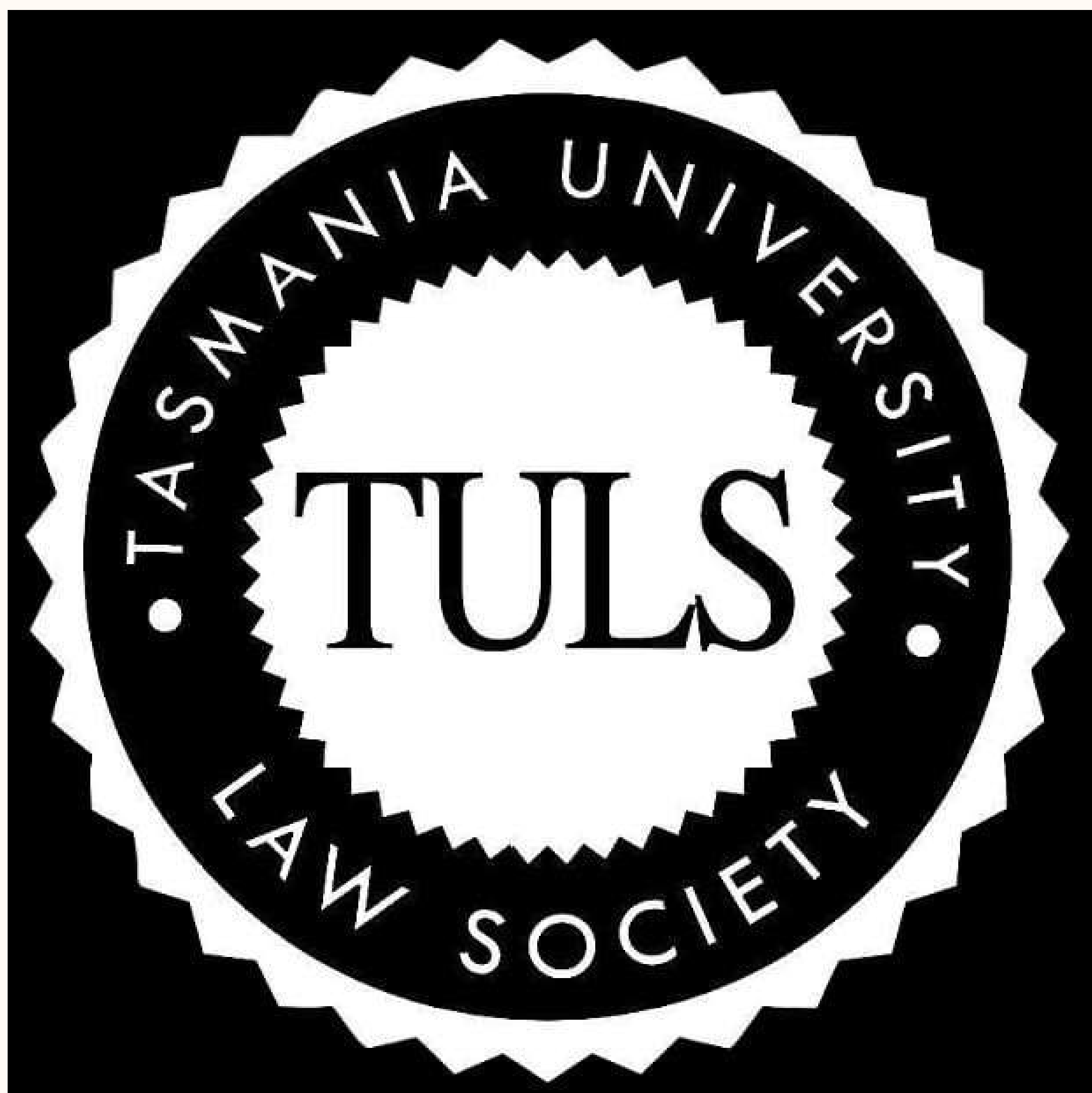


# TULS CAREERS GUIDE 2022



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All information presented in this document is, to the best knowledge of the Editors and TULS, correct at the time of publication and is subject to change without notice.

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The information presented is merely advisory and should not be relied upon without independent verification. This work is an edited and expanded compilation of information based on a large number of sources. This guide draws heavily on a variety of sources, including (but not limited to) information provided by the following sources, all of whom are attributed to the greatest extent possible throughout this guide:

- The websites of various law firms;
- Previous clerks, students and graduates;
- Brochures and publications issued by firms and Practical Legal Training providers;
- Previous Careers Guides and similar publications, from both UTAS and other universities;
- Other, independent, online resources.

Any infringement on the intellectual property of any third party is only in good faith and purely accidental. Amendments can and will be made to this guide to remove any such intellectual property infringement immediately following contact with the editor of this guide.

If you have any questions or concerns, please do not hesitate to contact the editors, the TULS Career Directors, on the below details:

Maddy Kellow & Maddie Webster  
Career Directors  
careers@tuls.com.au



# Contents

Private Sector Guide - p.8

Firm Profiles - p.29

International Opportunities - p.70

Non-Legal Careers - p.77

Public Sector Guide - p.80

Community Legal - p.81

Court Work - p.89

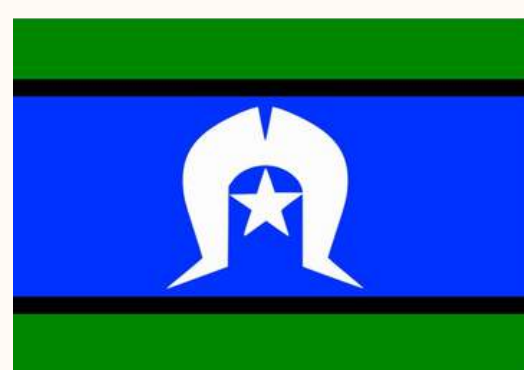
Administrative Law - p.91

Criminal Law - p. 95

Economics and Finance - p.98

Career Advice - p.102

The Tasmanian University Law Society (TULS) acknowledges the traditional owners of the lands and seas that we study, work and live on, the Palawa people of lutruwita/Tasmania. We acknowledge and respect the contributions First Nations people have made to Australian law throughout history, and pay our respects to elders, past, present and emerging.





## Dean's Welcome

I take this opportunity to commend to you this TULS Careers Guide which provides advice to students transitioning from study to future careers. We are proud of the national and international standing of our Law School. In the most recent Australian Research Council's ERA exercise (Excellence in Research for Australia) in 2018, for example, the UTAS Law School was confirmed to be above world class, in the top tier of Australia's 43 Law Schools and our mooting and other competition successes is testament to the quality of our students.

The Law Faculty has much to offer our students: good quality teaching; an active research environment which includes a strong postgraduate student body; and a welcoming and collegial atmosphere. In particular, we believe that there is strength in our smaller size compared to some of the larger universities, where students' experiences are more impersonal. Here there is a clear sense of Faculty identity and community which students can share. We offer pastoral care of students and foster meaningful relationships between staff and students. An excellent facilitator in this regard is your TULS organisation, with which the Faculty enjoys a good working relationship. An important TULS' initiative has been the development of Careers Guides.



I recommend this guide to you as a useful resource that brings together a wealth of information. This Careers Guide canvasses a range of work options with good practical advice on preparation of applications. The employment market is competitive, and employers are increasingly seeking out graduates who have had a diversified work experience. We are observing growing interest and expectations from employers in examining what extra-curricular activities applicants have undertaken. In considering and planning for careers, students should also refer to the TULS Social Justice and Volunteering Guide which outlines a range of volunteering opportunities that would help support a future application for a private sector position.



A law degree is a very versatile qualification; entering the legal profession is one obvious pathway after graduation, but there are many others, as this Careers Guide reinforces. There is no doubt that a Law degree is a well-respected qualification that can lead into many other roles, particularly in tandem with another degree allowing you to play to specific strengths. It is therefore important for your long-term career and personal fulfilment that you use your Law degree effectively, whether directly or indirectly. To this end, I encourage you all to explore options so that you can make informed decisions, ensuring that you find the right career to match your skills, aspirations, and allow you to fulfil your potential. The Law Faculty is proud of the quality of the graduates that it produces; it has a reputation for producing able, well-rounded graduates, and we have many leading lights amongst our alumni both in Australia and overseas. There are many pathways to success and the Faculty is keen to work with you for constructive learning and teaching. In conjunction with TULS, and working with the profession, the Faculty also seeks to promote to our students information about job opportunities which we receive from local, national and international organisations. I am confident that you will find this Careers Guide useful as you seek to position yourself to maximise your opportunities while at the University of Tasmania and for your future career.

Professor Gino Dal Pont  
Interim Dean



## **President's Welcome**

The TULS Careers Guide is an invaluable resource as you navigate through your law degree. I congratulate our Careers Directors, Maddy Kellow and Maddie Webster on their efforts in developing the guide. There are so many opportunities available to students in the public, private and not-for-profit sectors which are neatly accessible across the guide. I encourage you to cast a wide net when considering your future options. As you enter the workforce you will likely change careers many times during your lifetime so it is important to not confine yourself and your interests.

In using this guide it is important to strike a balance in whatever you do. TULS has plenty of resources on volunteering and social justice opportunities which we encourage you to incorporate into your future careers. Many employers also offer community engagement activities. This may involve pro bono community legal work, volunteering with local charities or being involved in in-house activities such as diversity committees.

I hope that this guide prepares you well for whatever your future endeavours may be. Good luck!

Fletcher Clarke  
President | Tasmania University Law Society  
[president@tuls.com.au](mailto:president@tuls.com.au)





Hello everyone and welcome to the 2022 Careers Guide!

This is the document that provides you with the tips, tricks and general advice on how to secure your future careers! We have made the decision to accumulate everything into one guide to save the stress of having to search for both!

Alongside this guide is the Social Justice and Volunteering Guide curated by our amazing social justice representatives, Ella Harrison and Jarin White. We thoroughly recommend reading these guides in conjunction to ensure you have all the knowledge available to you.

Remember that when starting to think about careers, there are plenty of people and organisations within UTAS that are able and willing to help you! UTAS's Career Connect, professors at the Law School and TULS are always here and willing to assist in discussing options for your future.

We would like to extend our thanks to all members of TULS, Fletcher Clarke, Gino Dal Pont and all past Careers Directors for all the assistance they have given us. Your experience and wealth of knowledge is worth so much, and it has enabled us to maintain the guide's comprehensive overview of the legal profession and other available jobs.

We would also like to thank all of our sponsors and UTAS alumni for continuing to support us as we navigate the professional world in the challenging, ever-changing post COVID era. Use this guide as the start of planning your career, and if there are any questions, do not hesitate to contact us.

Madeleine Webster and Madeleine Kellow,

Careers Directors 2022

[careers@tuls.com.au](mailto:careers@tuls.com.au)



# Introduction

The Careers Guide will assist any student wanting to find a career in the legal sector.

The format of this guide is designed to follow a natural progression from your time at university and from the day you leave, whether you wish to be a partner in a corporate law firm or the Director of Public Prosecutions.

This guide details tips that students can follow when applying for clerkship and graduate positions. This guide includes information and background on:

- Admissions and Legal Practice Courses
- Corporate Clerkships
- Graduate Positions
- International Positions
- Government Positions

Throughout the year, TULS will offer students many opportunities to learn about both the public and private sectors with information sessions from our sponsors and UTAS alumni.

If you have any questions after reading this guide please contact the TULS Career Directors by email at [careers@tuls.com.au](mailto:careers@tuls.com.au).



# Careers: Private Sector

# Corporate Clerkships

## WHAT DO CORPORATE FIRMS DO?

Corporate and Commercial firms practice in a large and diverse number of areas of law. No two firms will practice in exactly the same area, and each firm has its own unique specialities. However some of the more common areas of practice include:

- Arbitration & Dispute Resolution
- Advertising and Promotion Law
- Banking and Financial Services
- Regulation
- Climate Change, Environment and Planning Law
- Competition and Consumer Law
- Contract Law
- Funds Management
- Industrial and Workplace Relations Law
- Insolvency and Restructuring
- Insurance and Re-insurance
- International Business Obligations
- Mergers and Acquisitions
- Real Estate & Native Title
- Patents, Trademarks and Intellectual Property
- Personal Property Securities
- Private Equity
- Regulatory Controls
- Sale of Goods and Supply of Services
- Superannuation
- Taxation

## WHAT IS A CLERKSHIP?

Clerkships are work experience programs for students generally in their penultimate year of their law degree (fourth year for a combined degree structure). Clerkships are offered by firms to allow students to 'get a feel' for what it is like to be an 'actual lawyer'.

Clerkships are also an opportunity for students to get to know the different cultures of each firm to see which ones suit them best. Many firms only recruit from their pool of clerks, so completing a clerkship is one of the most straightforward ways to get a job at your dream firm!

Clerkships are paid full-time positions. They are offered over the summer and sometimes in the winter. Clerks are usually selected from across Australia and, as a result, are highly desirable and highly competitive. Firms that offer clerkships are generally top-tier and mid-tier firms and other bodies may offer similar positions.



# APPLYING FOR A CLERKSHIP

## HOW DO I APPLY?

Clerkship schemes are regulated in New South Wales, Queensland, South Australia, Victoria and Western Australia with uniform application processes and dates. However please note that these schemes only apply to firms who have agreed to comply with these guidelines, and differ between jurisdictions, so you should take note to research the firms you are particularly interested in.

## CLERKSHIP DATES:

Important dates in 2022 as follows. Please note that these are just general guides, so you should be sure to check with your desired firm.

**ACT:** Applications open Monday 6 June and close Sunday 10 July.

**NSW:** Applications open Monday 6 June and close Sunday 10 July.

**QLD:** Applications open Monday 18 July and close Friday 12 August.

**VIC:** Applications open 9:00am Monday 4 July and close 11:59pm on 14 August 2022.

**WA:** Applications open Monday 27 June and close Sunday 31 July.

**TAS/NT/SA:** No set guidelines in either of these jurisdictions, so contact your chosen firm directly.

## STEP ONE: RESEARCH YOUR FIRM

The first step in preparing your clerkship application should be researching and selecting your firm. Many firms offer clerkship programs, each with different strengths, weaknesses, cultural and opportunities, so it is important for a successful application (and experience if you land the right job!) to apply for the firms that is right for you.

It is also a fantastic idea to speak to other students who have clerked for that firm beforehand, to get the frank 'on the ground' perspective on the work you will be doing. To help with this, we have attempted to get a range of clerk profiles in here from recent UTAS clerks.

## **STEP TWO: PREPARE YOUR DOCUMENTS**

Applying for clerkships are not an easy process and it requires a lot of time and paperwork. That is why it is important to have the following documents updated and easily accessible for when you will need them in your application process:

- **Resume/CV:** a sparkling CV that is full of the things that make you awesome is crucial to a good clerkship application. Please note that later in this guide you will find a range of tips to get your CV ready.
- **Academic Record/Transcript:** Firms do care about your results as it shows that you actually know the law, and can give them an insight on the areas where your strengths lie. It may be a good idea to order an official transcript as you will require one for any interviews. You can do this through eStudent however, note it will cost X AMOUNT OF MONEY.
- **Academic Calendar:** Whether it is Google Calendar or a paper planner, you will need to know and continually check the dates for applications. Make sure this is always close at hand for ease of mind.
- **Cover Letter:** Anyone in HR can tell you, but a stunning cover letter is crucial to a successful application.

You should not use the same cover letter for each firm, however creating a 'pro-forma' cover letter with information which you can modify will save you some time later.

## **STEP THREE: WRITE YOUR APPLICATION**

With all your key documents prepared, the next step is to write a series of answers to the application questions individual to each firm, and your cover letter.

**Do NOT leave your application to the last minute.** We can promise you that the application questions will take longer than anticipated. Anything can happen and many people may be trying to submit their applications at the same time. You do not want to leave your clerkship prospects to Murphy's law ('anything that can go wrong will go wrong'). Our pro tip is to draft your answers in Microsoft Word or Google Docs (or Pages if you are feeling fancy!) before copying it into the application field. It is less scary, easier to edit, and you have a bank of answers that you may be able to reuse.

## **STEP FOUR: SUBMIT YOUR APPLICATION**

Check and re-check (and maybe triple check!) that you are happy with everything, all your details are correct, and that the right documents are attached.



