor websites such as **Seek** (who maintain a family law opportunities page available at <http://tinyurl.com/SeekFamilyLaw>) to keep abreast of opportunities in the field.

To further assist students wishing to obtain employment in Family Law, the College of Law offers three postgraduate law programs – including the **Masters of Applied Law (Family Law)**, **Graduate Diploma of Applied Law (Family Law)** and **Graduate Diploma of Family Dispute Resolution Practice**, each of which facilitate further study and specialisation in the field.

Many local law societies, and the Law Council of Australia (through its Family Law Section) also maintain mechanisms for recognising and accrediting expertise in the field.

These organisations also frequently maintain family law committees to assist in advisory and policy work and networking between family law practitioners.

At an international level, the International Academy of Matrimonial Lawyers (IAML) further provides inter-jurisdictional support for family law practitioners.

Students who wish to engage, ‘up close and personal’ with the work of the **Family Court of Australia** may apply for employment with the Court itself. The Family Court advertises current vacancies on its website, and maintains a temporary employment register for interested applicants.

More information on Family Court employment opportunities is available at:

<http://www.familycourt.gov.au/wps/wcm/connect/fcoaweb/about/careers/current-vacancies>

For positions with the **Family Court of Western Australia**, please visit the Court’s official website for contact details and advertisements - <http://www.familycourt.wa.gov.au/>

Sources and Resources:

Law Council of Australia – Family Law Section

<http://www1.lawcouncil.asn.au/FLS/>; <https://www.familylawsection.org.au/>

Law Institute of Victoria, ‘Why Choose to Specialise in Family Law?’

<http://www.liv.asn.au/YoungLawyersBlog/April-2014/Why-choose-to-specialise-in-Family-law->

International Association of Matrimonial Lawyers

<http://www.iaml.org/>

College of Law, Postgraduate Law Programs

<http://www.collaw.edu.au/shop/postgraduate-law-programs>

Public Law Practice

For those of you who loved constitutional or administrative law in your studies, a number of public interest law careers are available to you, if you choose to follow this path.

Australian Government Solicitors' Office

The Australian Government Solicitors' Office (subsumed within the Commonwealth Attorney-General Department as of 1 July 2015) are the Australian Government's primary legal services provider, assisting Commonwealth agencies with a diverse range of legal work. The firm has offices in every capital city across Australia and employs approximately 320 lawyers.

The firm is split into three main work areas:

- *Office of General Counsel*: Administrative law, constitutional law, statutory drafting and interpretation, Aboriginal and Torres Strait Islander law, employment and workplace relations law, national security law.
- *AGS Dispute Resolution*: Management and resolution of Commonwealth disputes through alternative dispute resolution, strategic review, legal analysis, dispute resolution assessment, preparation for resolution, determination of counsel.
- *AGS Commercial*: Taxation, IT, grants and funding, consumer and competition law, intellectual property law, media and communications law, environment and resources law, intergovernmental agreements, infrastructure and construction law, property law, insurance, banking and finance law, procurement, tendering and risk management.

The AGS offers a number of entry points for interested students and graduates:

- *National Graduate Program*: A 12 month training and development program culminating in permanent placement as an AGS lawyer. Predominantly based in Canberra, the graduate program includes 3-month rotations in each of the above practice groups, a 3 month client placement and the opportunity for a part-time pro bono placement.
- *Winter Clerkships*: In recent years, the AGS have also accepted a number of winter clerks for penultimate year students in the Canberra, Melbourne and Sydney offices.
- *Employment Register*: The AGS maintains an open register for applicants interested in gaining experience in either a legal or administrative/support capacity. Details are available here: <http://www.ags.gov.au/employment/employment-register.html>
- *Job Board*: The AGS maintains a job board where all current vacancies (both legal and support) are advertised: <http://www.ags.gov.au/employment/current-vacancies.html>

For more information on the Australian Government Solicitors, visit <http://www.ags.gov.au/>.

Commonwealth Ombudsman

The Commonwealth Ombudsman is responsible for investigating complaints, conducting audits and generally overseeing the administration of Commonwealth Agencies, including through acting as the Defence Force, Immigration, Law Enforcement, Postal Industry, ACT and Overseas Students Ombudsman (OSO). Additionally, as of June 2013, the Commonwealth Ombudsman's office (pursuant to the *Public Interest Disclosures Act 2013*) oversees the operation of the Commonwealth's public interest disclosures scheme.

In this respect, employment with the Ombudsman provides a fantastic opportunity for individuals interested in public administration, administrative law, public sector work, governance, and alternative dispute resolution to pursue an exciting and engaging future career. The Commonwealth Ombudsman's national office is in Canberra, with State and Territory Offices in Adelaide, Brisbane, Darwin, Hobart, Melbourne, Perth and Sydney.

All positions available with the Ombudsman are advertised on the Ombudsman's website, and through the Australian Public Service Gazette (available at <http://apsjobs.gov.au/>), as well as local media where applicable. Until lifted, the Commonwealth Ombudsman is subject to the Interim Arrangements for APS recruitment, which focus recruitment on pre-existing APS employees.

The Commonwealth Ombudsman also maintains a temporary/non-ongoing employment register for interested applicants who wish to fulfil possible opportunities arising with the Office.

To join this register, email your resume to recruitment@ombudsman.gov.au, who will then retain your resume for 12 months from the date of receipt.

More information is available at the Commonwealth Ombudsman's website: <http://www.ombudsman.gov.au/>

Administrative Appeals Tribunal (AAT)

The Administrative Appeals Tribunal (AAT) is Australia's pre-eminent merits review body, responsible for independently reviewing applications regarding administrative decision-making of many Australian public bodies, and the Norfolk Island Government. From 1 July 2015, the AAT was amalgamated with the previous Social Security Appeals Tribunal, Migration Review Tribunal and Refugee Review Tribunal.

The AAT maintains principal registries in Brisbane, Hobart, Perth and Sydney and District Registries in each of the state capitals and Canberra. Members of the AAT are private individuals appointed because of their special skill or experience in particular fields. The AAT employs a number of ongoing/non-ongoing Commonwealth public servants to conduct the work of the AAT and its registries. In addition to tribunal hearings and administration, this includes dispute resolution conferences, legal research and client services.

All employment opportunities are advertised on the AAT's website at <http://www.aat.gov.au/WorkingAtTheAAT/CurrentVacancies.htm> and on the Australian Public Service Gazette.

For more information about the Tribunal, visit <http://www.aat.gov.au/>

Office of the Australian Information Commissioner (OAIC)

The Office of the Australian Information Commissioner (OAIC) is an independent statutory officeholder responsible for undertaking a number of privacy functions under the *Privacy Act 1988* (Cth), freedom of information functions under the *Freedom of Information Act 1982* (Cth) and assisting in government information policy under the *Australian Information Commissioner Act 2010* (Cth). In each of these areas of work, the OAIC investigates and handles complaints, reviews decisions made under the FOI act and issues determinations, monitors agency administration and provides advice to individuals, businesses and government departments.

OAIC opportunities are advertised at: <http://www.oaic.gov.au/about-us/careers>. Recruitment is managed by the Australian Human Rights Commission.

Australian Human Rights Commission (AHRC)

The Australian Human Rights Commission (AHRC), the successor to the Human Rights and Equal Opportunity Commission, is an independent statutory body designed to report to the Attorney-General, and to Federal Parliament, regarding Australia's promotion, respect for and compliance with human rights.

The organisation receives complaints regarding discrimination or alleged human rights breaches, undertakes public inquiries, human rights education and research, provides legal advice, makes submissions to Parliament and Law Reform inquiries regarding human rights. Furthermore, the AHRC undertakes a number of international partnership programs, assisting with human rights promotion and education at an international level (e.g. through the Human Rights Technical Assistance program with China).

The Commission is based in the Sydney CBD and offers a number of training, educational and employee development and assistance programs to its staff. The AHRC's work teams include:

- Policy and Projects
- Investigation and Conciliation Services
- Communication
- Corporate Support (IT, Finance, Human Resources, Payroll)
- Legal
- International Programs Unit

The AHRC advertises its employment opportunities through its website at: <https://www.humanrights.gov.au/about/jobs/current-vacancies>.

The organisation does not undertake a specific Graduate Program. However, graduates are encouraged to apply for vacant positions. The organisation does advertise internships, which recruit in September of each year.

For more information, visit: <https://www.humanrights.gov.au/>

Alternative Dispute Resolution (ADR)

Although not historically seen as a 'traditional', or even a viable 'full-time' career path, Alternative Dispute Resolution employment is becoming an increasing part of legal practice. There are few 'specific' organisations responsible for employing practitioners in alternative dispute resolution careers. However, increasingly, many large firms, government departments and private organisations are employing dispute resolutions specialists to assist in their practice. Interested graduates are thus urged to consider other sections of this Guide, as well as their local jurisdictions, for further information on possible career opportunities in this sector.

Various professional organisations exist which interested young practitioners may join. These organisations may either advertise employment opportunities directly, or facilitate professional development and networking opportunities.

Resolution Institute - Leading Edge Alternative Dispute Resolvers (LEADR) and The Institute of Arbitrators & Mediators Australia (IAMA)

LEADR and IAMA have (very) recently integrated into a single, not-for-profit community of ADR practitioners – the Resolution Institute - with over 4000 members across Australia, New Zealand and the Asia-Pacific.

The organisation offers a large and diverse range of services, including information sharing, professional development and accreditation, support and assistance for local practitioner networks, promotion of and education regarding ADR techniques and dispute resolution processes, maintenance of a register of ADR practitioners and direct resolution work regarding some disputes. The organisation maintains offices in Sydney and Wellington (NZ).

Vacancies are advertised on the Institute's website: <http://www.resolution.institute/>

Collaborative Law Practice

Collaborative practice refers to legal practice, where the parties, lawyers and other stakeholders mutually agree that the dispute will be resolved outside of court – and that if the process fails, the lawyers agree to refrain from acting in subsequent litigation. Designed to encourage dialogue, disclosure and negotiation, collaborative practice has been historically centred in family law, but is increasingly permeating other disciplines of practice.

In Australia, collaborative practice groups exist in ACT, NSW, Queensland, Victoria and WA. In addition, the Law Council of Australia offers a Collaborative Practice Committee, who undertake a number of national standardisation programs. Furthermore, the International Academy of Collaborative Professionals (IACP) maintains a number of networking and professional development opportunities which may facilitate employment in this field.