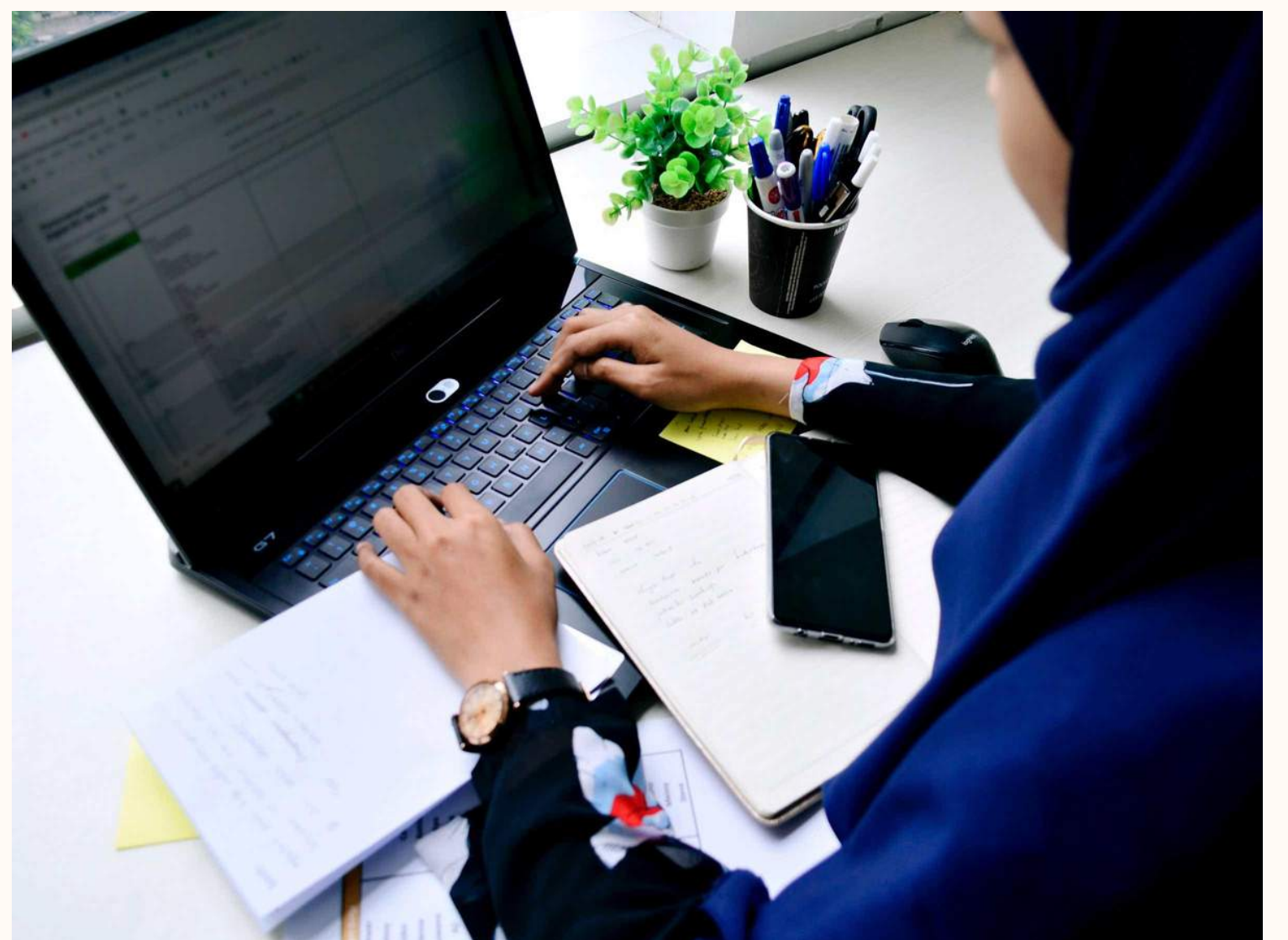
You should receive an automated response email stating that your application has been received. Use these for ease of mind that you actually applied!

## **STEP FIVE: INTERVIEWS!**

If you are lucky enough to score an interview then CONGRATULATIONS! Getting through the application is one of the hardest parts, so you should be proud!

Some things to remember when going for your interview for a clerkship:

- **Be on time!** Pre-plan your journey and allow for extra time if you're meeting in person. The interviewers may ask you to arrive 15 minutes early so keep this in mind when planning your journey. If your meeting is online, always check that your internet connection is stable.
- **Make sure you focus on just the interview:** This includes turning off your mobile phone or other devices that might be distracting during an interview.
- **Practice makes perfect:** Make sure you know your CV inside out. If you feel confident with the materials you have then you will exude confidence. Ask a family member or friend to help identify areas that may come up in an interview and go over answers to be familiar and prepared. Utilise resources to help you including cvMail.





# CVMAIL

## What is CV MAIL?

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

cvMail also provides a list of firms who prefer to use cvMail. However it is important to remember that not all firms use cvMail so make sure you check a firm's website in order to determine how they would like you to apply. If in doubt, telephone their Human Resources department. Tasmanian firms generally prefer to run their own application process. Students will receive information about Tasmanian firm applications processes directly or via TULS (including job opportunities posted on relevant Facebook pages).

## HOW TO USE CVMAIL

- **Step one: Create an account:**

Go to <http://www.cvmail.com.au> and register as a 'First Time User'. Insert your name, email address and a password to create an account. Ensure this e-mail address is the one you check frequently, as alerts and notifications (including interview requests from firms) will be sent to that address. Once you have created an account you can log on as a registered user

- **Step two: Personal profile**

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

- **Step three: Academic profile**

Create an education record for each of your relevant academic qualification, and enter the individual marks. Double-degree student must undertake this process twice.

- **Step four: Submit your application**

Click on the Seasonal Tab for clerkships or Graduate Tab, and select the state to which you are applying which will display a list of the firms using cvMail. Candidates can practice submitting an application to a practice firm prior to submitting a real application.

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

Questions in this category will generally regard:

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

Examples of questions that a firm may ask can include:

- Please outline any achievements, awards, or prizes you have obtained including academic, sporting, community, and charities?
- What interests do you hold outside of your studies?
- Where do you see yourself in the next five years?
- Who is your idol and why?
- What are three things about you we wouldn't know from your CV?

When completing an application, you have up to 90 minutes to complete the application before your session automatically times out. To ensure you have adequate warning before your session times out, you will receive a popup message approximately 3 minutes prior. This gives you enough time to save your data and send the form, or, if you need more time, save and exit so you can continue at a later stage.

For long questions it is a good idea to draft your responses in a word document then copy-paste them into the form; this way you can both spell-check and fully consider your answers, in addition to having a backup working copy on your computer.

- **Step five: Finish and finalise your application**

After sending your application, you will see a confirmation screen that confirms your application has been successfully sent to the firms, and provides you with a unique reference number. After submitting your application, the firm will receive it instantly. Different firms may acknowledge your application at different times. Also, particular firms may not contact you until they have fully considered your application (so don't stress if you don't hear from them immediately after sending your application!).

# Tasmanian Admission and Legal Practice Course

## ADMISSION IN TASMANIA

Admission and legal practice in Tasmania is regulated by the *Legal Profession Act 2007* (Tas). This Act outlines the requirements for legal practice in Tasmania, and the procedures for getting yourself to the point where you can call yourself a lawyer. A detailed analysis of the provisions and conditions of this Act are outside the scope of this guide; however section 25 of that Act requires you to have completed both an 'approved academic qualification' - a law degree - and an 'approved practical legal training requirement'.

The latter program, commonly known as 'Legal Prac', is a short, practically oriented skills training program designed to give you the required skills and knowledge to put your law degree into practice. There are a range of Practical Legal Training courses available for UTAS Graduates, and one is sure to fit with your post-graduation plans! Detailed information on admission is found further on in this guide but any of the courses featured here will allow you to be admitted, and once you are admitted you can usually practice in any state in Australia.

## TASMANIAN LEGAL PRACTICE COURSE

The Tasmanian Legal Practice Course (TLPC) is a post graduate professional legal training program whose graduates are eligible to apply for admission as legal practitioners.

Once admitted, you are eligible to apply for admission as legal practitioners. Once admitted, you are also eligible to apply for admission in other states and territories, either directly or to appear under the Mutual Recognition Scheme. In addition, graduates are awarded a Graduate Diploma in Legal Practice from the University of Tasmania. The course is conducted by the Centre for Legal Studies at the UTAS Hunter Street Campus.

## WHY COMPLETE A PRACTICAL LEGAL TRAINING PROGRAM?

A TLPC is a practical and challenging course that provides you with an invaluable skill set whether you intend to practice law or not. In each year trainees attend the TLPC for different reasons: some because they intend to practice law; some to help them decide if they want to practice law; some to keep their career options open should they choose to practice law in the future and others to gain skills; such as advocacy and letter writing to use in other professional roles.

## WHY COMPLETE THE TLPC?

The Course is recognised nationally as providing excellent quality training. It offers a unique and intense professional experience unlike any other professional legal training program and will be different to any other course that you will have studied at University.



## **HIGHLIGHTS OF THE TLPC INCLUDE:**

- A strong advocacy component with trainees appearing in the Supreme Court or Magistrates' Court before Judges and Magistrates on a weekly basis;
- A client interviewing program partnered with the Hobart Community Legal Service and conducted with real clients;
- Workshop style teaching with an emphasis on learning through simulated transactional files;
- Direct instruction and support from Tasmania's judges, Magistrates and legal practitioners;
- Emphasis and teaching of practical drafting and letter writing skills;
- Three weeks' work experience in a firm or government agency (arranged for you);
- Face-to-face teaching and mentoring with minimum online learning;
- A networking program partnered with Hobart's Young Lawyers;
- A social and collegial environment and;
- Historically a number of employers seeking a graduate legal practitioner advertise their positions directly to trainees attending the TLPC.

## **STUDYING IN HOBART**

The city of Hobart offers a wonderful blend of building and cultural heritage, environment, a vibrant art and dynamic sporting culture, and a low stress lifestyle. Nestled under Mount Wellington on the Derwent River, Hobart is renowned for its heritage buildings, beautiful parks, fine

restaurants, the Salamanca market, and its festivals. Hobart is the gateway to world heritage wilderness areas, adventure pursuits, and pristine beaches.

## **APPLICATION PROCESS**

The Course is supported by HECS. Applications open for the 2023 intake in August and close on 31 October 2022. Applicants are given preference if they apply by 31 October, however it is still possible to apply after the date if the Course is not oversubscribed. Details about the TLPC and application process can be found on the TLPC website at [www.utas.edu.au/tasmanian-legal-practice-course](http://www.utas.edu.au/tasmanian-legal-practice-course) or contact the TLPC on (03) 6226 4394.

## **COURSE INFORMATION**

The course consists of six months of practical legal work in a legal office environment. There are seven compulsory units:

- Civil Litigation Practice - Supreme Court Practice and Advocacy (incl. Tribunal Practice)
- Criminal Law Practice - Magistrates' Court Practice and Advocacy.
- Trust and Office Accounting
- Property Law Practice (incl. Wills & Estate Practice).
- Commercial and Corporate Practice

- Family Law Practice and Advocacy.
- Skills, Ethics and Professional Responsibility.

Work is assessed on a satisfactory/unsatisfactory basis and is made up of a range of different forms of 'practical' assessment, including court advocacy and legal drafting.

## TLPC Graduate Profile

### A Tasmanian Legal Practice Graduate shares his impressions of the Course

#### **Bernard Goh**

Graduated UTAS LLB(Hons) 2020

Completed TLPC in 2021; Admitted to practice in August 2021;

2021/2022 Treasurer; Southern Young Lawyers Committee

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Lawyer, Dobson Mitchell Allport, Hobart



In my view, graduates from the Tasmanian Legal Practice Course (TLPC) can be considered employees of choice for many legal employers for the following three reasons:

1. The TLPC is a practice-focused course with a heavy emphasis on building practical skills uniquely adapted and specifically tailored to Tasmanian legal practice. The instructors for the TLPC are local judges, magistrates, and legal practitioners. They conduct units of instructions within the TLPC to ensure that the content is local, contemporary, and fit-for-purpose in relation to current legal industry requirements.

2. The TLPC is also a barristerial course. Trainees are afforded the opportunity to make at least one court or tribunal appearance per week. Apart from purely teaching solicitor practice, the TLPC teaches trainees core principles of Tasmanian courtroom practice and procedure. This component is hugely beneficial for trainees who wish to pursue a career in litigation as they are instructed and guided by Tasmanian judges and magistrates. The barristerial component of the course is also beneficial for those inclined towards transactional practice as it provides an opportunity to holistically understand the entire legal lifecycle.



3. The TLPC is an excellent networking opportunity. If you wish to practice in Tasmania, there is no better opportunity to build local legal connections than the TLPC. The course is peppered throughout with events and opportunities to build relationships with current practitioners. Further, the collaborative nature of the course also enables trainees to build stronger and deeper relationships with each other - fostering collegiality in the practitioners of tomorrow.

I am now employed at Dobson Mitchell Allport in Hobart. We are a leading Tasmanian legal services provider. Our experienced lawyers and advocates act for business, private and government clients.

I practice in the Migration and Commercial Litigation Practice Groups. My current caseload - descending order of predominance - consists of litigious and transactional migration, civil litigation, and criminal litigation. My particular interest is in Administrative law both in the Commonwealth and State jurisdictions.

Legal practice is an intensely challenging profession, and the skills I developed and relationships I've built from the TLPC greatly assists me in daily practice.





# practice with the real thing.

Studying the Tasmanian Legal Practice Course gives you experience in **real courts**, with **real judges, real magistrates** and **real lawyers**.



tasmanian legal  
practice course

## Centre for Legal Studies

37 Hunter Street, Hobart, Tasmania 7000

Phone (03) 6226 4394

tas.legalpractice@utas.edu.au

[www.utas.edu.au/legalstudies](http://www.utas.edu.au/legalstudies)



## **Interstate Legal Practice**

This section is a brief, and non-comprehensive, overview of the admissions requirements and programs in other Australian jurisdictions.

### **WHAT IF I HAVE A GAP BETWEEN COMPLETING MY LAW DEGREE AND ENROLLING IN A PLT?**

If you decide to have a gap between completing your academic qualifications and enrolling in a PLT you should be aware that if you have completed your academic qualification more than 5 years before applying to have your academic qualification assessed for the purpose of admission, the Admitting Authority may, after assessing your academic qualifications, require you to undertake further academic studies, or pass further examinations, as the Authority may determine, or both. You should read the relevant legislation carefully if you think this may apply to you and you should be aware that this area may be subject to further legislative changes.

### **VICTORIA**

Victoria offers two different pathways to legal practice:

- **Supervised Traineeship**

The Victoria Articled Clerkship system has been replaced by the Traineeship. This traineeship allows for 'on the job' legal training with a law firm but differs from a clerkship because all trainees will be taught a minimum standard of competency in various areas of law. Traineeships last 12 months. Applications for Traineeships are made to the Human Resources Personnel of each firm, and open in July. Students make applications in their final year of study for commencement in the following year. For more information on the Traineeship system visit:

<https://www.lawadmissions.vic.gov.au/qualifications-and-training/supervised-legal-training>

- **Approved Practical Legal Training Course**

Similar to the Practical Legal Training courses outlined above, which can be completed in under six months and consist of mainly coursework (either online or on-site at the education facility), with a combination of practical work experience completed in a legal environment. Approved providers include:

1. The College of Law Victoria ([www.collaw.edu.au](http://www.collaw.edu.au))
2. The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))
3. The ANU GDLP Program (<https://legalworkshop.law.anu.edu.au/gdlp>)

## **NEW SOUTH WALES**

Most graduates in New South Wales gain admission to the legal profession by completion of a Graduate Diploma in Legal Practice through the College of Law.

Other Practical Legal Training programs are offered through the University of Technology, Sydney:

([http://www.uts.edu.au/about/faculty-](http://www.uts.edu.au/about/faculty-law)

law) and the University of Wollongong: (<http://lha.uow.edu.au/law/index.html>).