Further information is available at the following links:

- Law Council of Australia – Collaborative Practice Committee
<http://www1.lawcouncil.asn.au/lawcouncil/index.php/divisions/civil-justice/collaborative-practice>
- International Academy of Collaborative Professionals
<https://www.collaborativepractice.com/>
- Collaborative Law in Australia (directory) <http://www.collaborativelaw.asn.au/>



Private Sector & Legal Support

Plaintiff Law Practice

Loved Torts, Consumer Law or Workplace Standards and Compensation law?

Want to help make a difference for the lives of many personal clients who might not otherwise be able to receive support? Plaintiff law practice may be for you.

The work undertaken by 'plaintiff law' firms (such as by those listed below) is often shared amongst many boutique/local firms within your jurisdiction, so check out Seek and your local law society for further information on potential job vacancies.

The below are some of the largest, multi-jurisdictional plaintiff firms offering opportunities for graduates across Australia.

Slater & Gordon

Slater and Gordon Limited are an international consumer law firm who employ approximately 5000 staff across Australia and the United Kingdom. The firm, founded in 1935 in Australia, and its three subsidiaries (Trilby Misso Lawyers, Conveyancing Works, and Slater and Gordon Lawyers (UK)) provides specialist legal services to clients across family law, conveyancing, wills and estates, as well as liability and compensation law.

The Business and Specialised Litigation division of the firm also undertakes commercial, estate and professional negligence expertise, as well as class action work.

The firm offers a number of employment routes for students and recent graduates:

- *Graduate Program* – Slater and Gordon offer a 12-month graduate program, which includes Practical Legal Training through the College of Law, enabling recent graduates to work full-time in one of the firm's practice areas.
- *Seasonal Clerkships* – Slater and Gordon have previously accepted seasonal clerks in various offices across Australia. Precise arrangements regarding the clerkship program vary from year-to-year, so check back regularly for updates.
- *Legal Assistants* – Slater and Gordon's legal assistants provide a diverse range of secretarial support services to their legal staff, with various clear opportunities for professional development.

For further information about the firm, and how to apply, check out the firm's website:

<https://www.slatergordon.com.au>

Maurice Blackburn

Maurice Blackburn are one of Australia's leading firms in social justice, with approximately 25 offices employing approximately 800 staff Australia-wide.

The firm operates across a number of areas of practice including injury law (especially asbestos, consumer protection, medical negligence and public liability work), superannuation and insurance law, employment law, as well as general law class actions, wills, financial advice and social justice work.

Maurice Blackburn offer a number of clerkship and graduate programs across the eastern seaboard:

- *Victoria* –In the 2015/16 season, Maurice Blackburn took two intakes of clerks (November and July) for three week clerkship programs. The firm also recruits a number of graduates each year, in accordance with the Law Institute of Victoria Guidelines, for a twelve-month, two rotation graduate program.
- *New South Wales* –Maurice Blackburn have not, historically, hired seasonal clerks in NSW. However, this may be subject to change at any moment. The firm does, however, undertake ‘open market’ recruitment for graduate lawyers, who engage in a year-long, two-rotation program with the potential to lead to a permanent position.
- *Queensland* –In 2015, Maurice Blackburn also recruited one intake of clerks in Queensland for a month long clerkship from November-December. The firm also recruits a number of graduates each year, in accordance with the Queensland Law Society guidelines, for a twelve-month, two rotation graduate program.

In addition to these positions, the firm also recruits a number of legal and business support staff across all areas of the business.

For more information, visit <http://www.mauriceblackburn.com.au/>

Shine Lawyers

Shine Lawyers are one of Australia’s largest compensation firms, charging predominantly on a ‘no-win, no-fee’ basis. Formed 40 years ago in Toowoomba, Queensland, the firm now maintains approximately 40 offices in Queensland, New South Wales, Victoria and Western Australia.

The firm maintains a diverse practice across many areas of compensation and litigation, including topics as diverse as abuse law, class actions, disaster recovery, family law, human rights law, medical and professional negligence, personal injury, workers compensation and disability claims, asbestos law, wills and estates and insolvency law.

The firm recruits a number of lawyers, paralegals, solicitors and law clerks in all practice areas of their business. In doing so, many young employees progress through the firm as their career develops into more senior positions.

The firm also offers the ‘Shine Centre of Learning’, a residential training facility, for employees, with programs for all staff, including administration, paralegal, managers and support staff.

For more information, and vacancies in the firm, check out <https://www.shine.com.au/>

Harmers Workplace Lawyers

Harmers Workplace Lawyers were formed in 1996 and specialise in employment and industrial law. The firm maintains offices in Sydney, Melbourne and Brisbane and specialises in industrial relations, employment law, workplace health and safety, human rights and equal opportunity law, change and legal risk management, investigations and training.

The firm accepts applications directly from interested applicants at any time. The firm also maintains a regular summer clerk program in their Sydney office, hiring a small number of interested students (many of whom have later gone on to accept graduate positions with the firm).

For more information and for application details, please visit <http://www.harmers.com.au/>

In-House Counsel

Employment as an in-house counsel, a private lawyer retained to act solely for a company or organisation as part of their internal legal department, may provide an exciting way to mix all the benefits of 'big business' with all of the benefits of a smaller legal practice. Often mixing economics, business, management and marketing nous, the types of work which an in-house counsel might experience are as diverse and varied as those organisations who employ them.

Types of organisations who may often hire in-house counsel include:

- Privately owned and publicly listed companies , especially
 - Banking and Finance
 - Telecommunications and Media
 - Wholesale or Consumer Services
 - Energy and Resources
 - Manufacturing and Construction
- Non-Government Organisations (NGOs, see later in this guide)
- Academic Institutions

In-House Counsel may also prove a highly lucrative career, with the Australian Corporate Lawyers Association (ACLA) In-House Counsel 2014 Report finding that 61% of in-House Counsel earn between \$100k-\$200k, per annum. This is consistent with an increasing degree of in-House Counsel involvement in organisational leadership, and strategic planning. However, this does bring with it a number of difficult, and well documented, ethical challenges.

The number of in-House Counsel positions is increasing, as more and more organisations seek to internalise their legal work. However, few organisations recruit legal staff as graduates and instead require prior experience in practice, often for a large commercial client (who may be introduced to the firm via secondment), before transferring into a general counsel position.

Most in-house firms recruit directly and advertise their vacancies through their own websites/local channels. Accordingly, interested applicants should monitor traditional advertising channels and contact their preferred company for specific information on any vacancies available. Additionally, ACLA, a professional organisation for in-House Counsel, maintains access to the Legal Jobs Centre to assist practitioners to find positions across the world: <http://www.legalbusinessonline.com/jobs>

Sources:

ACLA In-House Counsel 2014 Report: Reward, Recognition and Influence:
<<http://www.acla.com.au/documents/item/1241>>

Flinders Law Students' Association, *Career Pathways: In House Counsel*<<http://flsa.org.au/careers/career-pathways/in-house-counsel/>>

Jacqui Walker, Thomson Reuters – *Insight, Could Corporate Counsel Be The Next Step in Your Career?* <<http://insight.thomsonreuters.com.au/corporate-counsel-next-step-career/>>

Employee Profile: Alex Butterworth



Legal Counsel & Privacy Officer, UNSW Innovations

Alex is Legal Counsel & Privacy Officer at UNSW Innovations. Alex advises UNSW students on the legal aspects of setting up their start-up companies and negotiates UNSW's patent licence agreements. Alex joined UNSW Innovations after three years with law firm Squire Patton Boggs (formerly Squire Sanders, and before that Minter Ellison Perth). He has previously worked with members of state and federal parliament, and as an intern with the former Chairman of the United States Congress House Foreign Affairs Committee, Ileana Ros-Lehtinen.

What does your average week usually entail?

I spend about a third of my time working on UNSW's patent licence agreements and about a third of my time working with student entrepreneurs setting up their businesses. I report to the General Counsel and spend the remaining third of my time assisting with administrative matters and management of our business unit. This includes preparing our internal policies and procedures, maintaining our company register and dealing with ASIC reporting.

UNSW has a large patent portfolio and our business unit is responsible for finding commercial partners to licence those patents to. Our commercial partners pay royalties to the university on our high value technologies under detailed licence agreements.

It is my responsibility to prepare and negotiate these agreements. We also negotiate research agreements with private companies that wish to contribute funds and resources towards university research in exchange for exclusive rights to negotiate licences to the intellectual property developed from that research.

Our student entrepreneur development program assists UNSW students who want to start their own business. Under this program, I give free legal advice on setting up companies, shareholder agreements, privacy policies, standard operating terms and conditions, services agreements, software licences and a range of other day-to-day business issues.

A typical day or week in the office will involve a lot of meetings. I have meetings with the General Counsel to update him on the work I am doing, meetings with our whole legal team regarding our practices, procedures and work allocation, meetings with our student entrepreneur team to plan our activities, meetings with students themselves to give advice on their businesses, and meetings with business development managers to give advice and obtain information on research agreements and patent licences.

When I'm not in meetings, I prepare legal advice and draft agreements. As I have two more junior lawyers in the team, I spend some time meeting with them to review their work and help them with their agreements and the advice that they are preparing.

What are some of the skills, knowledge and abilities which you have?

The most important skill I have developed from being a lawyer, as opposed to studying law, is the ability to see how all of the different areas fit together in a single matter. Unlike law school, where intellectual property, trusts, contracts, corporations law and consumer law are all distinct and separate, the real world involves thinking about all of them at once.

When I'm preparing a patent licence, I need to think about intellectual property law, contract law, liability issues, privacy issues, corporations law (section 127 comes up a lot around signing contracts) and much more. There is no neat and tidy separation of the issues.

I've also developed a set of skills around commercial decision making. The best legal answer and the best commercial answer are sometimes the same, but often different. A good lawyer in practice is very different from a good legal academic.

Knowing what you can and cannot do legally is one thing, but knowing what will get the best commercial outcome, how to negotiate a deal that everyone will be happy with, and how to give clear answers to questions from business-people who don't understand (and don't want to understand) legal jargon.

What are the three best things about your role?

Working at a university is pretty unique. The first cool thing is that I work directly with scientists, and about half the people I speak to every day have the title 'Professor' or 'Doctor'.

The second cool thing about working at UNSW is that it straddles the line between the government sector and the private sector. Being in the intellectual property commercialisation office is unlike working for any company or law firm. It's a relatively specialist area of law, with a strong focus on intellectual property, which is unusual for an in-house role. It has the attitude of a business, with a focus on commercial decisions rather than bureaucratic ones, but there is the job security of working with a public institution. I'm not worrying that the university is suddenly going to have a financial collapse. That is always a risk, even for the largest companies.

The third cool thing I get to do, is work with student entrepreneurs and hear all of their awesome ideas for different businesses.

It's really fascinating listening to the business ideas that people come up with, and the completely different and creative ways of thinking that lead to those ideas.

What are your hours of work, training and support like?

The training in-house is different from private practice at a large firm. At a large firm the training is generally done internally. Lawyers give presentations to other lawyers within the firm. When you work in-house, you have a budget to attend external training sessions, which is nice because you can get out of the office a little bit more.

The hours are definitely shorter in-house, but it still has its busy times when you work late. Instead of working until 10 pm on a busy night at a law firm, I might work until 6:30 pm on a busy night in-house. Most of the time it's 9 am to 5pm.

We have one executive assistant to help our whole team (which has about 5 lawyers). That's pretty similar to working at a law firm where there is usually one executive assistant for every four or five lawyers.

What did you want to do when you started law school? Why become an in-House Counsel?

When I started law school I wanted to be a barrister. I was certain that I would be in court representing clients. Two months in the litigation team at Minster Ellison changed my mind. I decided litigation was really boring. Most of the time I was reading files, and only 1% of my time was spent near a court room.

After a few years of practice with a law firm, I decided I wanted to see the other side of the business. Law firms are great because you see a lot of different matters, but once the contract

has been drafted, you don't see what happens next. As an in-house counsel, there is less variety in the work, but you get to really understand the business, what it does, who the people are, and you get to see what happens after the contract is signed.

The pay is also better in-house. At the moment the private legal market seems to be struggling a little as businesses recruit lawyers in-house. Businesses would rather spend \$100,000 on employing a lawyer full-time than \$150,000 on legal fees to outside firms. While this means it's a struggle to get graduate jobs with law firms, it's an opportunity you can seize once you've got some experience. It's rare to find a graduate level in-house role, so you want to do a few years at a law firm before you start applying for in-house jobs.

What would you tell someone else who would like a similar role?

Any in-house counsel needs a pretty broad understanding of corporate law, contracts, trusts, consumer law, privacy law, intellectual property law and general commercial legal issues. It's useful to have employment law knowledge, but it's hard to find jobs in-house if you're an employment law expert and don't know about anything else. Criminal, family and estate planning law are all pretty useless when you're in-house in a corporate environment.

If you start out at a big firm and want to move to an in-house role, go to one of the finance or banking teams, the mergers and acquisition team, the intellectual property team or the commercial law team. These teams set you up well for an in-house role.

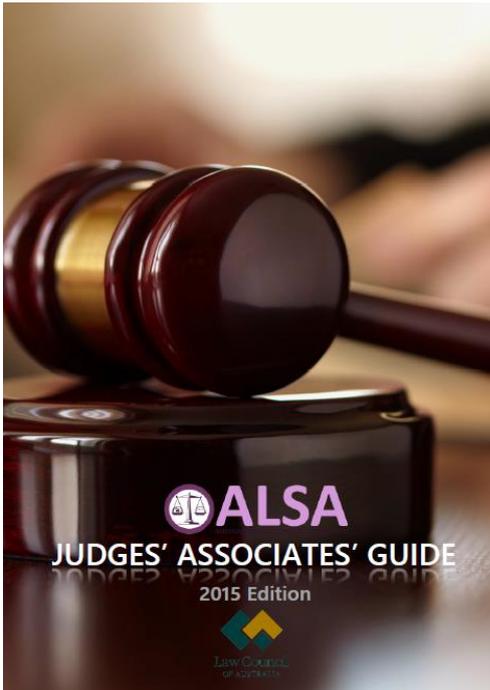
There are lots of jobs for specialist construction lawyers in-house, and some for specialists in mining law (if you're in WA or Queensland), but those areas may limit your options.

Any other comments, advice or amusing anecdotes you'd like to share to encourage or assist aspiring future lawyers?

Try to get a job with a big law firm in your first few years out of law school.

They will train you well.

After a few years (no more than three or four) go and work for another firm or as an in-house lawyer.



Judge's Associates/Tipstaff

The position of a Judge's Associate (or Tipstaff, in NSW) is one, which at the same time is similar, and impossible to define across Courts. Generally, an Associate acts as some combination of personal assistant, research assistant and/or Court assistant to a specific Judge. However, the specific work and activities which each individual undertakes is largely at the discretion of their appointing Judges. It's often said that 'every Associates' year is different'.

These positions are incredibly competitive, incredibly prestigious and incredibly rewarding. Judge's Associates are exposed to a wide range of work, both inside and out of Court, and in doing so, become intimately familiar with court documents, proceedings, processes and procedures. They also often get to observe and work alongside some of the leading barristers, solicitors and other practitioners –

not to mention Judges – in their respective jurisdiction.

Highly regarded by future employers, Judges' Associates go on to do many different things after completing their term with their Judge, and often find that the skills, knowledge, networking and confidence gained from working as an Associate assisted their transition into private practice, upon being called to the Bar, or pursuing an academic career.

Associateships are one of the most rewarding, prestigious, competitive, desirable and exciting employment opportunities available to lawyers. Despite that, they're also one of the most mythical creatures, with little uniform procedure and often little to no advertisement of current opportunities.

As a result, for a number of years, ALSA has committed itself to publishing a specific guide detailing the Associateship experience, which compiles various recruitment details and procedures for Courts across Australia and allows prospective Associates to learn from current and previous Associates.

Proudly supported by the Law Council of Australia, the 2015 Edition of this guide is available at: <http://tinyurl.com/alsaJAguide>.

Stenography

Stenographical and Court Reporter work is a highly rewarding, flexible and fascinating opportunity for individuals who have well developed typing and language skills, and an interest in the law. These staff, either employed by Courts (or Parliament) directly, or otherwise employed by a company who receives electronic recordings of Court hearings, prepare word-perfect transcripts of Parliamentary hearings, or law courts.

To succeed in this position, the main requirement is accurate and efficient keyboard skills (real time stenographers require a shorthand typing speed of approximately 200 wpm), as well as a good grasp of grammar and language. The National College of Court Reporting undertakes a number of machine shorthand courses designed to facilitate skills-building amongst interested future employees, as well as maintaining a dedicated jobs register of stenography-related employment on their website at <http://www.nccr.com.au/nccr-overview.html>

As well as employment opportunities through freelance or independent contract work, a number of different organisations employ stenographers and Court reporters:

- The High Court of Australia maintains an employment register for casual Court Reporting employees, which is advertised each year. Vacancies are intermittent, and interested employees are required to transcribe at a speed of approximately 75wpm. More information is available here: <http://www.hcourt.gov.au/employment/casual-court-reporting-employees>
- The Department of Parliamentary Services oversees Hansard and related services for Commonwealth Parliament: [http://www.aph.gov.au/About Parliament/Parliamentary Departments/Department of Parliamentary Services](http://www.aph.gov.au/About%20Parliament/Parliamentary%20Departments/Department%20of%20Parliamentary%20Services)
- Auscript (<http://www.auscript.com/>) and Pacific Transcription (<http://www.pacifictranscription.com.au/>) are private companies offering a range of legal transcription related employment opportunities

Further opportunities may be available directly in your local Courts and/or Parliament.

Source: Myfuture.edu.au, 'Machine Shorthand Reporter', <http://myfuture.edu.au/explore-careers/browse-occupations/details?anzsco=532112A>

Legislative Drafting

Employment with the Office of Parliamentary Counsel (OPC) will enable you to gain 'first-hand' insight into the complex, delicate and fascinating process of legislative drafting. The OPC provides drafting and advice services for Commonwealth bills, legislative instruments and maintains the ComLaw website.

Vacancies with the Office of Parliamentary Counsel are advertised on the OPC website at <http://www.opc.gov.au/employment/index.htm>.

Through the Commonwealth Association of Legislative Counsel (CALC), hosted through the OPC's website, vacancies for legislative drafting work across the Commonwealth jurisdictions of the world are advertised.

Court/Law Librarians

How many times have law librarians saved you from a looming assignment deadline and very little research? Ever considered becoming a specialised law librarian and putting your legal knowledge to use in research, information management and other support services in a range of contexts including research, cataloguing, training, contract negotiation, editing and client service?

With law libraries maintained not just by universities, but also by most Courts, law institutes and large law firms, librarian and information management staff have a range of exciting contexts in which they may choose to pursue employment. In this respect, the role of the law librarian is transforming and becoming increasingly focused on teaching, research and management of non-physical collections.

To become a law librarian, you will be required to undertake an undergraduate, or post-graduate, qualification in library and information studies accredited by the Australian Library and Information Association, or a Diploma of Library and Information Services (to become a library technician). A list of eligible courses, available Australia-wide with many available online, is available at: <https://www.alia.org.au/employment-and-careers/courses-eligible-alia-membership>.

The Australian Law Librarians' Association (ALLA) offers further training Courses to assist in 'law library'-specific training, as well as various conferences and professional development opportunities for library professionals. Advertisement of librarianship positions is largely ad hoc and undertaken directly by the responsible body, so contact them for further information.

However, the ALLA maintains an e-mail register, a jobs board, and links to both further opportunities both in Australia, and internationally, temporary and permanent at: <http://www.alla.asn.au/information-advocacy/law-libraries/working-sector/>.

Source: <http://www.llrx.com/features/lawlibrarianship.htm>

Legal Practice Management

With the increasing proliferation of legal practices across Australia comes a concomitant need for more qualified and specialist practice managers, who specialise in business management, strategy, leadership and people management. Suitable for individuals with well-developed legal skills and a keen business nous, as well as an interest in the development and future of the legal profession in Australia and beyond, legal practice management can be a highly rewarding and enriching career.

Firms generally recruit their practice management staff directly and advertise through their own channels. However, the Australasian Legal Practice Management Association (ALPMA), a professional organisation designed to connect Legal Practice Management professionals, maintains both a job bank and a business directory for practice management positions across Australia and New Zealand at <http://www.alpma.com.au/Jobs-And-Resources>

Additionally, the Law Council of Australia maintains a Law Management Hub for those individuals interested in keeping on top of the future of the profession and/or looking to develop their practice management skill set: <http://www.lmhub.com.au/>

Legal Recruitment

A small subset of legal practice management work is that traditionally undertaken by Human Resources professionals – the work of legal recruiters.

If you've got experience or understanding in the human resources field, and have the desire and ability to match potential employees to their ideal firm, recruitment offers a more flexible and vastly different daily workload to that of a traditional law role.