## **WESTERN AUSTRALIA**

Western Australia offers two methods of admission to the legal profession:

- **Practical Legal Training Course**

A standard practical legal training course-as outlined above. This is generally undertaken through the College of Law. Other approved Practical Legal Training programs include:

- The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))
- The Piddington Society Inc. ([www.piddingtonsociety.org](http://www.piddingtonsociety.org))
- Curtin University Graduate Diploma in Legal Practice (<https://study.curtin.edu.au>)

## **SOUTH AUSTRALIA**

South Australia Graduates generally undertake their Graduate Diploma of Legal Practice through the University of Adelaide. Their program is administered in conjunction with the Law Society of South Australia, and as a result, students are able to attend Continuing Professional Development (CPD) events free of charge, as well as receiving complimentary Associate Membership of the Law Society of South Australia. This course may also be commenced whilst remaining an undergraduate student.

The GDLP program is run twice a year, commencing in January (summer) and July (winter), and continues for six months, though graduates can study for a period of up to three years at their own pace. Courses and assessments are largely similar to all other Practical Legal Training programs offered elsewhere, and are divided into four modules:

- Core Units - Foundations, Professional Obligations, Civil Litigation, Commercial & Corporate and Property Law.
- Electives - Criminal, Family, Employment & Industrial Relations, Planning & Environmental Law, Wills and Estates.
- 6 weeks (225 hours) in a Legal Practical Placement.
- Attend and Risk Management Seminar (after completing compulsory courses).
- Attend 10 hours of Continuing Professional Development (CPD) seminars.



The GDLP is supported by FEE-HELP. Further information regarding this program is available from the UniAdelaide website at <http://www.adelaide.edu.au/publications/pdfs/gdlp/pdf>, or by calling (08) 8410 5865.

## QUEENSLAND

Most graduates in the ACT gain admission to the legal profession through the ANU's GDLP program as outlined above.

## NORTHERN TERRITORY

Graduates in the Northern Territory generally undertake their Practical Legal Training through the College of Law or the ANU Legal Workshop program.

The Rural, Regional, Remote Practical Legal Training program permits students to undertake the 'placement' module of their PLT course in public interest legal support services for those who are disadvantaged. Officers who are willing to take such trainees in the NT include the Alice Springs Central Australia Aboriginal Family Legal Unit, the Katherine Northern Australian Aboriginal Justice Agency, and the Darwin Top End Women's Legal Service.

More information about this program is available here:  
<http://placements.naclc.org.au/>





# Interstate Legal Practice Course Providers

As mentioned above, there are two other major Practical Legal Training providers which work interstate: Leo Cussen and The College of Law.

You may commence a PLT even though you have two academic subjects outstanding to complete your law degree (or combined degree) provided that: neither of those subjects is one of the Academic Requirements for admission (Priestly 11), you are enrolled in those subjects whilst undertaking the PLT course, and you have the prior permission of the Admitting Authority.

## Leo Cussen Institute

Leo Cussen Centre for Law provides high quality education, training and professional development to strengthen and support the administration of justice and the legal system. As an independent, not-for-profit centre of excellence, Leo Cussen provides practical legal training as well as ongoing professional development. The practical legal training course which Leo Cussen provides, focuses on 'learning by doing' and is designed to give you skills and practical experience to take you into a successful legal career. You will graduate with a Graduate Diploma of Legal Practice (which allows you to be admitted to practice as an Australian Lawyer).

Leo Cussen has adapted their course to accommodate the needs of students and currently provides three different forms of their course:

1. **100% online** - this involves a set-paced online course, plus 13 days of interactive face-to-face via video conferencing.
2. **Blended** - this is mostly self paced online, but includes between 7-13 days of interactive face-to-face onsite learning
3. **Face-to-face** - 3 days per week of interactive learning (2 days face-to-face onsite, 1 day via video conferencing) plus 2 days per week of self-paced online learning.

Leo Cussen has twice-yearly intakes for their various different course models. To find out delivery dates and more information about the courses themselves visit <https://www.leocussen.edu.au/practical-legal-training/guide/>. If you are finishing up law school and want to reserve a time to discuss your future PLT feel free to book a chat to ask anything you are unsure about the course here: <https://bit.ly/3IG4eXz>

Alternatively, you will find our PLT Guide has plenty of information: <https://bit.ly/3MoLQ7S>

# Leo Cussen Graduate Profile

## **THE LEO CUSSEN EXPERIENCE**

Finishing law school and taking the first steps into your legal career can feel overwhelming. That is why at Leo Cussen, our aim is to help pave the way between finishing your law degree and starting your first job in law. Leo Cussen's PLT course is designed to transition you from law school to lawyer school before you start your legal career. We recently caught up with Leo Cussen Graduate, Jasmine Kasbergen to find out about her experience of completing her PLT with Leo Cussen Centre for Law.

## **LAW SCHOOL TO LAWYER SCHOOL**

For me, the biggest difference between law school and PLT with Leo Cussen was the style and content of learning. At law school, learning was theory-based and assessments were assignments and examinations. However, at Leo Cussen, the learning was hands-on and the assessments were practical applications of the theory we learnt back in law school. It was learning how to put all that abstract knowledge into reality in a practical sense. That meant learning how to manage my own files, draft court documents and appear in court, all of which were unfamiliar to me.

## **PRACTICAL FILE WORK**

Assessments at Leo Cussen were practical rather than theory-based. I was provided with mock instructions from a person with a particular legal issue. The assessments required me to assist this individual step by step as if it were a real file. This involved taking file notes, conducting client interviews, writing letters, making phone calls, drafting court documents, and appearing in court, all of which I was required to maintain in a physical file and which I was assessed on. Although it was daunting to begin with, the practical assessments enabled me to develop practical skills that have really set me up as a junior lawyer today.

## **SUPPORTIVE LAWYER MENTORS**

My mentor was an incredible inspiration for me during my time at Leo Cussen and going forward. Whilst at Leo Cussen, the mentor relationship was a space for me to seek honest feedback on my work from a person I really respected and aspired to be. It was a chance for me to ask the hard questions and learn what it was really like to be a practising lawyer. It was also a space for me to seek support when the course was challenging, particularly during my full-time placement. My mentor was there to pick me up when I felt lost or doubted my own abilities. Most importantly, my mentor was (and still is) a constant source of professional support and a guiding hand into the legal profession. I believe I am a better lawyer today because of this experience.

Since completing her GDLP at Leo Cussen, Jasmine works as the Professional Assistant to the State Solicitor and will take up a role as a Law Graduate at the State Solicitor's Office in 2022.



# Get *moving* with **PLT** at **Leo Cussen**.

Run your own cases in simulated practice and be coached by skilled and supportive lawyer mentors.

Join our extensive legal network and be part of our community.

Be Ready with a Graduate Diploma in Legal Practice at Leo Cussen.

[www.leocussen.edu.au/PLT](http://www.leocussen.edu.au/PLT)



## Virtual Internships

Leo Cussen has partnered with Forage to build two Virtual Internship Programs designed to provide students with valuable insight into what it's like to solve real issues in legal practice.

★ Free   ⌚ Self-paced   📁 Add to your CV



**Criminal  
Law**



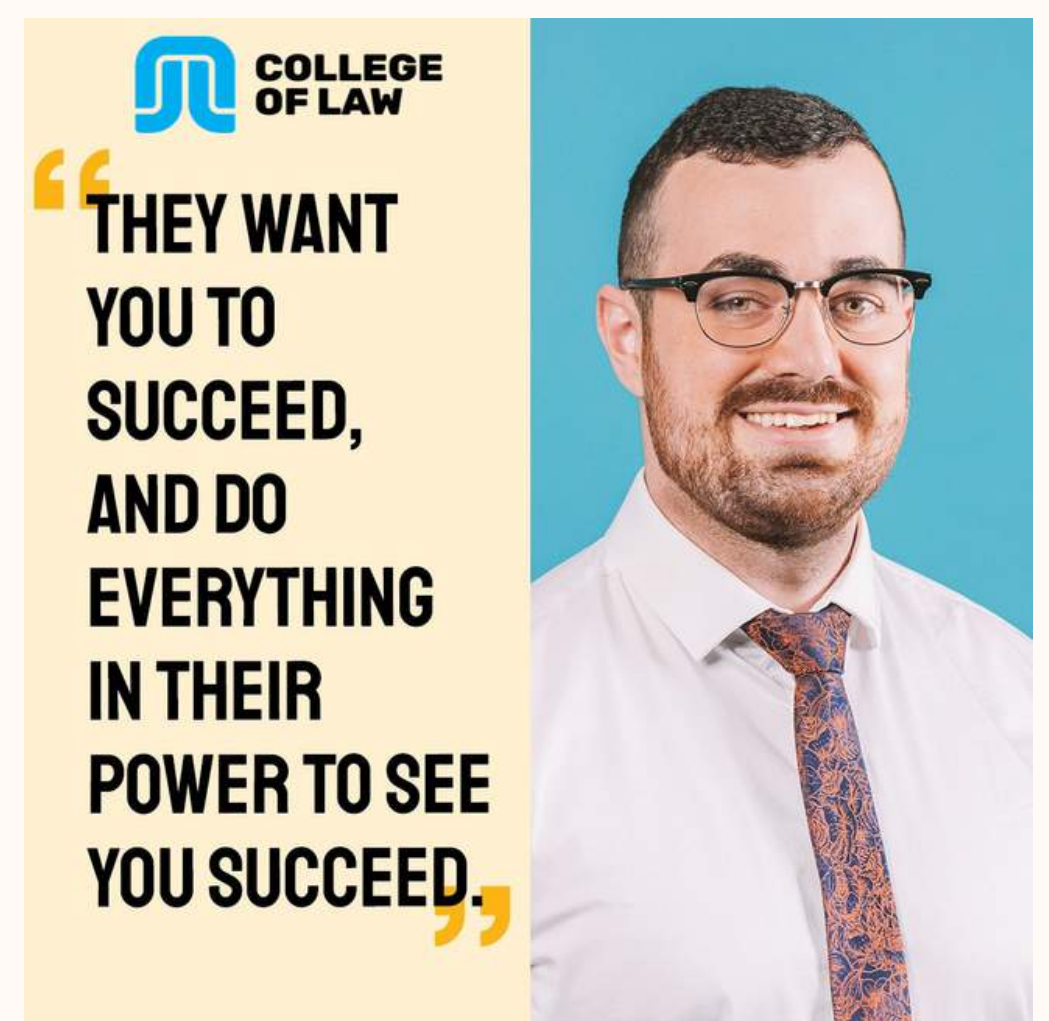
**Human  
Rights Law**





## The College of Law

The College of Law is the largest provider of practice-focused legal education in Australasia. Their mission is to deliver innovative, practice-focused and flexible education and training to enhance the careers of professionals in the legal services industry.



The College of Law aims to help you launch your legal career successfully - with the skills and confidence to contribute immediately. This is achieved through integrating three essential program components (which you have up to four years to complete):

1. Coursework
2. Work Experience
3. Continuing Professional Education (CPE)

Upon successful completion of these three components, you will receive your Graduate Diploma of Legal Practice and will be admitted as an Australian lawyer.

The College of Law also provides the course in a few different forms:

- Online - No onsite attendance and can be full-time or part-time
- Blended - 5 days onsite and can be full-time or part-time
- Evening - Up to 12 evenings of online workshops held after 5pm and is completed part-time
- On-campus - 5 days of online workshops at the beginning of the program followed by 3 days of online workshops a week from 9am-3pm and this is full-time.

Full-time mode equates to 15 weeks of study and part-time is 30 weeks. The recommended study hours if doing full-time is between 30-35 hours per week and the recommended hours for part-time is between 15-20 hours per week. As a guide, if you are wishing to get admitted ASAP and you have more time to dedicate to the program then full-time might be the way to go. However, if you want to balance your learning with other commitments then part-time might be the better option.

The College of Law offers various intakes throughout the year depending on where in Australia you wish to complete. To find out more information about the course, the various modes of delivery, and the enrolment dates visit:

<https://www.collaw.edu.au/learn-with-us/our-programs/practical-legal-training-programs>





# THE POWER OF THE SNOWBALL EFFECT

I am a true believer that it doesn't matter where you start creating opportunities for your future career and professional growth, as long as you start somewhere. When coaching individuals on taking steps to go out and start having conversations with the legal profession, I have observed on numerous occasions that taking the first step can often be the hardest. But once you build the courage to take that one small step, it creates a flow on effect with other opportunities and conversations presenting themselves with a far reaching impact.

I recall working with a law student who was in the earlier years of his law degree. He came seeking advice on how to build his profile and best position himself. Through our conversations, it became apparent that he was lacking awareness around what he already had to offer. We started by brainstorming his many graduate employability skills, some of which he hadn't realised would make him attractive in the job market. Working at McDonalds as a crew leader managing a team of up to 40 gave him many competencies that hadn't crossed his mind. In actual fact, he didn't think he should even include that part of his career history on his cv.

We then put a plan together on some next steps and by the next time I saw him, he had found himself a mentor to shadow and observe; a paralegal role in a family law firm through one of his student contacts and obtained a placement with the Magistrates Court and so on.

I see this happen all the time.

## Here are 10 ways to start building your profile and connections within the profession:

1. Target suburban / regional law firms – drive around and even drop in to firms in your local area.
2. Utilise your local Law Society "Find a Lawyer Service" – search by area of law and location.
3. Join your local Law Society (it is free) and a committee as part of the Society (community issues, law reform, later lawyers) or a specific legal interest association or committee around human rights, technology and the law, etc.
4. Write for the Young Lawyers Blog or Young Lawyers Journal (YLJ).
5. Find yourself a mentor – check out mentoring programs with your Local Law Society, Bar Association (state), Women Lawyers (State), etc.
6. Pick up some volunteering work – there are a number of diverse areas such as working with refugees, women, youth, seniors rights, indigenous, etc - [www.fcl.org.au](http://www.fcl.org.au)
7. Seek out opportunities to shadow and observe a lawyer or barrister.
8. Speak to your lecturers, friends, peers, etc and ask the question "do you know anyone I could speak to in the area of .....?"
9. Be involved in activities at university as much as possible as these are a great place to build your foundational skills.
10. Put together your linkedin profile and start working on your pitch.



**SUSAN PINGUS**

Susan is a qualified careers practitioner who has extensive experience working with law students and other professionals looking to build their employability and professional profiles, position themselves for entry into the job market and change career direction.



# Firm Profiles

## Profiles from people who have completed a clerkship

To help you understand what is involved in a clerkship at a private firm, This section provides information about clerkships specific to different firms, as well as (in some cases) profiles from people who have completed one. These profiles are not comprehensive, and provide a quick run-down on some of the major firms who offer clerkships. They are provided for illustrative purposes only in order to encourage you to investigate the range of firms available who may be able to suit your needs and interests. Please note that there are many other wonderful firms not mentioned below, so make sure you also do your own research to find the right firm for you!

# Butler McIntyre & Butler

*Lawyers  
Est. 1824*

### **Butler McIntyre & Butler (TAS)**

Butler McIntyre & Butler is a medium sized independent Tasmanian legal firm, situate in Hobart. Butler McIntyre & Butler was established in Hobart in 1824 and is one of the oldest law firms in Australia. The law firm, Butler McIntyre & Butler is synonymous with high quality legal service provided to both local, national, and international clients in all areas of law. Butler McIntyre & Butler has 8 partners, 8 associates and 12 lawyers ably supported by a strong and experienced support staff.

Butler McIntyre & Butler provides expert legal advice with practical solutions suited to the needs of its clients in the areas of Property and Commercial Transactions, Litigation and Dispute Resolution (including criminal law), Family and Relationship Law, Employment and Industrial Relations, Wills and Probate and Estate Planning.

Butler McIntyre & Butler is committed to supporting students studying at the University of Tasmania. In 2021, Butler McIntyre & Butler sponsored the Student Success Initiative, our lawyers gave generously of their time to assist with the organisation and judging of competitions, and speaking at events during Health Week and to promote Women in the Law. Butler McIntyre & Butler, also has a long history with supporting the Graduate Legal Practice Course conducted at the Centre for Legal Education.



In 2021, Butler McIntyre & Butler, offered a work experience placement for two students having completed fourth year. The successful candidates spent two weeks at Butler McIntyre & Butler and the opportunity to observe client interviews, court appearances and undertake research and tasks on client files. It is intended that the same opportunity will be advertised in late September 2022, for two students to spend two weeks at Butler McIntyre & Butler, in late November.

Butler McIntyre & Butler employs graduates from the Legal Practice course and strives to offer a supportive ongoing learning environment for graduates transitioning into legal practice and throughout their legal career.

For more information on Butler McIntyre & Butler please visit our website [www.bmbtas.com](http://www.bmbtas.com)

Or contact our Managing Partner, Anna Grant at [agrant@bmbtas.com](mailto:agrant@bmbtas.com)

# Butler McIntyre & Butler

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*Lawyers  
Est. 1824*

*Tel* 03 6222 9444

20 Murray Street  
Hobart 7000

[enquiry@bmbtas.com](mailto:enquiry@bmbtas.com) ♦ [www.bmbtas.com](http://www.bmbtas.com)

## **Page Seager (TAS)**

Page Seager is one of Tasmania's leading law firms, and is the state's largest law practice, with 17 partners and approximately 50 practitioners.



**PAGE SEAGER**  
LAWYERS

The firm specialises in Corporate & Commercial, Workplace Relations, Commercial Litigation, Environment & Town Planning, Insurance Litigation, Workplace Health & Safety and Estate Planning work. Their clients range from small to medium size Tasmanian firms, with some larger corporate clients as well as Tasmanian Government enterprises and state-owned corporations.

Page Seager runs both a summer clerkship program, and a graduate program. Resumés and covering letters should be submitted to [summerclerkship@page-seager.com.au](mailto:summerclerkship@page-seager.com.au) (or as set out in clerkships information distributed by the firm). Applications are generally in July each year, for two intakes of clerkships – in December and Late January of the following year.

## **Simmons Wolfhagen (TAS)**



Simmons Wolfhagen runs a 'multi-disciplinary' practice across a range of legal areas, based in the Hobart CBD.

Simmons Wolfhagen heavily emphasise their corporate and social responsibility program, encouraging employees and the company to support and volunteer with a range of community organisations. They also run a comprehensive blog that is a useful source for recent developments in Australian law: <https://simwolf.com.au/articles/>

Simmons Wolfhagen specialise in a range of practice areas, including partnerships, company and commercial law, conveyancing and property development, family and relationship law, wills and estate administration, commercial litigation, local government, bankruptcy and insolvency, employment and industrial relations, insurance and personal injury law.

Simmons Wolfhagen run a small clerkship program, usually for two students each year, information for which is often provided on their website. Please contact the firm directly for more information.



## **Dobson, Mitchell & Allport (TAS)**

Dobson, Mitchell & Allport is a commercial and litigation law company based in Hobart. Dobson, Mitchell & Allport has a number of areas of expertise, including litigation, health law, family law, commercial practice, residential property, migration law, intellectual property, estate planning & administration, finance & banking, debt recovery, employment and industrial relations.



Although Dobson, Mitchell & Allport doesn't offer a 'fully-fledged' clerkship program, they have a range of programs for undergrads and graduate lawyers to gain experience in a similar manner.

Dobson, Mitchell & Allport generally have positions for at least one graduate lawyer each year, and call for applications from final year and legal practice students in May of each year. Applicants are interviewed shortly after applications are completed and are then offered an opportunity to clerk with the company over the summer vacation.

Unsuccessful applicants may be offered other work experience opportunities in semester breaks and other vacations.



## **Arnold Bloch Leibler (Melbourne & Sydney)**

Arnold Bloch Leibler is a premium Australian commercial law firm with offices in Melbourne and Sydney. We are renowned for advising clients on their most significant legal

matters: high-stakes transactions, litigation and commercial issues. Our standing within the legal profession has been built over more than 60 years. Many of the values, characteristics and defining qualities from the firm's early beginnings continue to shape the firm as it stands today.

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

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

We organise our practice groups to allow our lawyers to be broad generalists, our groups are split between transactions and disputes. From the client perspective, our services cover:

- banking & finance;
- competition;
- corporate & commercial;
- dispute resolution & litigation;
- native title & public interest law;
- property & development;
- reconstruction & insolvency;
- taxation;
- technology & intellectual property; and
- workplace advisory.

# Arnold Bloch Leibler

Lawyers and Advisers



## **What are the key values of your firm?**

- *People*

At Arnold Bloch Leibler, people are central to the firm's success. We recognise that it is only with motivated people that the firm can provide personal service and practical, commercial and cost-effective solutions to client problems.

We hire the best and the brightest, and recognise and reward our people with professional development and mentoring opportunities, competitive remuneration, community involvement opportunities and a deep and true interest in accelerating individuals' careers. We want every ABL person to be well-rounded and accomplished, and to bring their whole selves to work.

- *Clients & Solutions*

From a client perspective, our aim is not to service our clients for all of their legal needs – rather, we position ourselves as the lawyers to go to when everything is on the line, where strategic imperatives are invoked, and when commercial thinking that's out of the box is required. We aim to develop long-term relationships with our clients, and to gain a solid understanding of their businesses and needs. This enables us to formulate unique solutions to their problems with a broader context.

At ABL, we give our clients value by finding simple, practical, commercially intelligent and cost-effective solutions to what often seem to be complicated and confusing problems.

- *Excellence & Success*

Our firm has an unswerving dedication to professionalism in everything we do and to putting the client first. We aspire to the highest standard of integrity, honesty and fair treatment.

ABL is a meritocracy - we reward success and excellence. This reflects our prime business focus of partnering with clients in their success by helping them achieve their business imperatives through innovative and commercially intelligent solutions.

- *Community*

Giving back to the community has always been one of our core values. Pro bono work is an inherent part of the firm's DNA and we do it because it is the right thing to do. The firm is deeply committed to indigenous constitutional recognition and reconciliation.

At ABL, we proudly have a stand-alone pro bono practice group, led by partner, Peter Seidel. All lawyers at the firm are given the opportunity to get involved with pro bono work. The firm engages with many not-for-profit and charitable organisations that are active in communal, social, health, research, religious and environmental sectors. At ABL, we feel that we punch above our weight, and pro bono work is no exception.

- *Diversity*

Our approach and longstanding deep commitment to diversity and inclusion has been, and will always be, a clear and significant aspect of the firm's culture and a key contributor to our enduring success. Our ongoing diversity initiatives are far-reaching, and include support for working parents, gender pay equity, policy information and education on a wide variety of topics, cross-cultural awareness training, our internal ABL Indigenous Solidarity Network, among many more.

## **Seasonal Clerkships**

- What do you look for in applicants?

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

- What does the application process for your firm involve?

We keep things simple in the application process - you're asked to upload your CV, transcript and a covering letter via cvMail, or via our website ([www.abl.com.au/careers](http://www.abl.com.au/careers)). When it comes to the interview, we only hold one round.

You'll meet with two partners and a member of HR for approximately half an hour. Our interviews are informal as we feel it's the best way to get to know you - we also know that we deal with incredibly impressive candidates, and we know you're assessing us too - so we like for you to feel comfortable and to be able to make a judgement on whether you can see yourself working with us. After your interview, we provide you the opportunity to have a coffee with one of our graduates or junior lawyers. They have been through the clerkship process and can answer any questions you have for them.

We can arrange to hold both the interview and the post-interview 'coffee' via Skype for candidates applying from Tasmania.

- **Why ABL?**

ABL is well known for being the go-to firm when it matters. We pride ourselves on providing strategic guidance and solving complex problems related to our clients' commercial interests, legal position and reputation. This means that our legal staff are exposed to interesting and varied work where they can fully utilise their skills and potential.



We do not try to be everything to everyone – rather, we strive for excellence in our chosen areas of expertise. We encourage our employees to bring their whole selves to work each day, recognising that diversity of thought, background and life experience all contribute to our distinctive culture and the solutions we deliver for each of our clients.

- **Are there any special opportunities that clerks or graduates might have while working for your firm?**

At ABL, we have three clerkship intakes that coincide with university holidays (November/ December, January/February and June/July). We aim for around 15 clerks in each intake, so you won't get lost in the crowd.

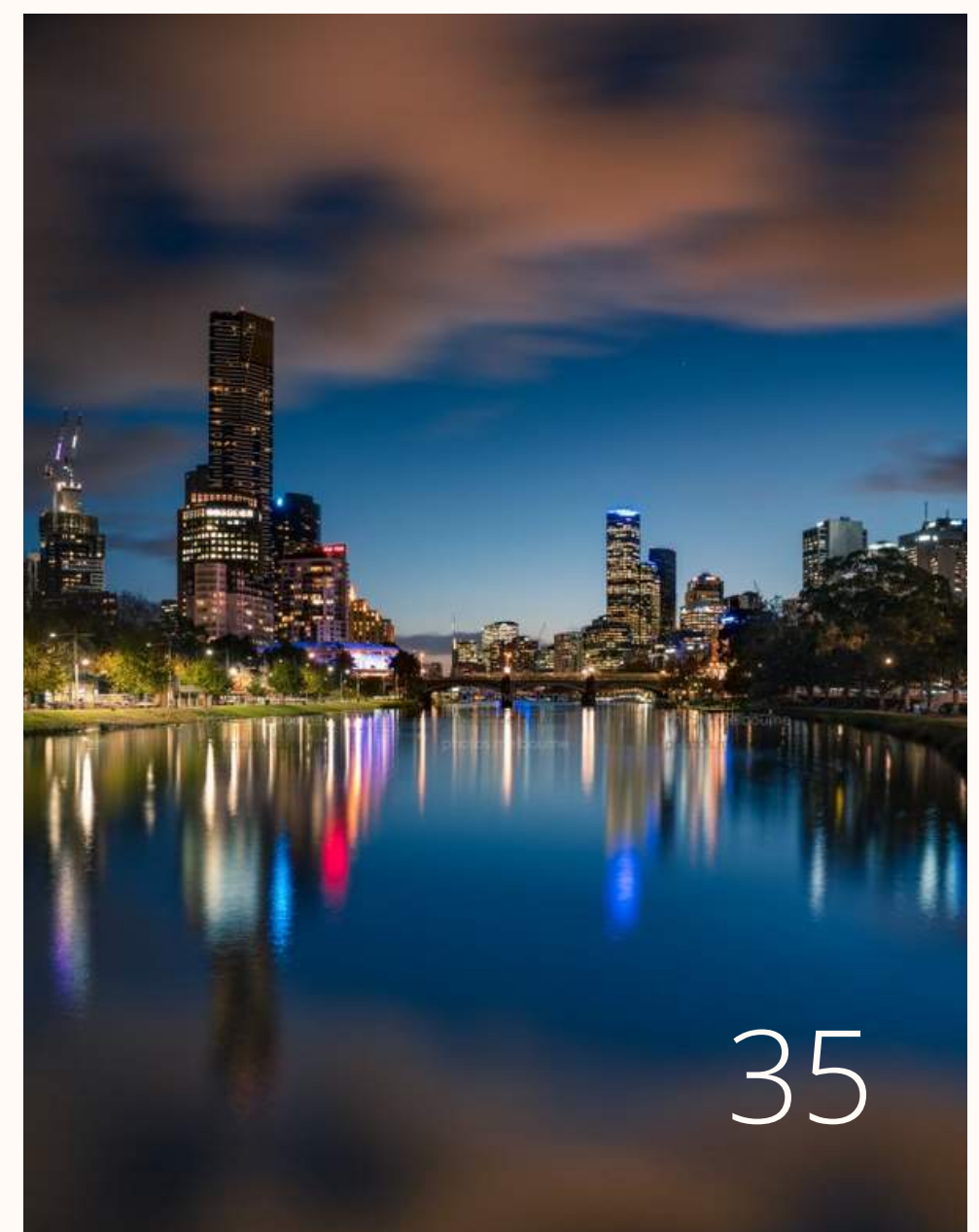
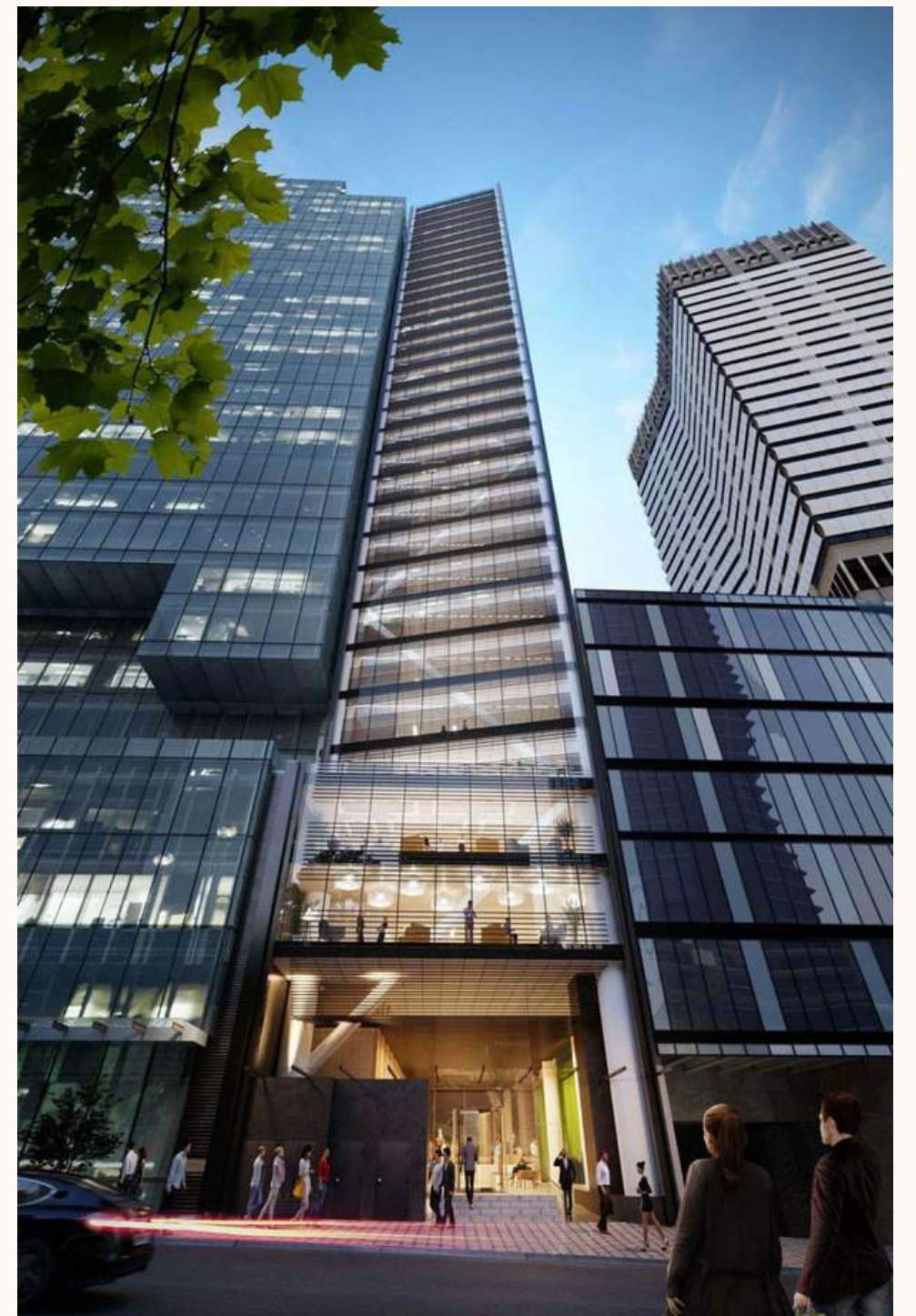
Essentially, our clerkship program is a condensed version of our graduate experience – you'll be immersed in our culture, be given real work, real responsibility and real contact with partners and clients in meetings, calls and court hearings.

Our clerks (and grads) are allocated supervisors and buddies. The buddy is your go-to support person for any questions that arise from day to day. During your clerkship, we arrange a number of extra-curricular activities such as dinners with our current grads and lunches with different groups across the firm.

A popular inclusion in our clerkship program is a day out with one of our clients. We find that this unique experience connects the dots for clerks to see and meet the people that lie at the heart of the firm's identity. It also provides the opportunity to hear from our clients about why they have chosen ABL and what they're looking for when they come to us for legal advice.