Legal Recruitment is often undertaken by firms' in house staff teams (who tend to be recruited directly by a firm) or by specialised legal recruitment companies, such as

- Legal Personnel (Sydney)
<http://www.legalpersonnel.com.au/>
- Legal People (Melbourne based, global operation)
<http://www.legalpeople.com.au/>
- OneLegal (Melbourne based)
<http://www.onelegal.com.au/>
- Empire Careers (Brisbane)
<http://empirecareers.com.au/our-sevices/legal-professional-recruitment/>
- Burgess Paluch (Sydney and Melbourne, global operation)
<http://www.bplr.com.au/>
- Mahlab (Sydney and Melbourne, global operation)
<http://www.mahlab.com.au/>

Many other recruitment vacancies are advertised through 'traditional' sources such as Seek, so keep your eyes peeled for more information.

For more information and for some personal stories of lawyers-turned-legal-recruiters, visit this post from our friends at **Survive Law**:
<http://survivelaw.com/index.php/blogs/careers/918-youre-hired-careers-in-legal-recruitment>

A photograph of the Parliament House in Canberra, Australia, featuring a tall flagpole with the Australian flag. The building's facade is visible at the bottom, with the word 'AUSTRALIA' inscribed on the entrance. The sky is blue with scattered white clouds.

Government & Public Service



Australian Law Reform Commission

The Australian Law Reform Commission is the Commonwealth's specialist organisation charged with undertaking regular review into Federal laws and legal issues to ensure they remain equitable, modern, fair and efficient, and ensure that they reflect the expectations, needs and desires of the community.

The ALRC undertakes various inquiries arising by reference from the Attorney-General of Australia, with over 85% of the organisation's recommendations later having been adopted as law. Recent references include the *Native Title Act 1993* (Cth), serious invasions of privacy, copyright and the digital economy, disability, and traditional rights and freedoms.

The ALRC provides opportunities for students located in Sydney to intern alongside Commission members and legal staff. Internships are voluntary and non-remunerated, and are offered on either a 'one-day-a-semester' basis, or for a three week block over January-February.

Interns generally undertake supervised research into various ongoing inquiries, assisting with (and being credited in) the ALRC's ultimate reports. Applications are only accepted from final and penultimate year students. For more information about ALRC internships, visit <http://www.alrc.gov.au/about/legal-internship-program>

Ongoing vacancies are advertised on the ALRC's website and through the APS Gazette. The ALRC also maintains a temporary employment register for people who hold law degrees and have experience in policy development and/or law reform, based in Sydney. More information about these positions is available at <http://www.alrc.gov.au/about/careers>

Previous page image: '57889-Canberra' by xiquinhosilva – Own work. Licensed under CC BY 2.0 via Flickr - <https://www.flickr.com/photos/xiquinho/7988811938/>. This page image: 'Lunar Justice' by Steve Calcott – Own work. Licensed under CC BY-NC 2.0 via Flickr - <https://www.flickr.com/photos/stevec77/107868154/>



Commonwealth Attorney-General's Department

The Commonwealth Attorney-General's Department supports government in achieving a just and secure society and a culturally rich Australia. It seeks to maintain and improve Australia's law and justice system, national security and emergency management systems, and to ensure broad participation in, and access to, Australia's arts and culture. The work of the department is diverse and includes civil and criminal justice, family law, law enforcement, crime prevention, national and protective security, international law, native title, emergency management and corporate services. The department also oversees over 30 portfolio agencies, including the Australian Federal Police, the Australian Crime Commission, Australian Security Intelligence Organisation (ASIO), the National Archives of Australia, and many cultural organisations (such as the Australian Council for the Arts and Screen Australia).

Employment opportunities with the department are highly competitive and much sought-after. The Attorney-General's Graduate Program offers some of the most highly prized graduate positions available in Australia. The 12-month program involves three work placements across the department and, in addition to law students, welcomes graduates from many disciplines including arts/humanities, business, economics, finance, media and public relations, science and information technology. Applications for the graduate program usually open in March.

From November to February, the department also offers a Summer Intern Program for undergraduate students. Based in Canberra, each intern enjoys practical work experience, a competitive salary, and various types of policy/support work across the department. The internship program is open to both law and non-law students.

The department participates in a number of other employment programs, including traineeships for Aboriginal and/or Torres Strait Islander students (through the APSC Pathways Program) and students with disability (through the Stepping Into Program run by the Australian Network on Disability). The department also maintains both an online job board and a temporary employment register for interested applicants.

For more information about the Attorney-General's Department, and to apply for any open vacancies, visit <http://www.ag.gov.au/About/Careers/Pages/default.aspx>.

Image: "Attorney-General's Department" by Bidgee - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons - https://commons.wikimedia.org/wiki/File:Attorney-General%27s_Department.jpg#/media/File:Attorney-General%27s_Department.jpg

Employee Profile: Dave Port

Dave graduated with a Bachelor of Arts (Criminology) and Bachelor of Laws from UTAS in 2010.

He began with AGD in 2012 as a graduate, and currently holds the role of Legal Officer in the National Security Law and Policy Division.

Like many law students, I was anxious in my final two years of Uni. I realised that pretty soon I'd walk out of Uni/PLT for the last time as a student, and I still wasn't sure whether or not I wanted to be a lawyer. Fortunately, I had a close friend tell me about public service graduate programs. Government graduate programs offer a diverse and challenging career path for students from any background. A graduate program runs from anywhere between 10 months and 2 years, during which time graduates complete work rotations around different areas of the department. It's all about gaining the skills and knowledge to succeed not only in the public service, but in your career in general. While there are many Australian Government departments that offer employment programs to recent graduates (see first link below), I can only speak to my experience in the Attorney-General's Department (AGD).

Having finished the graduate program in January 2013, I can confidently say that it has been the most rewarding experience I could have hoped for. During my three rotations, I worked in corporate governance, anti-corruption policy, and national security capability development.

This diversity of work is typical in an Australian Government graduate program, and the work undertaken by AGD is diverse enough to appeal to any law graduate. In 2012, graduates were placed in areas ranging from copyright policy to international crime casework to counter terrorism law. Opportunities for future graduates will only get better following the consolidation of AGD and Australian Government Solicitor in July 2015. This diversity of work is just one selling point for Australian Government graduate programs. If you ask any graduate in Canberra what the best part of their job is, they might tell you one of several things:

- financial assistance for further study
- 'flex time' (Google it) and the work/life balance
- mentor and buddy program
- above-average starting salary
- potential for advancement, or
- the friendly and passionate people they work with.

The move to Canberra was daunting, but a graduate program really helped me adjust. I started my program with 32 other graduates, and we quickly bonded over having to move to Canberra and an eagerness to get started. Throughout the year, we took several trips to the NSW coast and ski fields, with countless BBQs and other social events in between.

Since completing my graduate year, I've had a variety of exciting roles, including as a Legal Officer in the International Crime Cooperation Division and as an Adviser to the Secretary. My current role is in the National Security Law and Policy Division, where my focus is Australia's domestic security response to overseas conflicts, including returning foreign fighters. The term 'dream job' gets thrown around a lot, but I believe that I'm about as close to having my dream job as someone could get.

Applications for most Australian Government agencies open around March and close in April.

See: <http://australia.gov.au/topics/employment-and-workplace/australian-government-jobs/graduate-programs>

<http://livelearnlead.ag.gov.au/>

<http://www.apsc.gov.au/publications07/crackingthecode.htm>

Australian Prudential Regulation Authority (APRA)

The Australian Prudential Regulation Authority (APRA) is the main body responsible for oversight of banks, credit unions, insurance, and superannuation companies operating in Australia. In doing so, APRA works to promote the stability of the Australian financial system.

APRA undertakes a range of functions, including the creation and enforcement of financial standards reducing risk of financial instability, assessing and approving new license applications, monitoring supervised institutions, undertaking crisis response and enforcement activities, administering the early release of superannuation benefits, and acting as the main national financial sector statistics agency. APRA also administers the Financial Claims Scheme, which acts as a safety-net where a financial institution does fail.

APRA is based primarily in Sydney, with further offices in Melbourne, Brisbane, Canberra, Adelaide and Perth. APRA employs approximately 580 staff across Australia in a number of fields, including law, as well as accounting, statisticians and various other professions. The firm's Legal Group maintains two teams:

- The Advice and Drafting Team who provide a wide range of advice regarding corporate governance, secrecy and whistleblowing, administrative law, and banking and financial system regulation. This team is also responsible for APRA's financial regulations.
- The Litigation and Enforcement Team appear on behalf of APRA in legal proceedings, as well as providing direct legal advice to APRA's enforcement teams.

Other employment teams where legal skills may prove particularly useful include the Policy Development, Statistics, and International Relations teams, the Enforcement team, as well as the Governance, Communication and Information team.

APRA maintain a job board advertising all vacancies available with the organisation, and a general expression of interest for other ongoing opportunities. This is available at <https://apracareers.nga.net.au/cp/index.cfm>.

The organisation also offers a graduate program, applications for which open in February each year. This is a 12-month graduate program which includes a number of rotations, as well as ongoing mentoring and professional development assistance. Details for the APRA Graduate program are available at their specialised mini-site at <http://www.aviewfromthetop.com.au/>

APRA and the Reserve Bank of Australia have also established the Brian Grey Scholarship Program, in the memory of Brian Grey who passed in 2001 whilst serving as Executive General Manager of APRA's Policy, Research and Consulting Division.

Up to 4 scholarships are offered, to a value of \$15,000 each, for honours or postgraduate students who wish to focus upon full-time study and research on an agreed topic of relevance to APRA, benefitting from the use of APRA data.

For more, visit: <http://www.apra.gov.au/AboutAPRA/WorkingAtAPRA/Pages/brian-gray-scholarship-program.aspx>.

For more information about APRA, or to apply for any of the above opportunities, please visit: <http://www.apra.gov.au/Pages/default.aspx>



Australian Competition and Consumer Commission (ACCC)

The Australian Competition and Consumer Commission (ACCC) is Australia's peak competition and consumer protection agency, and is responsible for a large number of different tasks designed to ensure fair trading, competition and fair national markets, in the interests of consumers generally. The organisation is responsible for enforcing the *Competition and Consumer Act 2010* (Cth) and the *Australian Consumer Law*, and deals with product labelling, unfair market practices, price monitoring, anti-competitive conduct, industry codes and regulation, and mergers and acquisitions.

This involves a combination of complaint handling, independent research and investigations, prosecutions, education and advice, assistance to industry, administrative resolution, and legal action. The ACCC is also integrated with the Australian Energy Regulator, who oversees regulation of the national energy market, provides support to the National Competition Council, and works closely alongside state/federal consumer protection agencies and other related organisations.

The ACCC offers a graduate employment program open for applications in approximately April of each year. This program is open to recent graduates from law, public policy, financial modelling, industrial economics and econometrics. Possible work includes market analysis, economic regulation research, complaint investigation, consumer liaison, product safety, compliance research or corporate work.

Graduates enjoy attractive remuneration, professional development and career enrichment, and the chance to work across both the ACCC and the Australian Energy Regulator, whilst they greatly enrich their skills and knowledge. More information regarding this program and upcoming recruitment dates is available at <https://www.accc.gov.au/about-us/careers/graduate-opportunities>

The organisation also maintains a 'General Employment' and 'Enforcement Employment' job register at <https://accjobs.nga.net.au/cp/index.cfm?event=jobs.home>.

For more information about the ACCC, its work and employment opportunities, please visit <https://www.accc.gov.au/>

Australian Securities and Investments Commission (ASIC)

The Australian Security and Investments Commission (ASIC) is an independent government body that is responsible for acting as a corporate, market and financial services regulator. The Commission ensures that Australia's markets are fair and transparent encouraging confident and informed investors.

The Commission is administered under the *Australian Securities and Investments Commission Act 2001* (Cth) and carry out work that is commissioned under the *Corporations Act 2001* (Cth). The legislation requires the commission to:

- maintain, facilitate and improve the performance of the financial system and entities in it;
- promote confident and informed participation by investors and consumers in the financial system;
- administer the law effectively and with minimal procedural requirements;
- enforce and give effect to the law;
- receive, process and store, efficiently and quickly, information that is given to us;
- make information about companies and other bodies available to the public as soon as practicable.

ASIC has offices in all Australian capital cities.

Their function is largely legal, and rests mostly in the interpretation of investment and security regulations. As a result, most of the opportunities involved have a predominantly legal focus.

Careers at ASIC can be accessed, similar to other APS positions, through the APS jobs' database. https://apsc.gov.au/APSEDii/APSEDIIFirstPage_index.shtm

ASIC also offers a graduate program, offering positions for graduates with skills sets ranging through Law, Accounting and Auditing, Business and Economics, Applied Maths and Statistics, Information Technology, and Communication Design. Complex problem solving skills are a major drawcard for these graduates, so that is worth factoring into your decision.

ASIC's graduate program is interesting, challenging and personally rewarding, involving graduates in some high profile cases, to protect Australian consumers. The program strives to achieve a strong balance between personal independence and mentoring from experienced professionals, with financial and non-financial benefits, with a strong emphasis on work-life balance.

ASIC is an equal opportunity employer, seeks the best from across the field, and aims to treat all staff with fairness and respect.

For more information see <http://www.graduates.asic.gov.au/>.

Employee Profile: Annabelle Walker



Annabelle is a Graduate with ASIC. She graduated with an LLB(Hons)/BA, Dip. Lang in July 2014 and spent the next 5.5 months backpacking around Europe and the USA. Her favourite core law subject at Uni was Corporations Law.

Can you describe your role and responsibilities?

As a graduate, we have the opportunity to rotate through four different areas of ASIC. I'm currently in the Market Integrity Enforcement Team, which means work on insider trading, market manipulation and continuous disclosure cases. My average week is therefore very specific to the area I'm in. A graduate working in one of our strategy teams may have an entirely different week.

In an enforcement team, an average week really depends on what matters I'm working on and what stage of the investigation they are at. For example, at a preliminary investigatory stage we might be analysing the law, collating evidence and sending out notices to produce documents. During the investigation we conduct document review (like discovery) and conduct voluntary or compulsory interviews using our powers under the *ASIC Act*. Once the investigation is concluded, work may involve assisting in drafting briefs to delegates, counsel or the CDPP, if a matter is in Court this can also include court attendance.

Normally we have a mix of a few matters which will be at different stages, and during the week I will attend some progress meetings on those matters, which is a great way to discuss what I've found on the matter and hear senior staff's insights on the investigation.

My previous rotation was largely legal and involved giving legal advice on a variety of different matters both internally and externally.

What are some of the skills, knowledge and abilities which you've developed in your role?

I would say one thing you generally get at ASIC is a heightened familiarity with the *Corporations Act* and the *ASIC Act*.

My knowledge of litigation from a prosecution side has greatly increased as well as my awareness of our rights and obligations under the *ASIC Act*.

What are the three best things about your role?

High profile matters, interesting work and a great work environment.

Not a day goes by without ASIC and the work we do appearing in the paper. It is exciting and interesting to work on high profile matters and it's great to do legal work from an enforcement perspective. There is never a standard case or a standard set of facts and the variety definitely keeps you interested.

We are often at the forefront of issues, the market is constantly changing and developing, this means the work can be challenging – in the best way. My colleagues across the organisation are great and it's wonderful to have support at different levels of the organisation who can act as mentors.

What are your hours of work, training and support like?

The support and training at ASIC is great. A lot of the training is role-specific and so our graduate program training is more generalist and involves developing professional skills and confidence which can assist in any area of the organisation.

Our graduate co-ordinator is fantastic and we have dedicated "offsite" training three times during the graduate program where all the graduates get together and complete different development workshops. At the beginning of the year this included an evening volunteering at Our Big Kitchen in Sydney where we got to help prepare meals for those in need.

Our hours are reasonable and there are mechanisms in place that recognise when you've had to work overtime. Senior staff are really understanding.

What did you want to do when you started law school?

I'd always wanted to work in financial markets and financial market regulation so ASIC was a natural fit.

What would you tell someone else who would like a similar role? What are some of the skills, knowledge and attributes which they should start working on now to get to a role like yours in future?

No matter what you want to do, academic results are important so I would focus on achieving in your studies and getting a wide variety of co-curricular experience.

I clerked at several law firms during my studies, predominantly in corporate and finance areas. That helped me in both cementing my interest in financial markets and also provided some great experience to reflect on when applying for my position at ASIC.

If you are interested in working in an organisation like ASIC, I would recommend checking our website regularly. Read updates and use the resources available – same goes for any organisation – familiarity with what the organisation does will help you decide if that's an area you want to work in and your interest will then shine through during the selection process.

Any other comments, advice or amusing anecdotes you'd like to share to encourage or assist aspiring future lawyers?

ASIC is a great combination of commercial and financial markets work with the element of public interest. Even though I had a great interest in ASIC, I had no idea how large and diverse the organisation was until I started working here.

It's a really supportive place and graduates are well looked after.

Australian Tax Office (ATO)

The Australian Taxation Office (ATO) is the government body responsible for federal taxation, and the principle revenue-collecting agency for the Federal Government. Its primary functions are collecting revenue, administering the GST, governing a range of programs to transfer revenue benefits back to the community, administering the Australian superannuation system, and acting as custodian of the Australian Business Register.

The office aims to build confidence within the taxpaying public in the superannuation and taxation systems by helping the understanding of rights and obligations, improving ease of compliance and access to benefits, and managing non-compliance with the law.

The ATO works under a series of legislation, including the *Income Tax Assessment Act 1936* (Cth). They are governed by the *Public Governance, Performance and Accountability Act 2013* (Cth), within Treasury, and are accountable under the *Public Service Act 1999* (Cth).

The legal department of the ATO function mostly in an interpretation, advisory and policy-making role, with taxpayers, government bodies and the department and treasury in general. The office both interprets and maintains interpretations of existing taxation law, as well as advising in the development of new law, through the Department of Treasury.

The ATO is one of the APS's largest employers, with over 20,000 people employed within it. As a result, the ATO has offices all over the country, and employs people with skills in accounting, finance and auditing to law, administration and customer service to human resource management, information technology and marketing.

Most vacancies can be found on the ATO Job Board at:

<http://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

The ATO offers a number of special programs:

- Graduate Program:

Graduates in the ATO work as part of a team that deals with; shaping tax law and policy, managing litigation, managing interpretative advice, enhancing the relationship with the greater community, and assisting with legal advice across other areas of the ATO. This work may include; legal advice, law interpretation, legal design, and dispute resolution. For more information visit: <http://destination.ato.gov.au/our-programs/graduate-development-program>

- Indigenous Opportunities:

As part of an ongoing commitment to greater diversity in the work force, and respecting the First Australians, the ATO offers two Indigenous programs on top of the existing graduate structure. Firstly, an Indigenous cadetship program, offering work experience to Indigenous students who are still completing degrees, and acceleration mentorship, assisting Indigenous employees to move through the ranks. See:

<http://destination.ato.gov.au/our-programs/indigenous-programs/>

- Executive Assistant Program:

For Canberra-based people seeking Executive Assistant work, the ATO offers an accelerated program that will deliver completed applicants an APS 2 level position. See <http://destination.ato.gov.au/Our-Programs/Executive-assistant-advancement-program/>



Australian Health Practitioner Regulation Agency (AHPRA)

The Australian Health Practitioner Regulation Agency (AHPRA) is the national body responsible for the regulation and enforcement of health practitioner law across Australia.

The organisation brings together each of the 'discipline-specific' health boards which regulate their specific practitioners (including dentists, doctors, nurses and midwives, optometrists, pharmacists, and psychologists), and assists in developing, promulgating and enforcing the National Registration and Accreditation Scheme.

In doing so, AHPRA works closely with a number of different advisory panels, develops appropriate registration standards, codes and guidelines, assists the work of each of the 18 discipline specific boards, and maintains the national registration and renewal of registration of practitioners.

AHPRA also receives complaints from the public, conducts investigations into those complaints and engages in enforcement action and prosecutions against practitioners.

AHPRA has offices in each Australian state and territory, and maintains a national office in Melbourne. The Agency maintains a list of current vacancies, and recruitment and selection information at: <http://www.ahpra.gov.au/About-AHPRA/Careers-at-AHPRA.aspx>

Department of Foreign Affairs and Trade (DFAT)

The Department of Foreign Affairs and Trade (DFAT) is the lead agency managing Australia's international presence. The department's role is to advance Australia's national interest by working to enhance Australia's security and prosperity.

The department provides foreign, trade and development advice to the government and works with other government agencies to ensure that Australia's pursuits of its global, regional and bilateral interests are coordinated effectively.

DFAT is primarily based in Canberra, but has offices in each Australian capital city and employs more than 4200 people across Australia. DFAT also manages a network of 96 overseas offices and consulates and employs a further 2400 people across this international network.

DFAT's work includes developing and implementing foreign, trade and development policy, negotiating international agreements, delivering an effective aid programme, and providing high quality consular assistance.

They do not have a specific legal graduate program, however recruit candidates from a variety of backgrounds through their Policy Graduate Program and Management Graduate Programs. Both graduate programs run for two years and require successful candidates relocate to Canberra.