Firm Contact:

Hayley Brown, Human Resources Manager – 03 9229 9802





Arnold Bloch Leibler

Lawyers and Advisers

# Great minds think differently

To find out more visit: [abl.com.au/careers](http://abl.com.au/careers)

## What can you expect from our program?

Your clerkship will provide you with a unique insight into the experience you would have as a Law Graduate at Arnold Bloch Leibler. You will quickly become immersed in our culture, have the opportunity to work with partners on active matters and be given real responsibilities.

## What do we look for in candidates?

We value good grades and a sharp intellect, as our work is complex and intellectually challenging – but our shortlisting process doesn't end there. We value life experience, lateral thinking, commercial acumen, resilience, imagination and a passion for the law.

We appreciate people who use initiative and can accept shared responsibility for their career development, with a willingness to learn and a sense of humour.

*"I love being challenged by the complexity of the work we do and the matters we work on. That being said, we work in such tight knit teams I always know that I am fully supported."*

Craig Evans, 2021 Law Graduate



## Key dates

Applications open:  
Monday 4 July 2022

Applications close:  
Sunday 14 August 2022

Interviews:  
Late August/September 2022

Offer day:  
Wednesday 19 October 2022



## Key contact

Hayley Brown  
Human Resources Manager  
[hbrown@abl.com.au](mailto:hbrown@abl.com.au)

36



# Arnold Bloch Leibler

Lawyers and Advisers

## Great minds think differently

At Arnold Bloch Leibler, we believe great minds think differently.

From your very first day, you will work alongside thought leaders in the profession on important and complex cases that will provide opportunities to flex your thinking, offer direct input and gain in-depth knowledge.



To find out more visit: [abl.com.au/careers](http://abl.com.au/careers)



# Great change is here. Shape the future with Allens

At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. **Are you?**

With us, **you'll be more than a lawyer.** Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.

---

**We work across borders too, thanks to our alliance with Linklaters.** This provides opportunities for our firm and our people, including annual rotations in Linklaters London, Hong Kong and Singapore being available to our graduate lawyers.

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An early legal career at Allens includes highly **tailored training** through the Allens Academy. Developed in partnership with the Australian National University, our Graduate Diploma in Legal Practice will help you transition from law graduate to legal expert and trusted business adviser.

---

In a rapidly changing world, we seek opportunities to innovate, **embracing creative thinking**, new approaches and emerging technology. We don't just seek opportunities to benefit ourselves and our clients, we believe strongly in driving positive change to do right by our community too, as demonstrated through our strong pro bono practices.

---

Our teams are **open, inclusive and encouraging**, giving you the opportunity to learn and grow while feeling supported. You'll have the flexibility to drive your own career, and we'll recognise your achievements and hard work as you progress through the firm. **Are you ready to begin?**

*Another fantastic initiative from Allens to engage future talent! As a candidate, I am excited at the prospect of joining such a fantastic and innovative firm.*



ALLENS CONFIDENTIAL PODCAST  
[graduates.allens.com.au/allens-confidential-podcast](https://graduates.allens.com.au/allens-confidential-podcast)



ALLENS MEET AND ENGAGE  
[meetandengage.com/allens](https://meetandengage.com/allens)



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# Great change is here. Shape the future with Allens

At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. **Are you?**

## CLERKSHIP PROGRAM

A clerkship at Allens is the first step in a rewarding legal career, and will give you invaluable insights into our work and culture. With support from a buddy and development supervisor, you'll work on real matters for real clients and be involved in a variety of projects. The programs:

- run from three to 10 weeks;
- are available at our Brisbane, Melbourne, Perth and Sydney offices;
- feature ongoing support, including a buddy system; and
- include exposure to one or two practice groups.

## GRADUATE PROGRAM

In each rotation, you'll gain a depth of experience that comes from seeing matters through to the end, and get exposure to stimulating legal challenges. At Allens, we don't work in silos, meaning you won't be limited to working with only one partner or by your practice areas. You'll work alongside a range of partners and lawyers, giving you exposure to a wide variety of tasks. Working with different teams and leading organisations, you'll grow a solid skills base and develop the agility needed to thrive in our ever-changing world. The programs include:

- two 12-month rotations in your areas of interest;
- secondment options in London or Asia, via our alliance with Linklaters;
- ongoing supervision, coaching and mentoring;
- completing a Graduate Diploma in Legal Practice (via Allens Academy); and
- a 12-month weekly legal seminar series (Cornerstone Program).

*I found Meet & Engage very useful and I was very grateful that the partners were eagerly happy to answer our questions.*

*I think that speaks volumes about the attitude and culture of the firm.*



ALLENS CONFIDENTIAL PODCAST  
[graduates.allens.com.au/allens-confidential-podcast](https://graduates.allens.com.au/allens-confidential-podcast)



ALLENS MEET AND ENGAGE  
[meetandengage.com/allens](https://meetandengage.com/allens)



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LINKEDIN  
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# Great change is here. Shape the future with Allens

## From law clerk to graduate lawyer

### AMBER WITHERS LAWYER

**In December 2019, I had the privilege to clerk in Allens' Commercial Litigation team in the Melbourne office. In 2021, I started at the firm as a Law Graduate completing my first year-long rotation in Commercial Litigation. This year, I'm commencing my second rotation in the Competition, Consumer and Regulatory group.**

**As the people in my team at Allens will know, I'm a bit of a foodie – so what better way to explain my transition from law student, to clerk to fully fledged Allens lawyer than through the metaphor of food!**

#### 'The recipe for success' – the clerkship

Before clerking at Allens, like many law students, I naively thought that there was a secret 'recipe for success' – a delicious cover letter/CV combo that I could serve up on a platter to secure a coveted clerkship. I quickly realised during the interview process and clerkship itself that this was not the case. Before clerking, I was apprehensive about my lack of paralegal experience that I could mention in a cover letter or interview. However, I was able to draw upon experiences of working in a team during mooting competitions at law school and learning to communicate complex concepts in a simple way as an STS tutor. There is no 'perfect recipe' for getting a clerkship and succeeding at Allens because there really is no one individual or type that Allens is looking for.

#### The clerkship charcuterie board

My Allens clerkship was like a perfect charcuterie board. I sampled the many different things Allens offers to see what it would be like to work at the firm - from the kind of work graduates do, to pro bono and committees. Before clerking I thought the firm would describe everything on the menu, but Allens wanted us to dive in and 'try before we buy'. During my clerkship, I was involved in substantive research, legal drafting

and correspondence. Highlights included sitting in on client meetings, attending a mediation, getting to know my team at construction litigation breakfasts and attending the all-important Allens Christmas party! What really stood out about the Allens clerkship was feeling truly comfortable being myself and seeing so many people at the firm who I admired and wanted to emulate. People I had met briefly at university went out of their way to message me and offer to proof read things or assist me in any way they could. The fact that I was included in everything and introduced to valuable firm clients even as a clerk gave me confidence this was a firm that was invested in my learning and development.

#### Starting as an Allens graduate – entrée to main course

Flash forward to 2021, I was finally making my *entrée* to the legal scene. I was placed back with the team I clerked in, predominately focused on construction litigation. Looking back on my time as a clerk, it's amazing to see how the things I sampled during my clerkship only continued to flourish as a graduate.

The clients I was once nervous to even introduce myself to over teams as a clerk, I was now contacting on my own to answer questions and provide updates. I even continued working on a matter I had worked on as a clerk, culminating in a grad year highlight, travelling interstate to attend a hearing at the Supreme Court. I could never have imagined all of this would be possible when I was a clerk. During my clerkship I also sampled the firm's pro bono offering, assisting with drafting a letter in the homeless law program. Almost two years later, I'm representing a homeless law client in VCAT on my own and making submissions so my client can avoid homelessness.

A key element of my graduate experience has been Allens' commitment to making us the best lawyers we can be. In particular, the Cornerstone Program, which allows graduates to upskill and learn about key legal topics. The one year rotation also ensured that we could become ingrained in the team and involved in significant tasks key to our learning. Never be afraid



to ask questions, particularly of your fellow grads. It's rare to find a task or problem that others have not encountered, so your colleagues are your best resource.

#### **The right amount of cooks in the kitchen – the grad experience**

Allens values the in-office experience, and so for the first six months of the graduate year, we were in the office every day. This created an extremely strong bond, particularly between all of the graduates in my team. Whether it was our daily disputes quizzes or coffee runs, the cohort experience has been invaluable. The people who work at Allens are highly personable and love what they do which makes coming to work very easy.

#### **Side dishes – the Allens committees**

It's not just about the work at Allens. Every great main needs a side dish, and for me that's the Allens committees and opportunities to represent the firm at a broader level.

Before starting at Allens I didn't realise just how unique the strong committee culture was to the firm. I've been involved in several committees from the RAP Committee, to ALLin (LGBTQIA+ allies), to the Disputes Social Committee. Graduates don't simply take a back seat on these committees – they are instrumental in creating events and shaping the agenda. Last year I was lucky enough to run, with another team member, the Wear it Purple Panel with Equality Australia. LGBTQIA+ inclusion is something I'm very passionate about and grateful to be able to continue at the firm. In the Disputes Social Committee, we've been afforded the flexibility to suggest and organise our own events. Of course, I had to bring my love of food to the committee! One of my favourite events was organising the Free to Feed cooking class, where the team learnt recipes from a recent migrant to Australia; generously sharing their recipes from home and experiences in their home country.

Despite living in Melbourne I haven't been able to embrace AFL. Given this, footy tipping was not my speed. I've instead tried to make a home for the Allens foodies with the inaugural MasterChef Sweepstakes – featuring fortnightly wrap ups and a gourmet hamper for the winner! Another highlight for me was

representing Allens in the Victorian Women Lawyers (VWL) Warren Moot. I competed with two other Allens graduates and we were fortunate enough to make it to the Grand Final judged by former Chief Justice Marilyn Warren.

#### **Committed to getting admitted**

A big achievement and milestone during my graduate year was becoming a lawyer – queue the printing of the Allens business cards and the all-important LinkedIn update from 'Law Graduate' to 'Lawyer'. The journey to admission was made all that much easier by the Allens graduate program. Doing three weeks intensive Practical Legal Training (PLT) at the beginning of the year allowed us to complete a lot of the assignments before we started work in our teams. We were also given a number of 'study leave' days which gave us time to properly focus on PLT. This culminated in getting admitted in July. In truly dramatic fashion we were admitted and sent into a snap lockdown that day. Fortunately, the midnight lockdown allowed a few grads to secure restaurant bookings to celebrate before we went virtual!

#### **Uber Eats – working in lockdown**

During my graduate year, a significant proportion of time was spent working from home in lockdown. The firm managed to keep everyone connected with lockdown photo competitions and even a virtual cocktail making class. The partner I was working with continually checked in, ensuring I still received the same level of mentoring even from home. My tip for making the most of working from home is to ask questions as if you were in the office and don't be afraid to give someone a call just as you would pop into their office.

#### **The next course**

It's amazing to reflect on how much I've developed as a lawyer and a person from my days as a clerk. Given how great the first few 'courses' have been at Allens, I'm looking forward to sampling even more of what the firm has to offer during my next year in the Competition, Consumer and Regulatory team.



## Ashurst

(Adelaide, Melbourne, Brisbane, Perth, Canberra, Sydney & International)

Ashurst resulted from the merger between Ashurst Australia and Blake Dawson, and has over 190 partners and 800 lawyers in Australia, advising over 73% of the ASX Top 100 Companies.

# ashurst

Ashurst has 28 offices in 16 countries, with over 1,800 lawyers in total. Ashurst also strongly promotes its Pro-bono program, charity and volunteering committees, and their Annual 'Make A Difference Month'. Ashurst is also the only law firm to have been recognised as an Employer of Choice by the Equal Opportunity for Women Agency since 2001, every year since the award was created. Ashurst also offers employees the opportunity to be seconded to large clients and the public and community sectors to enrich their work, alongside gym memberships, social events, sporting teams, study leave and flexible work arrangements. Clerkships are offered for 12 weeks in Sydney and Canberra, and 4 weeks in the remaining offices for students in the penultimate year of their degrees. Seasonal clerks complete two rotations in different practice areas, with the exception of the Melbourne and Adelaide programs where clerks engage with only one practice area. Graduates with Ashurst undertake a twelve-month development program with three months in different practice areas.





# Baker McKenzie.

## **Baker McKenzie (Melbourne, Sydney & Brisbane)**

### **ABOUT US**

Baker McKenzie invented the global law firm - so we are different in the way we think, work and behave. Our story is one of imagination, determination and hard work. We have followed clients into new markets, establishing offices driven by local lawyers and talent. And our growth has been organic, giving us a strong, common culture that runs through our Firm.

Our unique culture, developed over 70 years, enables our 13,000 people to understand local markets and navigate multiple jurisdictions, working together as trusted colleagues and friends to instil confidence in our clients. We also understand the challenges of the global economy, with our commitment to excellence underpinning our success. The Firm is continually expanding and currently employs over 6,000 lawyers in 76 offices in 46 countries. We have been in Australia since 1964 and employ approximately 220 lawyers/graduates and 82 partners across Melbourne, Sydney and Brisbane.

Our People Deal, a key component of our strategy, is about delivering the best employee experience to enable one high-performing, global team to serve our clients. We offer our people access to market-leading, cross-border, local, and industry-focused matters for leading multinational and domestic clients. We understand our clients' businesses, industries and strategic objectives and work with our clients to overcome the challenges of competing in the global economy. We have an unrivalled ability to provide training and secondment opportunities across our global network. We are committed to engaging with our communities. We view inclusion and diversity as foundational to our culture and strategic vision. We have an inclusive culture of learning, coaching and opportunity, where you undertake work in small teams across multiple geographies with clients and colleagues. We are a place where everybody can succeed, whatever your background and wherever you are located.



Many of our seasonal clerks, graduates and lawyers say the reason they join us is because of our people and culture. In Melbourne, the size of our office enables everyone to get to know each other - plus we have the benefit of a strong global connection to our other offices, offering something unique and special to our people. Our people are genuinely friendly and diverse, and enjoy coming to work every day. Our social and sports committee contributes to the Firm's social glue - offering regular Firm drinks, events and sporting activities. We also offer a range of social and financial benefits (including travel insurance for you/your immediate family, massages, discounted movie tickets, study assistance, corporate discounts, etc.).

### **Our Clerkship Program**

At Baker McKenzie, our seasonal clerks experience life as a junior lawyer with our Firm. Right from the start, you get involved in real work and are given real responsibility, just like our junior lawyers. You will be exposed to our Australian and international clients through client meetings and telephone calls, client events and shadowing, and you will often have the opportunity to deal with clients directly.

More specifically, the type of work that clerks get involved in includes drafting correspondence, preparing Court documents, drafting advices or agreements, document review tasks, attending Court/mediations, attending meetings with barristers, attending meetings with expert or other witnesses, attending settlements, preparing client alerts and undertaking research tasks.

Our clerks also have the opportunity to participate in our pro bono matters and community service initiatives and our Diversity & Inclusion Initiatives too. Working with lawyers of all levels, you will be guided by a supervising partner and associate 'buddy'. With the Firm's strong culture of mentoring, you will receive coaching and feedback throughout your clerkship.

You are supported at every stage by Talent Management who facilitate a comprehensive development program for you, starting with induction and skills development (including sessions on library/research, technology, drafting, business communication, networking and other skills crucial to ensuring you succeed during your clerkship). You will also develop practical and legal skills through our national learning program for junior lawyers and various Firm-wide sessions. There are also many opportunities to network with colleagues around the Firm - through various programs and social events.



After your clerkship, you are invited to apply for a casual paralegal role and attend various social events to stay connected with the Firm. And those who accept a graduate offer can apply for an international clerkship with one of our overseas offices in the year following their seasonal clerkship.

### **Our Graduate Program**

When you join Baker McKenzie as a graduate, we know you want to be working with clients on real work right from the start, so we support you to hone your skills and develop your experience as quickly as possible. We also pair each graduate with a supervising partner and an associate "buddy" in each rotation to maximise on-the-job and formal learning.

We work with graduates to create a tailored development plan targeting legal knowledge and expertise, career planning, business development & client services, people & self-management, and the business of law.

To help you reach your goals, we offer targeted learning opportunities – from seminars on core legal topics to practical skills development in areas such as drafting and presenting. We work hard to facilitate on-the-job learning through informal mentoring relationships, client secondments, involving you in global teams working on international deals, or supporting you to run your own files for our award-winning Pro Bono Program. We support your professional development by covering the costs of your Practical Legal Training, admission and practising certificate. We also bring graduates from our Sydney, Melbourne and Brisbane offices together for various training programs to help our people foster networks across the Firm.

### **Develop Globally**

Baker McKenzie's key difference is that, unlike other firms, we were 'born global'. Our practices and culture are well established and integrated globally, which is why many clients and lawyers choose to work with us. Our difference is in our unique values, and our global approach to development. Because we've been global from the beginning, we have well established regional and global programs and a deeply embedded culture of knowledge sharing, support and mentoring both within and across offices.



Our global development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker McKenzie. It shapes the way we recruit, select, develop, manage and promote our lawyers. For you, it means always having a clear career roadmap, empowering you to plan and drive your development at every stage. Our lawyers benefit from an Australian professional development curriculum based on the Development Framework.

Our lawyers also attend regional training and events/conferences relating to their practices to help develop networks and legal skills. Further, they attend regional transition programs at every career stage, which provide development in the key skills our lawyers need - like people leadership, business development and project management - and which enable them to foster relationships with international peers at the same career stage. We also provide our lawyers with opportunities to attend USA summer school courses and obtain scholarships for full-time legal study overseas.

In addition, the firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices in the Asia Pacific region and globally. In the past, we have placed lawyers in London, Netherlands, Frankfurt, Paris, Stockholm, Chicago, Washington DC, New York, San Francisco, Toronto, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Taipei, Singapore, Shanghai, Bangkok, Tokyo, Jakarta, Myanmar and Johannesburg.

### **CLERK PROFILE - Rowena Baer**

"Born Global" and "The Truly Global Law Firm" - I am sure many of you aspiring seasonal clerks have come across these descriptions in relation to Baker McKenzie on many occasions. Having been with the Firm for 5 years now, these really couldn't be a more perfect description of Baker McKenzie.

#### **Cross-Border Work**

Starting at Baker McKenzie as a graduate, I rotated through our IP/Tech, Construction and Corporate teams before settling in the Melbourne IP/Tech team. During my 5 years, I have worked on many different matters and projects, both big and small, across a range of industries, and I can honestly count the number of times such work did not involve an international client or coordination with our overseas offices on one hand! Whether it be advising clients on a global product rollout, conducting a multi-jurisdictional regulatory scan or negotiating a technology outsourcing deal, working with our colleagues and clients from across the globe is an everyday experience at Baker McKenzie.



As a result, the "world clock meeting planner" is a saved favourite on my taskbar, as working across time zones and coordinating input from multiple jurisdictions is all in a standard day's work. For me, the most exciting and rewarding aspects of my cross-border work is that every day is completely different and I'm constantly learning and making new connections. You meet people with different cultural, linguistic and legal backgrounds, learn about the laws of many different countries and get introduced to your client's global strategy, technology offerings and different ways of working. This has kept things exciting and professionally satisfying.

## **A Global Outlook**

It's not just the work that is global at Baker McKenzie - our lawyers are encouraged to venture out and engage with the world and the wider Baker McKenzie community right from the beginning, or in my case, before it all truly kicked off. Before commencing my graduate program with the Melbourne office, I was given the opportunity to complete a 4 week international clerkship with my current team in the London office.

This 4 week program laid the foundations for my career in London today. It allowed me to meet and network with a number of our clients and with Baker McKenzie lawyers of all levels from across the region. It also gave me a taster of the data privacy, cyber security and IT work that is now central to my practice. During this clerkship, I helped prepare advice and client training sessions on the incoming General Data Protection Regulation (GDPR) which at the time was a new and uncertain piece of law - little did I know that it would go on to shape privacy laws and practices worldwide and give me a terrific foundation for privacy advocacy work years later in the AP region. Yet perhaps the most memorable moments from this taster abroad, came from the team social events (including a Thames river cruise) and client breakfasts, through which I forged friendships and connections with colleagues who I now get to work with on a daily basis.

## **A Culture That Extends Beyond Any Office**

From my time with the Firm, I've also noticed that whichever office you're located in, the Baker McKenzie culture of friendship is strong and one that transcends international borders. Nowhere is this more apparent than attending one of the regional training sessions or practice group retreats. Having been twice to Bangkok for regional training programs with the Firm, I can honestly say that every Baker McKenzie lawyer I've encountered is warm, friendly, fun-spirited and on average very good at karaoke!



Further, the care and personal support that our international colleagues have shown to each other recently during COVID and other global crises is truly remarkable. On a personal level, shifting across the world to a new office in the middle of a pandemic with everyone WFH was less than ideal, however, the kindness and support I was shown by my new London colleagues via remote channels made me feel instantly welcome and at home in my new office.

### **Interested?**

Having worked with Baker McKenzie for the past 5 years, it is clear how integrated the Firm is and the enormous benefits that this offers to its clients and lawyers. The experiences that Baker McKenzie offers its lawyers are also unrivalled, and to date have been (and continue to be) fundamental to my personal and professional growth.

Baker McKenzie genuinely is the Firm that is "Born Global" with one of the great success factors underpinning the Firm being the diverse global experiences of almost everyone in the Firm. If you are interested in a legal career with global experiences, Baker McKenzie is the firm for you!

### **How To Apply**

Applications for Summer clerkships in Sydney open at 9:00am on Monday 6 June 2022 and close at 11:59pm on Sunday 3 July 2022 and should be submitted via our website [www.bakermckenzie.com/careers/Australia](http://www.bakermckenzie.com/careers/Australia).

Applications for seasonal clerkships in Melbourne open at 9:00am on Monday 4 July 2022 and close at 11:59pm on Sunday 14 August 2022 and should also be submitted via our website [www.bakermckenzie.com/careers/Australia](http://www.bakermckenzie.com/careers/Australia).

Applications should include a cover letter, as well as details of your work experience, extra-curricular activities, interests, and academic results. We do not require you to upload your CV, as the information from your CV is used to respond to the areas above. We also ask you to respond to 2 - 3 questions, particularly as our Firm does not use psychometric or other testing, group or individual assessments, or video interviews as part of our overall assessment process. Candidates will attend two interviews in Sydney and one interview in Melbourne with a partner and senior lawyer. In our interviews, we want to get to know all about you - your experiences, your interests, your achievements, your strengths and your abilities. We also want to know why you want to work with Baker McKenzie. To that end, our interviews are a mix of 'getting to know you' questions and 'behavioural' questions, so that we can get to know you and you can make the best impression. Candidates will also be invited to an information and cocktail evening attended by partners and associates so that you can meet as many people from our Firm as possible and our people can get to know you.



# Baker McKenzie.

## Your journey to a world-class career begins here

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

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

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

## Ready to explore our world?

Natalie Mascarenhas +61 3 9617 4349  
Natalie.Mascarenhas@bakermckenzie.com

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LinkedIn

 Find us on  
Facebook



## **Gilbert + Tobin** **(Sydney, Melbourne & Perth)**

Gilbert + Tobin is a corporate law firm based in Australia, with offices in Sydney, Melbourne and Perth, and operations across the Asia-Pacific region. The firm operates across a large number of practice areas including:

- banking and finance
- corporate advisory work
- communications and technology
- competition & regulation
- intellectual property
- dispute resolution
- The firm also has a dedicated Pro-Bono legal group.



The firm has over 500 partners, and has the highest proportion of female partners of any

major Australian firm. Gilbert + Tobin also sponsor the UNSW Centre for Public Law, a leading think-tank in the area of public (especially constitutional) law. Gilbert + Tobin offer a range of flexible work arrangements for women, and extend a large amount of support for disadvantaged women in the community through their pro-bono and corporate social responsibility programs. Additionally, the OUT @ G+T program offers a support for LGBT-identifying lawyers.

Clerkships are offered in summer (Perth, Sydney, Melbourne) and Winter (Perth, Melbourne) for various periods, with a placement in a dedicated practice group aligning with your interests, with two five-week rotations in the Sydney program. Applications are received through cvMail. Graduates enter an 18-month program (12 months in Perth) that includes the firm's Practical Legal Training and Professional Development program, and offers are generally made to successful clerks. The firm offers financial support for younger lawyers to complete Postgraduate study, and offer interstate and international secondments, as well as offering one graduate a 12-month placement with Japanese firm Anderson Mori and Tomotsune



# MinterEllison

## **Minter Ellison**

**(Adelaide, Brisbane, Canberra,  
Darwin, Gold Coast, Melbourne,  
Perth, Sydney and International)**

Minter Ellison is one of the largest Australian-based, multinational law firms, with offices in many Australian cities (including the Gold Coast), and overseas. They serve a range of clients, including blue-chip public and private companies, alongside multinational firms, government organisations and other state-owned entities.

Minter Ellison's practice areas include Competition & Market Regulation (incl. International Trade), Corporate Law, Employment, Environment & Planning, Insurance, Intellectual Property, Litigation & Dispute Resolution (incl. Administrative and Consumer Protection Law) and Real Estate.

Minter Ellison also runs MatchME, a 'matched charity donation' program, supporting fourteen charities in the firm's pro-bono focus areas of disadvantaged youth, homelessness, poverty alleviation and access to justice. They also work closely with the Public Interest Clearinghouse, indigenous causes and domestic violence victims to improve access to justice.

Minter Ellison run both vacation clerkships and a graduate program. Advertising their selection process as 'fun, informative and interactive', Minter Ellison clerks attend clerkship information evenings prior to the commencement of formal interviews. Minter Ellison also offers two-week placements in their Hong Kong office for four clerks. Clerkships are the primary way in which the firm fills its 'Graduate Development Program' - a program including Practical Legal Training, and 6 month-long rotations.



EXCEL



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## Your future. Your choice. Choose to make an impact.

At MinterEllison, we provide our clerks and graduates with exceptional training, development and experiences.

### Learn by working on real challenges

Right from the start you'll work on real client engagements, preparing you for any challenge. Discover new areas of practice, and learn the technical knowledge and tools you need to achieve your career ambitions.

### Discover industry and market insights

Our industry programs span across all of our practice groups, ensuring collaboration amongst our teams that creates real impact for our clients:



Health & ageing



Financial services



Real Estate



Infrastructure



Education



Energy & Resources



Government

### Bring your whole self to work

We want our people to be exactly who they are at work by fostering an inclusive workplace. We want you to excel as a future lawyer. It's all in your hands now.

### Make an impact

You'll have the chance to work with our Pro Bono and Community Investment program and market-leading social enterprise practice:

#### Pro bono



63K+ hrs

of pro bono services

#### RAP impact

4,800+ pro bono hours supporting Aboriginal and Torres Strait Islander organisations

#### Social impact

over 100 new social enterprise and Indigenous business clients engaged and supported

For information and to apply visit [graduates.minterellison.com](https://graduates.minterellison.com)

### MinterEllison Virtual Internship

Want to experience a true-to-life day of a MinterEllison lawyer? Our interactive virtual internship offers you an insight into the commercial work we undertake here at MinterEllison. Curious?





**Herbert Smith Freehills  
(Melbourne, Sydney, Perth,  
Brisbane & International)**

Herbert Smith Freehills (HSF) is a global commercial law firm, formed from the merger between Herbert Smith's international practice, and Freehills' Australian practice,

with Australian offices in Melbourne, Sydney, Perth and Brisbane.



HSF was the top-ranked firm in the NISUS Consulting Performance and Value Index, assessing client service, strong relationships and high-quality performance, and were awarded the Best Financial Law Firm in 2013. The firm has approximately 800 lawyers and 190 partners in Australia, working in fields including Competition law, corporate law, dispute resolution, employment, finance, insurance, intellectual property, mining, private equity and tax.

HSF also donated approximately 50,000 hours of pro-bono legal work in 2012, particularly through community centres and homeless person shelters, as well as working with non-governmental organisations attempting to realise the Millennium Development Goals. The firm also emphasises its internal diversity and inclusion policies, through a range of 'Networks', including those for Women, Multicultural individuals, Family and LGBT lawyers.

HSF offer both summer and winter clerkships in each of their Australian offices, and these clerkships constitute the primary means for recruitment to their graduate program. In 2015-2016, HSF also offered up to four clerks the opportunity to work in the Singapore, London or Hong Kong offices following their domestic Clerkship. The HSF Graduate program consists of three rotations across different practice areas, supported by formal development opportunities and on-the-job feedback.

Applications are made through the firm's online job portal at <https://fsr.cvmail.com.au/hsf/>





**Meg Mosenthal**

Paralegal (Vacation Clerk 2021/22)

'My time as a summer clerk with Herbert Smith Freehills was the most incredible experience of my life.'

## MY APPLICATION AND CLERKSHIP EXPERIENCE

I'm Meg and I am studying a double degree in Arts/Laws at the University of Tasmania. I completed a clerkship at Herbert Smith Freehills in the Summer of 2021/2022 and now work as a paralegal with the firm. I absolutely loved every second of the clerkship experience. I learnt so much about the law, myself, and the kind of lawyer I hope to be. I came home from the clerkship, inspired by the people I had the privilege of learning from, and with a new group of lifelong friends.

### **Application/Interview Process:**

The application process takes about 3 months and begins with a cover letter, CV, and some questions about you and your interest in the firm. There are then two rounds of interviews and a few cocktail evenings. Throughout the process I was struck by how lovely and warm everybody from the firm was. The interviewing partners were relaxed and down to earth and the interview itself was more focused on my life and interests than on anything law-related. The cocktail nights were a great opportunity to meet other applicants, people from the firm, and to learn more about the firm's culture and the different practice groups.

My biggest piece of advice for the application process is to have faith in yourself. As a law student, you hear many intimidating and discouraging theories about what firms are looking for in a clerkship applicant. I was certain that I did not have the GPA or legal experience to receive a first-round interview, and certainly not an offer for a clerkship. However, I found that as long as you are the most honest representation of yourself, the interviewers will see your unique strengths and will recognise what you have to offer.

The other piece of advice I would give is to not be too hard on yourself. It is quite a long process, can be nerve-wracking at times, and when also juggling university assignments and part-time work, the last thing you want is any unnecessary pressure to achieve a particular result. The application process is a wonderful opportunity to practice your application writing, networking, and interview skills, and I found that appreciating each stage of the process for the learning experience that it was, without expectations of an outcome, allowed me to minimise any stress.

### **My clerkship experience:**

My time as a summer clerk with Herbert Smith Freehills was the most incredible experience of my life. The chance to work in Sydney for a few months was exciting in itself, but to work in a leading, global law firm was an opportunity I still haven't wrapped my head around. I learnt so much about the law, and the kind of lawyer I hope to be. I had the opportunity to gain exposure to fascinating matters in different practice areas, but also had a lot of fun with sip and paint nights, quiz nights, clerk dinners and clerk sports. I came home with lifelong friends and am completely inspired to begin my career!





HERBERT  
SMITH  
FREEHILLS



# ELEVATE YOUR EXPERIENCE

## ABOUT US

With over 25 offices spanning Asia, Europe, Australasia, and the Middle East, careers at Herbert Smith Freehills offer our graduates the opportunity to experience being part of a truly global law firm. Working with some of the most significant organisations in the world, opportunities to have social impact, and learning from our world-class team every day will enable you to create solid foundations on which to build your career in law.

We're proud to say that we put people first. Our firm is built on a diverse culture, reflective of the societies in which we live and work. That's why inclusivity is key to our success. At Herbert Smith Freehills, you'll be valued for what makes you different and accepted for who you are. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work - you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways.

## WE WELCOME DIFFERENT

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. So, what exactly are we looking for?

There's no single path to becoming an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes.

In line with our **10 Actions for Change** we are proud to use the **Rare Contextual Recruitment System (CRS)**. The **CRS** allows us to understand each applicant's achievements in the context that they have been gained. We understand that not every candidate's achievements look the same on paper - and we want to recruit the best people, from every background.

## CLERKSHIP PROGRAM

We select many of our graduates through our vacation clerkships. During this immersive experience, you'll receive hands-on practical experience, as you work on some of the diverse challenges facing the team you're collaborating with.