- The Policy Graduate Program is for applicants from all academic background and prepares successful candidates for a career as a generalist policy officer. Policy graduates work to advance Australia's interests across a wide range of areas, including security, human rights, international trade and aid management. Policy graduates usually undertake five placements across different areas of the department's work.
- The Management Graduate Program is for applicants with commerce, accounting, human resources, ICT or similar qualifications. The program focuses on preparing graduates for a career managing the department's human and financial resources, assets and programs. Management graduates undertake between 6 and 8 placements covering financial services and management, corporate planning, post management and other consular issues.

Both graduate programs include extensive training and provide opportunities for graduates to fill gaps in their academic studies.

More information about the DFAT graduate recruitment process can be found here: <http://dfat.gov.au/careers/graduate-recruitment/Pages/graduate-recruitment.aspx>

The Department also advertises current vacancies via their online recruitment portal, which can be accessed here: <http://dfat.gov.au/careers/current-vacancies/Pages/current-vacancies.aspx>

All offers of employment at DFAT are conditional upon the candidate successfully obtaining a security clearance.

More information about the process is available in the general careers section of the DFAT website at: <http://dfat.gov.au/careers/Pages/careers.aspx>.



Department of Immigration and Border Protection (DIBP)

The Department of Immigration and Border Protection (DIBP) is responsible for Australia's immigration and customs border policy. The department protects Australia's borders and manages the movement of people and goods. They also manage Australia's migration, citizenship, trade and customs, border force and immigration detention centres. DIBP has offices located in every Australian state and territory and 52 locations internationally.

The DIBP has two graduate streams: ICT and the generalist program. The generalist program is suitable for graduates from all academic backgrounds and is designed to provide experience across a number of areas within the department. Graduates are involved in a diverse range of work, including migration initiatives, refugee and humanitarian issues, interpreting and applying legislation, policy and research and people and corporate services. Law graduates are encouraged to apply.

While there are a limited number of positions available across state and territory offices, the majority of graduate positions are located in Canberra. Applicants should be willing to relocate to Canberra when applying.

The graduate program runs for 10 months and candidates will become an ongoing full time employee of the department upon completion. All employees of the DIBP are required to obtain and hold a security clearance.

Information about the selection process and other vacancies at DIBP can be found here <https://www.border.gov.au/about/careers-recruitment/vacancies>

Australian Defence Force (ADF)

The Australian Defence Force (ADF) offers a unique experience for Legal graduates in a number of different functions and entry levels. The Opportunities for a legal career within the ADF are diverse and widely varied between the three services; Navy, Army, and Air Force.

As a whole, the Defence Legal Division is responsible for the provision of legal advice and other legal services to the ADF, the Department of Defence and the Ministers on defence-related legal matters, and is comprised of both service and civilian lawyers. Although most civilian lawyers are located in Canberra, service lawyers are posted around Australia and overseas.

A Legal Officer's primary duty is to advise Command. Legal Officers contribute to missions by providing specialist advice in the core legal areas of military legal practice—discipline, military administrative law and military operations law (including humanitarian law). Legal officers may also appear as advocates in defence inquiries, or as prosecuting or defending officers before Court-Martials and Defence Force Magistrate trials.

Like all government lawyers, legal officers are required to be knowledgeable in a wide range of areas of law, notably constitutional law, criminal and regulatory law, general administrative law, freedom of information and privacy law, statutory interpretation law, intellectual and copyright law, contract law, employment and workplace relations law, work health and safety law, environmental law, public governance and accountability law, human rights law, public interest disclosure law, parliamentary procedures and legislative processes, civil liability law, public service law and policy, conflicts of interest law, official information and secrecy law, legal services directions, confidentiality and legal privilege law, public relations law, and legal ethics.

Entry Requirements.

The application process to join the Australian Defence Force requires you to complete a series of aptitude tests including verbal, spatial and numerical ability tests, and a general maths test. There are also security clearances and a medical and physical fitness assessment.

Graduate

If you are already degree-qualified, then you may wish to consider a career as an Officer (Graduate Only). Degree-qualified officers normally start one rank higher than others.

Reserves

Officer Entry to the Reserve is open to suitably qualified civilians with or without previous service in the ADF. You are required to be prepared to serve a minimum of 20 days per year to remain effective as a reserve and you may be offered work up to 200 days/year in approved positions.

Undergraduate

There is also an opportunity to be sponsored by the ADF to complete tertiary studies at a civilian university in an Australian State or Territory after successful completion of their first full year of study. Subject to approval, you will also be reimbursed the costs of prescribed textbooks and equipment essential to your course of study.

The Air Force will also pay tertiary institution fees and Student Contribution Charges for as long as you remain in the Service. An obligation to serve in the Air Force for a period of one year for each year of sponsorship, plus one additional year, is required before sponsorship is finally approved (e.g. three-year degree sponsorship = four-year service upon completion).

Each service offers different positions and roles as well as different methods of entry. To learn more about the position in each service, visit the relevant page on Defence jobs.

<http://www.defencejobs.gov.au/Navy/jobs/LegalOfficer/>

<http://www.defencejobs.gov.au/Army/jobs/LegalOfficer/>

<http://www.defencejobs.gov.au/AirForce/jobs/LegalOfficer/>

To find out more, call 13 19 01 to discuss your eligibility and potential options with your nearest Recruitment Centre.



Australian Federal Police

The Australian Federal Police (AFP) provides a range of investigation and operational support, security risk management, security vetting and information services to assist police at a federal level. AFP Legal comprises professional legal and support staff, who provide legal advice and assistance to all areas of AFP business, both domestically and internationally.

AFP Legal provides advice on a variety of diverse matters including, but not limited to, complex law enforcement matters, claims and civil litigation against the AFP, commercial matters and management of information by the AFP, including freedom of information, privacy, and responses to subpoenas and summons to produce.

There are four specialised teams within the legal element of the AFP:

- Operations/Counter Terrorism
- Employment and Litigation
- Commercial and Governance
- Information Law

For further information on these areas, please visit: <http://www.afp.gov.au/jobs/graduate-program/areas-you-can-work-in/legal>

AFP Legal graduates rotate through the four teams within Legal, as well as rotating through two business areas in the broader AFP during the graduate program. These rotations allow graduates to gain a variety of skills and a deeper understanding of the organisation's work. Over the course of the graduate year, graduates will undertake research tasks for all legal officers and draft correspondence, legal documents and instructions under the supervision of the relevant specialist coordinator within the team. Each rotation is for a minimum of five weeks.

For service with the AFP, you must meet a number of minimum requirements which can be found at: <http://www.afp.gov.au/jobs/minimum-requirements>. Application forms are only available to be viewed when a vacancy is listed, and are submitted through the AFP website.

For more on the application process, visit: <http://www.afp.gov.au/jobs/how-to-apply>

Image: "AFP Hyundai i-Max" by Highway Patrol Images - Own work. Licensed under CC BY 2.0 via Flickr - <https://www.flickr.com/photos/special-fx/6052622394/>

Australian Broadcasting Corporation (ABC)

The ABC is Australia's national broadcaster, dating back to 1 July 1932. The organisation maintains a wide range of services including abc.net.au, the 4 ABC broadcast services supported by iview, ABC News and Current Affairs online, 4 continuous broadcast national radio networks with 60 additional local radio services, 51 ABC Shops and 84 ABC Centres, a publishing and licensing service, an international media and development service, and worldwide partnerships.

The organisation maintains a staff of 4679 in 71 offices spread across Australia and overseas. The work of the organisation is undertaken pursuant to the *Australian Broadcasting Corporation Act 1983* (Cth) which incorporates the ABC Charter and the Election Coverage Review Committee.

Additional regulatory oversight occurs through the *Freedom of Information Act 1982* (Cth), *Public Governance, Performance and Accountability Act 2013* (Cth), *Privacy Act 1988* (Cth), *Public Interest Disclosure Act 2013* (Cth), the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth) and all applicable employment laws.

The ABC offers an exciting and diverse range of employment opportunities for individuals of all disciplines, backgrounds, interests, skill levels and locations. The organisation maintains a comprehensive range of training and development, leadership and scholarship programs, as well as an Indigenous mentoring program.

ABC employees, by the very nature of their work, as well as through the 'Green at Work' program, Workplace Giving and Corporate Social Responsibility program make a substantial community impact. The organisation also touts generous pay, leave and working conditions, including flexible salary packaging, work-life balance, and a 15.4% employer superannuation contribution with their nominated super fund.

The ABC maintains a jobs board for all open vacancies, including those in the organisation's Business and Legal Affairs department, at <http://careers.abc.net.au/jobSearch.asp>.

The ABC also offers a 'structured work experience' program, with more information available at: <http://www.abc.net.au/careers/cadetshipsandworkexperience/workexperience.htm>.

For those interested in putting their combined degrees to good use, the organisation also offers 8 ABC News Cadetships annually.

Reserve Bank of Australia (RBA)

The Reserve Bank of Australia (RBA) – Australia’s central bank – enforces monetary policy, monitors and strengthens Australia’s financial system and oversees issuance of Australian banknotes. The RBA also provides banking services to Australian government agencies, overseas central banks and institutions, as well as managing Australia’s gold and foreign exchange reserves.

Empowered and regulated under the *Reserve Bank Act 1959* (Cth), *Public Governance, Performance and Accountability Act 2013* (Cth), *Corporations Act 2001* (Cth), *Payment Systems (Regulation) Act 1998* (Cth) and *Payment Systems and Netting Act 1998* (Cth), *Freedom of Information Act 1982* (Cth), *Public Governance, Performance and Accountability Act 2013* (Cth) and *Privacy Act 1988* (Cth), the Reserve Bank controls the cash-rate and monetary policy with a view to mediating Australia’s economic growth and inflation.

The Reserve Bank employs graduates in law, economics and economic analysis, IT, business analysis and project management, banking and settlements, accounting, facility management, human resources and science. All current opportunities with the Reserve Bank are advertised at <http://careers.rba.gov.au/caw/en/listing/>.

The RBA maintains a comprehensive graduate careers program, based in Sydney, for students across a wide range of disciplines, and includes two years of training and development, and a number of exciting rotations, as well as extensive relocation support. Information about the RBA’s graduate development program is available at <http://www.rba.gov.au/careers/graduate-careers/graduate-development-program.html>.

Economics and finance students may be able to undertake an RBA Cadetship if they intend to complete honours in the following year of their degree:
<http://www.rba.gov.au/careers/cadetship-vacation-work.html>.

For recent school leavers, the Reserve Bank Traineeship program is available (visit <http://www.rba.gov.au/careers/traineeships.html>)

General Australian Public Service (APS)



Despite these specific organisations, a large number of government departments value the skills which law graduates (and especially those with combined degrees) can bring to government, policy making and legal implementation.

APS positions are highly sought after given their extensive training, favourable work conditions, defined career path and personal development, and both geographic and employment-based mobility.

The APS Jobs website (<https://www.apsjobs.gov.au>) provides a detailed and comprehensive 'portal' linking to a large number of positions in the APS, the Department of Parliamentary Services, various government agencies and is updated every day.

The website also allows new listings which meet your own defined criteria to be e-mailed to you directly. It also maintains a list of links the equivalent public service employment directories in each Australian State or Territory.

The Australian Public Service Commission (APSC) provides further information and resources regarding the APS' hiring, recruitment, diversity, merit and equality protection mechanisms, and these are available at their website at

<http://www.apsc.gov.au/about-the-apsc>.

The APSC also produce *Cracking the Code: How to Apply for Jobs in the Australian Public Service*, which is available on their website and contains a substantial amount of information about applications, interviews and more.

The APS Jobs website also provides a directory listing all public service graduate, entry-level and work experience opportunities at

https://www.apsjobs.gov.au/graduate_programs.aspx.



**Community & Non-
Government
Organisations**

Community Legal Centres (CLCs)

Although few specific entry-level positions in the community legal field are available, employment (or volunteer work!) in local community legal centres, or in other not-for-profit community legal services, working at a CLC can provide an exceptionally rewarding legal career whilst giving you the opportunity to give back to the public and your community.

There are over 200 community legal centres across Australia and New Zealand, covering all areas of the country. Included in this list is a wide number of 'special interest' legal groups, covering areas of law as diverse as

- Family, Elder and Children's Law
- Criminal Law and Family Violence
- Discrimination and Disability Law
- General Civil Law
- Consumer and Social Security Law
- Environmental Law
- Animal Law
- Arts Law
- Indigenous Legal Issues
- LGBTI Legal Matters
- Human Rights and Prisoner's Law
- Immigration, Refugee and Citizenship Law
- Mental Health law
- Children's Law
- Property and Residential tenancy law

Most employment opportunities in these CLCs are advertised locally.

However, the National Association of Community Legal Centres (NACLC) maintains an ongoing register of CLC employment positions which is accessible at: <http://www.clc.net.au/JobAds/>.



The United Nations (UN)

Despite being a dream job for many an aspiring law student and graduate, employment with the United Nations is rather difficult to obtain. The work of the United Nations is so diverse and expansive that it is impossible to comprehensively list, but includes over 41,000 employees in all areas and disciplines, spread across field work, regional commissions, tribunals, satellite offices and UN Headquarters in New York.

Spread across the world, the global Secretariat maintains offices across all the world's inhabited continents, with 'hubs' in Geneva, New York, Vienna and Nairobi, with other large offices spread throughout major cities. Employment with the UN can occur in a number of capacities, including as part of the Secretariat, the organisation's specific programs or organisations, or through the United Nations Information Centres or one of its 130 field offices.

The UN offers a range of support and education options for employees, including various week-long orientation and development programs, workshops and a Career Resource Centre in New York and online, one-on-one career consultation, a mentor (allocated for 10 years!), support for spouses of UN Staff, and 'pre-retirement' support. The organisation also maintains 'job networks' of closely related professionals across the world who assist in skills development and networking.

In this respect, United Nations employees are 'International Civil Servants' and voluntarily assume the highest standards of integrity, impartiality, honesty and efficacy. Remuneration is calculated by reference to the pay which member nations afford to their civil servants, and includes various allowances and subsidies, as well as a 'purchasing power subsidy', health insurance and retirement pension support.

Young Professionals Program

The Young Professionals Program is the UN's main recruitment mechanism for recent graduates, attracting up to 50,000 applications each year. Entry to the program requires that you are a national of a participating country, you hold a relevant bachelor degree, are under the age of 32 and fluent in English or French.

The list of participating countries changes every year in relation to the representation in the UN workforce. For 2015, Australia is not a participating country.

The Associate Expert program provides an opportunity for Australian graduates to undertake a one-year appointment (which may be extended) to gain professional experience in the United Nations Capacity Development Program which includes a wide range of different programs and projects.

Generally, the Associate Expert program requires an advanced university degree, a minimum of two years relevant work experience, strong command of one (ideally two) UN official languages, and age below 32 (usually).

Further information is available at: <http://esa.un.org/techcoop/associateexperts/index.html>

Other Entry Points

The diversity and complexity of the UN system renders any attempt to comprehensively catalogue the opportunities available for UN employment futile.

Instead, interested graduates should pursue further information from the comprehensive United Nations Careers website at: <https://careers.un.org/lbw/home.aspx>.

The Main UN Jobs Board is available at the below website:

<https://careers.un.org/lbw/home.aspx?viewtype=SJ&vacancy=All>.

The UN also maintains a 'roster' system whereby viable candidates may be kept on a rotating roster for upcoming positions.

The United Nations does offer a number of internships in the UN Development Program, Children's Fund, Populations Fund, Office for Project Services, Refugee Agency and Environment Program, spread across New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago. Further information is available at:

<https://careers.un.org/lbw/home.aspx?viewtype=IP>.

A large number of temporary employment and consultancy positions are also available.

For graduates with 'perfect command' of one of the UN's six official languages (English, French, Spanish, Russian, Mandarin Chinese and Russian), the organisation conducts regular 'Language Competitive Examinations' for recruitment into language-related roles.

Additionally, the UN undertakes a volunteer program which recruits approximately 8000 volunteers a year. However, it is specified that this is 'not an entry route to the United Nations', and is limited to 8 years of service. See <http://www.unvolunteers.org/> for further information.

The following page contains a catalogue of references to the specific employment pages for 39 different UN specific programs: <https://careers.un.org/lbw/home.aspx?viewtype=WWD>

Aspiring applicants should be aware that job advertisements and offers often circulate which falsely state that they are from the United Nations. Please be aware that the United Nations does not request payment at any stage of the application and review process, nor request any financial details.

Amnesty International

Amnesty International is the world's largest human rights organisation, with over 7 million people involved. Amnesty International works towards the protection of civil rights, civil liberties and human rights across the world.

The organisation is a 'grass-roots' advocacy and lobby group who work both individually and collaboratively to hold governments to account, encourage greater policy outcomes, and increase respect for – and understanding of – human rights across the world.

The organisation undertakes a range of complex and well-known (as well as some lesser known) activities, including:

- Calling on governments or companies to uphold, create or change laws or
- Sending experts on missions into countries where human rights abuses are occurring to investigate and report (eg: Syria, Gaza, Pakistan or Egypt).
- Working with the world's media to expose human rights abuses and call for justice.
- Managing petitions, letters or online actions directed at governments, groups or individuals.
- Support for human rights advocates worldwide.
- Support for sections around the world who campaign on global and local issues.

The organisation's research is regarded with high regard by governments, other NGOs and inter-governmental organisations, journalists, scholars, lobby groups and supporters.

Amnesty International offers employees a dynamic, professionally challenging and flexible work career pathway. The organisation employs over 90 staff across Australia, across a whole range of skill-sets, personal attributes, educational backgrounds and other diversities.

Benefits include opportunities for education and professional development, competitive remuneration, flexible work hours, special leave for Indigenous and cultural practice, study leave and a diverse organisational structure.

The organisation maintains a jobs board on its website where all local vacancies are advertised – available at <http://www.amnesty.org.au/jobs/>.

For more information about working at Amnesty International Australia please contact the Human Resources team at employment@amnesty.org.au or visit <http://www.amnesty.org.au/>

Amnesty International also maintains a number of positions for interns and volunteers, who are critical to the organisation's success.

The Office and Volunteer Coordinators in your local jurisdiction are best positioned to provide further information regarding these positions, and we encourage interested students to visit <http://www.amnesty.org.au/get-involved/comments/24378>

Red Cross Australia

The Australian Red Cross/Red Crescent Movement is the Australian arm of the worldwide movement who care for local communities and the global community, tangibly changing the lives of tens of millions of people every year.

Spread across six major areas of expertise, the Red Cross assist in a diverse number of ways, including through:

- Emergency response and humanitarian assistance, as well as disaster recovery and rebuild projects
- International development, disaster response, aid and humanitarian work
- Indigenous Australian employment and assistance
- Social inclusion through work with people experiencing homelessness, mental health suffers, criminal offenders and their families, vulnerable older people and other socially isolated groups
- Capacity, skills and knowledge building programs for young people, children and families, as well as community-wide nutrition and sustainability programs
- Operating as one of the leading creators, monitors and enforcers of International Humanitarian Law
- Providing support for refugees, migrants, victims of human trafficking, and monitoring of immigration detention centres.
- The Red Cross Blood Service

The Red Cross maintains a job board at <http://careers.redcross.org.au/cw/en/listing/>, and the Red Cross Blood Service maintains a careers page at <http://www.donateblood.com.au/careers>.

As part of the organisation's commitment to diversity and equal opportunity, and their reconciliation partnership, the Red Cross also maintains a number of Indigenous-focused careers positions at: <http://www.redcross.org.au/aboriginal-and-torres-strait-islander-careers.aspx>

Red Cross employees enjoy a number of exciting benefits, including novated vehicle leasing, salary packaging, flexible work arrangements, a number of social and wellbeing programs, study assistance and regular performance review and development.

International Aid Workers, with specialisation in emergency management, health, engineering, disaster law and other related areas (including languages!) can undertake a training course, volunteer overseas with the Red Cross or join the annual recruitment process for aid workers.

This is an extensive and complex process and interested applicants are encouraged to visit <http://www.redcross.org.au/international-aid-work.aspx> for more information.

Salvos Legal

Wholly owned by The Salvation Army, Salvos Legal are a legal practice who provide advice in commercial and property law, conveyancing, wills and estates, the fees for which are all used to support the 'sister' firm of Salvos Legal Humanitarian – a full-service free law service for disadvantaged and marginalised individuals.

The firm maintains a competitive and well-regarded practice retained by many 'blue-chip', corporate, non-government and government clients. Salvos Legal Humanitarian have assisted in over 7,600 cases, for free, without government funding.

Salvos Legal advertise current opportunities for permanent, volunteer and internship roles on their website at: <http://www.salvoslegal.com.au/careers>.

The firm encourages practising solicitors with a heart for making a difference to forward their current curriculum vitae and a short outline of what capacity you would like to join the organisation on a permanent basis.

If you're interested in assisting Salvos Legal as a volunteer Solicitor, Migration Agent, Paralegal, Interpreter or Administrative Assistant, the volunteer expression of interest form is available on the website above.

The organisation also maintains an 'In-house Pro Bono Desk' for in-house lawyers across the commercial and government sectors to volunteer or undertake temporary secondment across matters including criminal, family, housing, social security and immigration law.