You will gain a deeper understanding of life at the firm and what your future could look like if you join us. Some key features include the opportunity to:

- Sit within a specific team, delivering real work for key clients
- Before you join, submit a preference for a team to tailor your experience
- Navigate the first step of your career with partner and graduate mentoring support
- Attend workshops and presentations covering all our practice areas
- Contribute to our pro bono practice
- Work with cutting edge technology through our innovation projects
- Networking opportunities to meet people across the firm

### Contacts



**Elizabeth Pittaway-Burnell**  
Graduate Recruitment Consultant  
T +61 417 399 400  
[GraduatesSydney@hsf.com](mailto:GraduatesSydney@hsf.com)

We're Herbert Smith Freehills, one of the world's leading international law firms. Join us and you'll be at the centre of high-profile cases, high-impact deals and you'll grow from new experiences every day.

## JOINING US

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: [careers.herberrsmithfreehills.com/au/grads/vacation-clerkships](https://careers.herberrsmithfreehills.com/au/grads/vacation-clerkships) or contact one of our graduate recruitment consultants.

## KEY DATES/DEADLINES

SYDNEY	
Positions	30-35
Clerkship programs	1 Summer
Applications for all 2022/23 programs open	6 June 2022
Applications for all 2022/23 programs close	10 July 2022
Offers made	14 September 2022

**Please note:** An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.







HERBERT  
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# ELEVATE YOUR EXPERIENCE

CAREERS IN COMMERCIAL LAW

56

[careers.herbertsmithfreehills.com/au/grads](https://careers.herbertsmithfreehills.com/au/grads)

 @HSFGRADUATESAU



The logo for Clayton Utz, featuring the company name in white, uppercase, sans-serif font centered on a solid black rectangular background.

## **Clayton Utz**

**(Melbourne, Sydney, Perth,  
Darwin, Canberra, Brisbane)**

Clayton Utz is a top-tier Australian law firm with offices in Melbourne, Sydney, Perth, Darwin, Canberra, and Brisbane.

Clayton Utz works for a number of leading companies, as well as over 250 government departments, agencies and organisations, receiving the 2013 Who's Who Legal 100 Award for Australian Firm of The Year. The firm's practice areas include:

- Banking & Financial Services
- Commercial Litigation (including Insurance)
- Competition (Sydney only)
- Corporate, M&A & Capital Markets
- Environment & Planning
- Forensic & Technology Services
- IP & Technology
- Major Projects & Construction
- Pro Bono
- Public Sector (Government Services)
- Real Estate
- Restructuring & Insolvency
- Tax
- Workplace Relations, Employment & Safety

Clayton Utz is the only top-tier firm to be a founding member of the Australian Legal Sector Alliance, a sustainability initiative designed to develop guidelines for firms to reduce their environmental impact. The firm also has a formal Reconciliation Action Plan to develop the firm's relationship with Indigenous communities. A majority of employees at Clayton Utz are women, and as a result, a range of programs have been implemented to assist women, including flexible work arrangements, working from home opportunities, and 'Momentum', a national female lawyer's network.

Clayton Utz also runs the Community Connect Program, and the Clayton Utz Foundation. Clerkships are offered to penultimate year students, in most offices around Australia. Clayton Utz also offers a strong graduate program, however, these positions are primarily offered to those who complete seasonal clerkships with the firm. Applications are conducted online.





## GRADUATE PROFILE

Natasha Perry

Graduated 2019, Bachelor of Arts and Bachelor of Laws (Hons)

Firm: Clayton Utz (Perth)

I'm a lawyer in the Restructuring & Insolvency team at Clayton Utz, Perth. I completed my clerkship in June-July 2019 and was then started my graduate program in 2020.

As a clerk I spent two-weeks in the Corporate, M&A and Capital Markets team and two-weeks in Commercial Litigation. My work consisted of mainly legal research and reviewing agreements, however the teams made sure I experienced the 'exciting' side of the job including attending court, shareholder meetings and meetings with counsel.

As a graduate I spent six-months in Corporate, Commercial Litigation and R&I, before finally settling in R&I. Throughout my graduate program I was given a hands-on experience in the realities of commercial legal practice such as running a 6-day trial, developing a prospectus for an IPO, and working directly with counsel and clients. Although it can seem like you are jumping straight into the deep end, the benefit of working in a large firm is that you are never given more than you can handle, and you are always surrounded by people who will support and guide you.

The type of work we do is varied and each day is vastly different. Some days I will spend the entire day glued to my desk preparing various documents and completing research; other days I will be in and out of court and client meetings. The clients we work for also massively vary - we have worked for companies with mines based in the DRC and Brazil, AFL clubs, airlines and non-profit organisations.

It is important to remember that the work is similar for all the large commercial firms, so the real difference is the people and culture. For me, the people I interacted with in my clerkship were the reason I was drawn to the firm and continues to be one of the best parts of my job. Make sure that you get to know the culture of each firm so you can find the right place for you and will keep you sane when the work is challenging.

My main advice for prospective clerks and graduates is to have the right attitude - always be ready and willing to give everything a go, ask questions if you're unsure or want more information, be willing to make mistakes and learn from them, and enjoy getting to know the firm and the people. Clayton Utz is a wonderful firm which offers you invaluable involvement in some high-profile matters, so I highly recommend going for it!



## CLERKSHIP PROGRAM

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

## GRADUATE PROGRAM

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

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

### That's where we come in.

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

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

### You'll get...

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

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



**King & Wood Mallesons**  
**(Melbourne, Sydney, Perth,**  
**Brisbane & International)**



As an elite international law firm headquartered in Asia, we are reshaping the legal market by challenging our people and our clients to think differently about what a law firm can be today, tomorrow and beyond. We thrive on exceeding the expectations of our clients, and as such the world's leading organisations turn to us to unlock their biggest opportunities and deliver solutions to their most vexing challenges.

With ambitious thinking and innovation in our DNA, we partner with our clients to bring to life pioneering solutions which will help them to adapt, reinvent, and grow. We believe innovation comes from giving our people room to grow, and as such actively encourage input and ideas from all levels of the firm. Our people are encouraged to think differently and shape their own career path, supported at every step of the way, with world-class training, coaching, and hands-on experience. There is no 'one size fits all' career model, and we offer multiple opportunities for our lawyers to gain experience and thrive.

### **Virtual Experience Program**

Wherever you are in the world you can now experience what it is really like to be a lawyer at KWM with our Australian-first legal virtual work experience program (VEP). Originally launched in 2017, the platform features two programs - 'Intro to Law' and 'Advanced Law' - which each include five learning modules curated by KWM based on real firm matters and activities. In 2020, KWM launched their industry first Virtual Reality Experience and Global Virtual Programs to make law accessible to anyone, anywhere in the world. Through these programs you can build real skills and confidence to excel in a commercial law career before you even step into one of our offices.

### **Our Programs**

#### Seasonal Clerkship Program

We offer clerkships to give you a clear picture of what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we like to work, our culture, practice areas, clients and more.



During your clerkship you will learn:

- The day-to-day skills to get you started-taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at King & Wood Mallesons- who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture - working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- Our people - you'll find that people from every part of the business will help you by sharing their knowledge and ensuring you have everything you need to succeed.

Your Role:

Clerks usually work in one or two different practice groups, depending on the length of the clerkship. You'll be allocated a supervisor in each of your practice groups and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you won't just be watching from the sidelines.

### **Graduate Program**

We offer a unique future-focused training experience and invest heavily in development to support you to fulfil your potential. You will benefit from a bespoke comprehensive learning and development program tailored specifically for our graduates.

We also offer a PLT course with the College of Law to our Australian Law graduates, ensuring that you meet the requirements for admission to legal practice. The program also promotes and supports the mobility of our staff across our offices by giving you the opportunity to apply to go on exchange in one of our interstate or overseas offices.



# TAKE CHARGE OF YOUR CAREER PATH

We're King & Wood Mallesons. The top tier international law firm, from Asia, for the world. The world's leading organisations turn to us to unlock opportunities and deliver smart, considered, and confident advice. Where others see problems, we see possibilities.

Innovation is in our DNA. We equip our people with the skills to partner with our clients and bring to life pioneering solutions which will help them to adapt, reinvent and evolve. We believe innovation comes from giving our people room to grow. At KWM, our people are encouraged to shape their own career path, supported every step of the way with world-class training, coaching and hands-on experience.

Diversity of thought, perspective and experience is critical to our culture. We provide a broad, inclusive and open environment in which our people are fully supported to bring their whole selves. There is no 'one size fits all' career model, and we offer multiple opportunities for our lawyers to gain experience and thrive.

## Planning for a sustainable future

A core value for KWM is to grow our business sustainably and responsibly and leave a positive impact.

### Our commitments:



Reduce our emissions by:

- Becoming certified carbon neutral by December 2022
- Setting science-based targets by December 2023 and reaching net zero emissions by 2050



Source 100% renewable energy for our Australian operations before 2024.



Update and re-certify our Environmental Management System by June 2022.



Undertake various energy, paper, water and waste reduction initiatives (ongoing).

### Global reach

The King & Wood Mallesons network extends across the following regions:

- Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore)
- Europe
- Middle East
- North America

### Our programs

#### SEASONAL CLERKSHIP PROGRAM

Applications open: **4 July 2022**

Applications close: **14 August 2022**

How to apply: Via our online application system at [kwm.com/careers](https://www.kwm.com/careers)

We offer clerkships that give you insight into what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we work, our culture, practice areas, clients and more.

What you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.



- The core practice teams at King & Wood Mallesons – who they are, what they do, how they’re structured, the clients they work for, and of course, your role within them.
- Our culture – working within your team, you’ll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- Our people – you’ll find that people from every part of the business will help you by sharing their knowledge and supporting you through the early stages of your career and beyond.

### GRADUATE PROGRAM

We offer a unique future-focused experience and invest heavily in your development to support you throughout your journey.

You will benefit from a bespoke comprehensive learning and development program tailored specifically for our graduates.

You will take part in our graduate technology bootcamps. These bootcamps will provide you with exposure to the many different types of emerging legal technologies, which are available at our firm. These skills will help prepare you for the future and ensure that we continue to evolve to meet our clients’ changing needs.

We also offer our graduates a Practical Legal Training (PLT) course with the College of Law, ensuring that you meet the requirements for admission to legal practice.

The program also promotes and supports the mobility of our people by giving you the opportunity to apply to go on exchange in one of our interstate or overseas offices or undertake a client or pro bono secondment. Through these opportunities, you can access greater on-the-job experience and create a positive impact.

What you will receive:

- Meaningful work covering a wide range of practice areas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work as part of a team with a range of partners, senior

### Our impact:



We are making progress towards our target of 40% female representation at partnership level. Females currently represent 31% of our partnership.



Our LGBTQ+ Inclusion Network at KWM (LINK) raises awareness of and advocates in relation to LGBTQ+ issues and concerns, and promotes inclusion, provides support and builds a sense of community for LGBTQ+-identifying people and allies.



Delivered more than 50,000 hours of pro bono legal service in FY21. More than 91% of Partners & Lawyers assisted in these pro bono hours.



333 organisations + 2,680 individuals received legal assistance in FY21.



\$740,913 was raised & donated via DigDeep® (workplace giving project) to 27 community organisations in FY 21. We have raised over \$13.6M since 2001.

associates and solicitors

- A practical understanding of areas of our legal practice
- Training in the latest legal technology.

### VIRTUAL EXPERIENCE PROGRAM

No matter where in the world you are or what stage in your law degree, you can now experience what it is really like to be a lawyer at KWM with our Global Virtual

Experience Program (VEP). The platform features learning modules curated by KWM based on real life firm matters and activities. Through this program you can build real skills and the confidence to excel in a commercial law career before you even step into one of our offices.

### We work with

The industry-makers, nation-builders and market-disrupters to drive growth and power innovation. KWM is a launchpad for endless opportunities. We want to help you think differently about yourself and the possibilities of where a career in the law might take you.

### We offer:

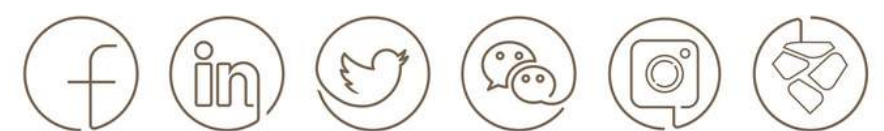
- Culture of innovation, collaboration and high performance.
- Multiple career pathways where you can shape your future.
- World-class training and coaching to unleash your full potential.
- High impact work for the world’s leading organisations.
- Relationships that last a lifetime.

### Key contact

GEORGIA BOWDEN

PEOPLE & DEVELOPMENT ADVISOR  
MELBOURNE

TEL +61 3 9643 5543  
EMAIL GEORGIA.BOWDEN@AU.KWM.COM



[careers.kwm.com/en/graduates-australia](https://careers.kwm.com/en/graduates-australia)  
[kwm.com](https://www.kwm.com)







## **White & Case (Sydney, Melbourne & International)**

White & Case is a global law firm with longstanding offices in the markets that matter today. Our on-the-ground experience, our cross-border integration and our

of local, US and English-qualified lawyers help our clients work with confidence in any one market or across many. White & Case have offices all over the world including in Sydney, Melbourne, Hong Kong, Boston, Mexico City, Dubai, Berlin, London and Paris.

At White & Case, lawyers work on fast-paced, cutting-edge projects from the start of their career, working with international teams on cross-border matters. Lawyers gain client exposure early on, as they handle substantive matters that integrate law school studies with on-the-job insight and guidance from mentors.

At White & Case 'global' is considerably more than a market description. Over the past 100 years, we've built an unrivalled network of 45 offices in 31 countries. Many of our clients are multinational organisations with complex needs, and you will help create innovative solutions that span multiple jurisdictions.

### **Vacation Clerkships**

A vacation clerkship is a great way to experience first-hand what life is like as a graduate at White & Case.

As part of our four-week vacation clerkship in either our Melbourne or Sydney office, you'll be welcomed into our team, where you'll undertake a number of meaningful and challenging tasks. You'll have the opportunity to attend client meetings, work on pro bono matters, and broaden your understanding of large cross-border transactions and matters. Wherever your career takes you, we guarantee that you'll build skills and experience that will last.

Throughout your clerkship you will:

- Learn about the Firm and our practice areas in Australia and the wider Asia-Pacific region



- Discover our graduate program, including our overseas seat opportunities
- Join in social events, network and get to know our people
- Have continual support and feedback throughout your allocated supervisor, mentor and buddy.

**Upcoming Dates:**

The next clerkship offered by White & Case is the Melbourne vacation clerkship 2022-2023.

The clerkship will take place on the following dates (subject to any changes):

- 21 November - 16 December 2022
- 26 June - 21 July 2023

Applications open on Friday 1 July and close Sunday 14 August 2022. People who can apply are any students who are studying a law degree in Australia and who are looking to start as a graduate in 2024 or 2025.





# Together we make a mark

## Opportunities Across Australia

### Working across borders

Over the past 100 years, we've built an unrivaled network of 45 offices in 31 countries. That investment is the foundation for White & Case's client work in 180 countries today.

The concept of being truly global is underpinned not only by the vast diversity within the Firm, but by the types of clients we service. Many White & Case clients are multinational organisations with complex needs, meaning the very nature of our work requires multiple offices to work seamlessly together.

Our teams in Melbourne and Sydney work with clients in every state of Australia and around the globe on all aspects of the energy, infrastructure and mining & metals sectors, and on high-profile public market and private equity M&A transactions.

### Practice areas in Asia-Pacific

Debt Finance  
 Capital Markets  
 Commercial Litigation  
 Energy, Infrastructure and Project Finance  
 International Arbitration  
 Investment Funds  
 M&A – Corporate  
 M&A – Private Equity  
 Tax

### Vacation clerkship

A vacation clerkship with White & Case provides a brilliant insight into a real world legal career. Each clerk will receive support from a buddy, mentor and supervisor through-out their time with us, allowing them to connect with people who have walked the path that they are looking to embark on. White & Case offer a four-week winter clerkship in both Melbourne and Sydney, as well as a summer program in Melbourne.

### Graduate program

We structure our graduate program to meet both your short-term career goals and long-term aspirations. You will work through three six-month rotations, taking into account your preferences, to fully equip you with the necessary skills to become a skilled, globally commercial lawyer. All of our graduates also have the option of an international rotation in one of our Asia-Pacific offices.