Employee Profile: Amanda Fisher-Vosilla

Amanda completed a Juris Doctor at the University of Sydney in 2014. Prior to this, she completed a Bachelor of Fine Arts at the University of New South Wales. Amanda commenced a Graduate Diploma of Legal Practice in May 2015 and hopes to attain her practising certificate by October this year. She is currently an intern at Salvos Legal in the Humanitarian team.

My role at Salvos Legal is extremely varied and I work on a range of matters covering diverse areas of law including migration, family and criminal law. I work in the humanitarian team under the direction of one of the partners and three associates. A typical week will entail document drafting, legal research, assisting to draft submissions, preparing visa applications (including for Protection Visas), preparing court documents if a hearing date is approaching, and liaising with clients. Once a fortnight I attend one of Salvos Legal's advice bureaux at Campsie or Auburn where clients attend to access free legal advice.

What are some of the skills, knowledge and abilities which you have developed?

I have had the privilege of working on a variety of matters and have gained some insight into the highly complex and dynamic area of migration law. I have learned to communicate with clients from a range of diverse linguistic and socio economic backgrounds and had extensive direct client contact, which has developed my interpersonal skills.

What are the three best things about your role?

The structure of Salvos Legal is unique because all the revenue raised from the commercial team is used to fund the work of the humanitarian team. Thus, Salvos Legal is able to assist people who would otherwise not be able to afford legal representation. Knowing that the work I completed during my internship directly assists someone in need has been the most rewarding aspect of my role at Salvos Legal. The diversity of the matters I have worked on coupled with the direct experience with clients has ensured my experience at Salvos Legal has been challenging and rewarding. Salvos Legal understands that a client's legal issue may be inextricably linked to a myriad of other issues and clients may be referred to a range of other services within the Salvation Army to address other underlying problems that clients may be experiencing. Working for a service that provides holistic care has been fantastic and an experience I don't think I would have had elsewhere.

What are your hours of work, training and support like?

Salvos Legal successfully promotes a healthy work/life balance. Interns generally work from 9-5pm and are encouraged to leave on time. The firm offers a range of social activities ranging from lunchtime fitness, netball and staff lunches as well as activities after hours. All the staff are extremely nurturing and chaplains are available on site to provide pastoral support if requested.

What did you want to do when you started law school?

I started law school because I wanted to make a positive change and help people who may not be able to afford or access legal advice. This position has been an ideal and is exactly what I hoped to do when I finished studying.

What would you tell someone else who would like a similar role?

I would encourage students to volunteer as soon as possible. I began with Salvos Legal as a volunteer law clerk one day a week. This provided me with insight into the daily running of a busy and growing firm. I was then offered a position as an intern in the Humanitarian team which has been an invaluable learning experience.

I think the best advice I have for fellow aspiring lawyers is to seize every opportunity presented to you. Do not be too narrow in your focus too early on in your career and be open to new experiences as ultimately these will lead you to being a well-rounded lawyer.

Oxfam Australia

Oxfam Australia are a global development organisation responsible for assisting communities and individuals experiencing poverty to gain access to the skills and resources they need to improve their own lives and those of their communities. The organisation also provides humanitarian assistance, humanitarian appeals, and reconstruction support following disasters.

In addition to their development work, Oxfam undertakes a number of campaign activities to assist in the development of policy affecting disadvantaged individuals. Oxfam also maintain partnerships with many organisations assisting disadvantaged and disenfranchised members of society. The organisation operates around the world, with 'on the ground' programs in over 27 countries throughout Asia, Africa and the Pacific.

Oxfam maintain an online database of their vacancies in their national office, state offices, international field offices, shops and warehouses, as well as their consultancy positions, at <https://www.oxfam.org.au/jobs/>.

The organisation touts their community of like-minded individuals, the chance to work with a wide-range of leading individuals, a 'supportive and nurturing workplace', substantial career development opportunities and 'fair pay and great benefits' as amongst the many reasons positioning them as a compelling employer.

Additionally, the organisation runs on the back of over 70,000 volunteer hours across all manner of areas, across the organisation's office work, Oxfam Trailwalker, Oxfam Shops and Oxfam groups. If you're interested in assisting, the Oxfam volunteer position registry is available at: <https://www.oxfam.org.au/act/volunteer-with-us/>

Public Interest Advocacy Centre

The Public Interest Advocacy Centre (PIAC) is an independent, not-for-profit law and legal policy organisation who work to improve social justice and access to justice, as well as legal support, legal assistance and training for the most disadvantaged parts of society.

Groups supported include Indigenous Australians, people experiencing homelessness, children in detention, people experiencing discrimination of many types, and those who struggle – for whatever reason – to access various essential services.

The work of PIAC is achieved through litigation, policy and research, training, community engagement and education, and focuses on social justice, equality, consumer rights and accountable government.

PIAC maintains an Indigenous justice solicitor and a solicitor-advocate as part of the Homeless Persons' Legal Service. The organisation maintains a staff of 25 as well as professional placement, secondees and interns.

The Public Interest Advocacy Centre maintain a 'jobs' page on their website at <http://www.piac.asn.au/about/careers> where they advertise all available opportunities with the organisation. Interested applicants are strongly encouraged to check it out.

Employee Profile: Camilla Pandolfini

Camilla Pandolfini is a Senior Solicitor, Strategic litigation, at the Public Interest Advocacy Centre (PIAC). Before coming to PIAC, Camilla worked in London at the Prisoners' Advice Service, a charity that works on the rights of prisoners in the UK.

Camilla completed her Articles at Maurice Blackburn Lawyers in Victoria. She then worked as a criminal lawyer at Victoria Legal Aid, and also worked on the rights and representation of prisoners in Victoria.

Camilla has also worked and volunteered at the Federation of Community Legal Centres and has been a member of the Committee of Management for Darebin Community Legal Centre.

Can you describe your role and responsibilities?

As a Senior Solicitor in the strategic litigation team at the Public Interest Advocacy Centre (PIAC) my role involves the identification, development and running of public interest litigation. I also undertake systemic policy work that relates to my litigation work, such as responding to government inquiries that are relevant to my casework. I supervise the Practical Legal Training placements at PIAC, and incoming enquiries from potential new clients.

As civil litigation often takes some time, my week often involves the preparation or investigation of potential civil litigation matters, but I am also sometimes at court for my matters. My week generally involves meeting and speaking with clients, researching potential litigation, preparing briefs to Counsel, statements and court documents, and meeting with other relevant individuals and organisations such as Counsel or other community organisations.

What are some of the skills, knowledge and abilities which you've developed in your role?

The ability to investigate and research a potential public interest litigation matter, and the ability to identify potential strategic litigation issues and cases from the enquiries that we receive at PIAC.

This is the first role I've had in NSW, so I've developed knowledge regarding the NSW jurisdiction and also relevant government and non government organisations.

I've also developed my skills in supervision, delegation and management through my supervision of the Practical legal Training placements as I am responsible for delegation of all tasks from our strategic litigation team and the broader organisation to individual placements.

What are the three best things about your role?

The time that I have to consider, research and investigate each individual matter, and think creatively about the way in which particular laws or practices can be challenged through litigation. As PIAC's strategic litigation team generally only take on matters that will result in litigation, I have a lot more time to do this than I have in other roles, due to the larger caseload I've had in those roles.

The varied areas of law that our strategic litigation team work in, which keeps me feeling challenged in my work. In other roles, I may have worked in just one or two areas of law, so that's a particular feature of my role.

The clients – I wouldn't feel so passionate about my work or the law if I didn't think it had the capacity to change people's lives for the better and make an impact in some way. The people I work with keep me feeling inspired in my work.

On a more systemic level, PIAC's strategic litigation aims to change laws and practices that we believe are unjust on a broader scale, and so I hope that the litigation I undertake changes laws and practices not just for my clients, but also for other individuals in their position or circumstances.

What are your hours of work, training and support like?

PIAC has good hours of work and provides flexibility to staff who want to work part time or reduced hours for various reasons. We're encouraged to undertake training relevant to our roles and have a budget for staff training. Community legal centres don't have administrative support to the same extent as a private law firms, so you need to be prepared to do some of your own administrative work but we are definitely supported by the administrative staff at PIAC in our roles and our work. We're also supported in the litigation team through supervision by our principal solicitor.

What did you want to do when you started law school?

Create systemic change and work with people. I'd been involved in activist work and campaigns in a non-legal way and I thought studying law would assist in that work in some way. My work has a very different focus now but I still hope to create systemic change and work with people! I suppose it's quite an idealistic view but I still believe in it.

What would you tell someone else who would like a similar role? What are some of the skills, knowledge and attributes which they should start working on now to get to a role like yours in future?

Volunteer! Not for profit organisations and community legal centres really survive through the support we receive from volunteers and we wouldn't be able to do the work we do without them. Volunteering with different organisations also gives you a good perspective on the work that different organisations do and the way that they are structured, and every experience teaches you something that you can then bring to your paid roles.

I'd also recommend working or volunteering overseas, if you can, as working in a jurisdiction such as the UK can be really informative on issues such as human rights, because they have (for now) a Human Rights Act and so many different organisations working in that space. Litigation experience is also helpful in my role.



International Commission of Jurists

The International Commission of Jurists is an organisation comprised of up to 60 senior judges, academics and practitioners, who are dedicated to ensuring respect for human rights in law. The organisation is spread across the world, and has a history stretching back to 1952. The organisation undertakes a wide variety of work spread across the world, including publications, research reports, policy positions, intervention in court cases, governmental submissions and worldwide news updates.

Further information about the global organisation's work is available at: <http://www.icj.org/>.

The Australian section of the International Commission of Jurists is maintained by a number of volunteer staff in relationship with the International Commission.

The National section maintains standing and ad-hoc subcommittees charged with addressing a wide variety of issues including counter-terrorism and human rights, attacks on justice, legislation review, women's rights, sex trafficking, the United Nations, immigration and refugees, indigenous Australians, and the *Torture Convention*.

Branches are in seven of the eight state and territories across Australia. Individuals may join as volunteers, and participate in the organisation's events, receive frequent updates regarding the Commission's work, and participate in various rule of law observer missions.

Paid employment opportunities with the organisation are listed at <http://www.icj.org/about/jobs/>.

Additionally, the organisation relies heavily on students and graduates who are interested in volunteering with the organisation, which provides a uniquely fascinating opportunity to engage with international human rights law, gain exposure to the UN and other leading international system bodies and develop the skills and understanding of a career in human rights law.

Information regarding internships is available at: <http://www.icj.org/about/internships/>