From day one, you will work on fast-paced, cutting-edge and complex multijurisdictional projects, experiencing the operational realities of cross-border law. You will gain client exposure early on, as you handle substantive matters with first-rate guidance and supervision from leaders in their field.



### How to apply

Please follow the QR code provided for more information on how to apply for our vacation clerkships and graduate program.

Please note the following vacation clerkship application periods:

- 2022 Sydney Winter Clerkship:  
**21 March – 24 April 2022**
- 2022-23 Melbourne Vacation Clerkship:  
**1 July – 14 August 2022**







# Together we make a mark

## Graduate careers in law

As a graduate in one of our Australia offices, you will have the opportunity to work on challenging cross-border client matters providing you with the international experience and exposure from day one. Join us and make your mark.

[whitecase.com/careers](https://whitecase.com/careers)

**1**

of the only law firms to offer  
a guaranteed overseas seat

**2**

Australian offices  
in Melbourne and Sydney

**110**

nationalities represented  
across the Firm

**45**

offices across 31 countries

**Tier 1**

by *The Legal 500* for  
Project Development  
and Project Finance

**87**

languages spoken  
across the Firm

67





**K&L Gates**  
**(MELBOURNE, SYDNEY &**  
**INTERNATIONAL)**



At K&L Gates, we foster an inclusive and collaborative environment across our fully integrated global platform that

enables us to diligently combine the knowledge and expertise of our lawyers and policy professionals to create teams that provide exceptional client solutions. We marry process with vision, success with dedication, method with passion, and innovation with creativity.

K&L Gates is one of the largest law firms in the world with close to 2000 lawyers across five continents. K&L Gates has many areas of law but specialise in:

- energy infrastructure laws
- finance law
- intellectual property law
- labour law
- employment and workplace safety law

K&L Gates offers clerkships in their Sydney and Melbourne offices. The clerkships give law students in their penultimate year at university the opportunity to gain practical work experience through participation in client meetings, court visits and involvement in real legal work. Professional development is provided throughout the clerkship. It begins on the first day with a comprehensive orientation program and continues through the clerkship enabling you to learn important skills that lay the foundation for your legal career. You work closely with a supervisor and partner or senior lawyer, who is responsible for your daily work. A graduate or junior lawyer will also be there to provide buddy support throughout your clerkship. In addition to the daily on the job feedback and guidance you receive, you will also be involved in a structured feedback session at the conclusion of your clerkship.

- Applications for the Melbourne office clerkship open on 4 July - 14 August 2022.
- Applications for the Sydney office clerkship open on 6 June - 10 July 2022.





K&L GATES

# DISCOVER

Looking for a law firm that *really* is different?

Where you can be empowered to DISCOVER quality work and clients, DEVELOP through opportunities to learn more while growing your career, and THRIVE in a diverse and inclusive culture?

Then join our global community of talented visionaries.

To learn more about how you can discover, develop, and thrive in a dynamic global law firm, visit [klgates.com/careers](http://klgates.com/careers).

## THE K&L GATES EXPERIENCE.

K&L Gates LLP. Global counsel across five continents.  
Learn more at [klgates.com](http://klgates.com).





# DISCOVER. DEVELOP. THRIVE.

THE K&L GATES EXPERIENCE.

K&L Gates is a fully integrated global law firm with lawyers located across five continents. In Australia we have four offices in Brisbane, Melbourne, Perth and Sydney.

## FULLY INTEGRATED

We are a fully integrated network of lawyers and legal professionals who believe that clients need more than technical legal skills; they need insightful and practical advice on the diverse issues that affect their businesses, delivered with unparalleled client service. Our combination of practice strength, global platform, and unsurpassed client service is a true differentiator in the legal services marketplace.

## A BROAD RANGE OF PRACTICE AREAS

We have nine core practice areas across Australia. As part of your clerkship you will complete rotations within at least one of these. In your graduate year, you will experience multiple areas across three rotations.

## HANDS-ON EXPERIENCE

You will be embedded into the practice areas and be involved in real legal work right from the start, giving you an in-depth experience and providing a real insight into life as a commercial lawyer at K&L Gates.

**K&L Gates is about more than practising law or making a living. It's about building something amazing - creating a legacy for you, the firm, our clients and the communities we serve.**

## OUR PRESENCE

With a strong presence in key capital cities and world commercial and financial centres, we represent a broad array of Global 500, Fortune 100, and FTSE 100 corporations in nearly every major industry, including energy, financial services, health care, infrastructure, life sciences, manufacturing, sustainable development, technology, telecommunications and transportation amongst others.

## FORMAL TRAINING PROGRAM

In conjunction with on-the-job experience, we provide formal training sessions. On day one, you will receive an in-depth induction to the firm as well as training on relevant IT systems, followed by other sessions over the course of the clerkship and graduate programs. These sessions have been designed to develop your legal knowledge and business skills, as well as to give you a broader insight into the various areas of law in which we practise.

## INNOVATION

Our Innovation Committee is comprised of partners, lawyers, IT and support staff. It is committed to creating innovative legal services, fostering behaviour that enhances innovation and assisting our lawyers to deliver innovative legal work solutions for our clients.

## COLLABORATIVE CULTURE

We truly believe that working together is better. Your supervisor and buddy will help you settle into the office and you will work closely with the partners, special counsel, senior associates and lawyers in your team. You will be provided with opportunities to build strong relationships, both within your team and the wider firm network. We provide and encourage a collaborative environment in which you can grow and develop.

We are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. Perhaps our search for talented visionaries and your search for important and impactful work lead to the same place.

Learn what makes our global law firm different:

Check out our Facebook page: [/klgatesgraduaterecruitingau](#)

Check out our brand video on YouTube: [/klgateslaw](#)

Or visit our Careers page at [www.klgates.com](http://www.klgates.com) for application details.

## APPLICATIONS

We accept graduate and clerkship applications in line with law society guidelines in the relevant state. Please check our website for application dates by office location.

Contact details

Tania Brierley

Recruitment Consultant

P +61 3 9640 4214

W [www.klgates.com](http://www.klgates.com)



## International Opportunities

There is no reason why you can't let your degree take you anywhere in the world, and UTAS Graduates are lucky enough to have a large range of exciting opportunities available to take them abroad. This section is not, and should not be considered, a comprehensive summary of these opportunities, and is instead a small overview of the possible options available to you.

### CLERKSHIP & GRADUATE PROGRAMS WITH INTERNATIONAL OPPORTUNITIES

Many clerkship or graduate programs with large, multinational firms offer international secondment opportunities, or the ability for successful graduates to travel to overseas offices.

Check your individual firm's website for information regarding these opportunities, however, of the firms outlined in the previous section, the following firms advertise international practice opportunities. Most of these opportunities are offered throughout Asia, especially in Hong Kong.

- Baker McKenzie
- Allens
- Herbert Smith Freehills
- King & Wood Mallesons
- Gilbert + Tobin

### OVERSEAS CLERKSHIPS

Alternatively, students may wish to pursue a clerkship entirely based overseas.

There are an exceptionally diverse number of firms, across all continents, offering students clerkship opportunities.

There are two major ways to secure such an opportunity:

#### **Apply directly to a multinational firm's overseas office**

Many firms with offices across the world take clerks in each of their individual offices. Instead of applying, for example, to one of the firms outlined in the previous section and hoping to secure an international secondment, students may wish to apply directly to an overseas office to enquire about clerkships, graduate programs and other opportunities.

#### **Apply with a foreign firm**

Foreign firms often offer opportunities for clerks, graduates, or interns in their local offices across the world.



These are largely untapped resource and may prove highly rewarding – information for these will rarely be provided outside the local market, so head directly to the firm’s website, or find the website of a local university’s student law society for possible opportunities.

A potential employer is likely to see language skills, and familiarity with the legal frameworks in the relevant jurisdiction as valuable attributes, as these clerkships are likely to be highly competitive. The individual websites of each firm are likely to be your best resource and a good starting point for future reference regarding these opportunities, application dates and other similar information.

Similarly, foreign courts may offer UTAS Graduates the opportunity to undertake Associateships or other similar work in those jurisdictions.

### **International Clerk Profile**

Matthew Jarrett

Graduate, International Clerk

Firm: Baker McKenzie

Following a fantastic Seasonal Clerkship at Baker McKenzie, I was delighted to receive a Graduate offer to commence in March 2020. I also received information about the Firm's International Clerkship program, which I immediately applied for. I was then fortunate to receive an offer to undertake an International Clerkship with the Firm's London office. For those who are learning the "Bakers lingo", this means going to the London office for a month-long secondment with the Firm covering the costs!

I was very excited to be placed in the Corporate M&A team in London. In an office that has nearly 1000 employees, M&A is one of many teams in the broader Corporate Markets practice group. London's M&A team specialises in large-scale, cross-border deals and is particularly renowned for its expertise in 'carve-outs', which are the divestiture as part of a company. Given the size of the Firm's global network, it is uniquely positioned to offer multi-jurisdictional support for large, complex deals of this nature.

My work included assisting with the restructuring of a global consumer goods company and assisting a piece of advice on the enforceability of electronic signatures across European jurisdictions.



I was also able to work with the Dispute Resolution practice group on a matter involving parties in England, Italy, China, South Korea and Kuwait: all in a day's work at a global firm like Baker McKenzie!

Outside the office, I had a fantastic time exploring London. I saw several West End shows, an English Premier League game and found the time to visit friends in Oxford and Portugal. I was also fortunate to be at the office for the first ever Corporate Trivia Night, where I found myself on the winning team (as much as I would love to take credit for the win, my trivia ability was nowhere near the prowess of my teammates). This was a great opportunity to socialise with everyone outside of work, and to gain an entertaining insight into the team!

The International Clerkship was a truly fantastic experience, both professionally and personally. It is very unique for a Firm to provide international training opportunities for junior employees, and the International Clerkship program is a reflection of Baker McKenzie's personal investment in their Graduates. I am incredibly grateful for this experience and am very excited to continue learning and developing at Baker McKenzie.





## **In-House Legal**

Many large companies employ law graduates as 'in-house counsel', a lawyer employed to provide advice directly to one particular company. This has been a huge growth area for lawyers over the past few years as companies are increasingly recognising the benefits (both in terms of cost efficiencies and deeply tailored and commercially sensitive advice) that can come from having a strong in-house team as opposed to spending money on external lawyers.

In-house legal work comes in all shapes and sizes. Medium-sized companies may have a sole general counsel, or a handful of lawyers. Larger firms (especially in legally complex businesses) will have larger teams that may compare in size to a medium sized private firm. Increasingly general counsel are seen as a key part of a corporate leadership team. The size and standard of the work performed in-house has increased over time to the point that in-house teams compete for legal talent with top tier commercial firms. The advantages of in-house work include a (usually) better work-life balance and the chance to contribute long-term and in-depth to a business.

Unfortunately for law students, most Australian (and international) in-house teams still recruit laterally at the 2-5 year post admissions mark rather than hiring graduates directly. This is beginning to change (especially amongst large multinational corporations based in the US) but the best way into in-house work today is probably still to start in a commercial firm. That being said, some smart networking and passion may see you able find an entry level job in-house.

To explore this area more, please visit the website of the Australian Corporate Lawyers' Association at <http://www.acla.com.au/> (They also have free student memberships).

### **HP Summer Legal Internship**

HP is unique amongst companies operating in Australia as they offer a formal, structured legal internship of a similar kind to that offered by private commercial law firms. HP is one of the world's largest technology companies with hundreds of lawyers worldwide.

Part of a global initiative, interns work as part of the Office of the General Counsel for four weeks over the summer in HP's offices in Sydney.



A combination of formal teaching sessions and real legal work make this a brilliant opportunity if you are interested in getting a taste of life as an in-house counsel. Students from the University of Tasmania have been selected in the program for the past two years. Opportunities are advertised directly by HP to universities each year, usually around July.

## **UTAS Legal Services**

The University of Tasmania has an in-house legal service, which provides a range of corporate legal services to the administrative and academic divisions of UTAS. The services most in demand include contracts, intellectual property, administrative legal matters (including natural justice/procedural fairness, freedom of information & privacy) in which the University is involved.

### **INTERN PROFILE**

Samual Wilson

Graduated 2020 with Bachelor of Laws



In 2019 I was privileged to be offered a position within the UTAS in-house legal team between my penultimate and final year. This role enabled me to hone my practical skillset, better equipping me for a career after graduation. The transferable skills inherent within an in-house internship are wide reaching.

Legal Services is responsible for identifying and managing the University's legal risk through the provision of independent, sound and practical legal advice and services that support the University's educational, research, commercial and administrative functions. My role as an intern involved assisting the University's lawyers across a broad range of matters. These included cyber and data security legal research, developing a thorough understanding of privacy legislation, rules of consent/capacity for dementia patients regarding medical research/treatment, contract drafting/reviewing and intellectual property matters to name only some.

The role involved more than just desk work. It enabled me to attend professional development events relating to areas I wish to practice, meet legal professionals and develop lasting relationships within the Hobart legal community. If you're lucky enough to be selected, approach it with everything you have. You'll develop great friendships, and this experience will help you achieve future aspirations on multiple fronts.



# **Non-Legal Careers**



# Academia

Jumping straight into a job isn't necessarily for everyone, and an increasing number of employers desire those with postgraduate qualifications as this can show a high level of expertise in a particular field of law. The majority of law schools around Australia offer postgraduate qualifications in law, and as a result, opportunities are endless to find your specialisation and the right university for you to pursue it. The UTAS Law School offers several programs for postgraduate study in law:

## **Masters of Law (LLM)**

Usually one-two years in length, with 50-60,000 word thesis

## **Doctor of Philosophy (PhD)**

Usually three-four years, with a 80-100,000 word thesis

## **Master of Environmental Governance (Oceans, Polar and Climate)**

Research and coursework, one-three years in length;

## **Graduate Certificate in Workplace Conflict Management**

Online coursework, one-two years in length and designed for part-time study alongside work. Students in these positions also have potential to be employed as tutors for subject or as research assistants. Specific areas of expertise within the UTAS Faculty of Law include, but are not limited to:

- Biotechnology & the Law
- Constitutional Law
- Contract Law
- Criminology & Criminal Justice
- Equity & Trusts
- Ethical, Legal and Social Implications of Human Genetics
- Intellectual Property Law
- Law & Ethics of Health Care/Medical Law
- Media Law

Admission to postgraduate study in law is based upon your undergraduate academic performance, your specific topic area chosen and the availability of suitable supervision and resources within the faculty.

All domestic students accepted into the Law Faculty's postgraduate programs are normally eligible for the 'Research Training Scheme', and thus exempted from HECS or other tuition charges. A range of scholarships are available, including those offered directly by the UTAS Faculty of Law itself.

The UTAS Law School has an active research program, with an excellent national reputation for the quality of our research. This is supported by the presence of two leading centres of legal scholarship :

## **THE CENTRE FOR LAW AND GENETICS**

The Centre for Law and Genetics' main aim is to investigate bio-ethical matters and legal implications arising from the use of new technologies. The Centre is at the forefront of research into issues such as legal standards in the commercialisation of human-genetic technology.

More information:

<http://www.utas.edu.au/law-and-genetics>



## **TLRI**

The Tasmanian Law Reform Institute was established in July 2001 with a mission to undertake law reform work and research on topics proposed by the State Government, the community, the University and the Institute itself.

Recent activity has included projects looking at a Charter of Rights for Tasmania, protection of the anonymity of victims of sexual crimes, sexual offences against young people, non-therapeutic male circumcision, arrest laws, racial vilification, easements, drug courts, physical punishment of children and same-sex adoption laws.

Current members of the UTAS Faculty of Law on the TLRI board include Dr Brendan Gogerty (Director) and Dr Jeremy Prichard .

More information can be found at:

<http://www.utas.edu.au/law-reform/>

For further information on Postgraduate opportunities with the UTAS Faculty of Law, please visit:

<http://www.utas.edu.au/law/postgraduate-study> or contact the Graduate Research Coordinator Dr Hannah Stark (Hannah.stark@utas.edu.au).

### **Legal Editing/Publishing**

Did you combine English, Linguistics, or Media and Communication with your Law degree? Perhaps a career in legal editing or publishing is for you.

These positions usually require a post-graduate degree in Publishing and Editing, however, positions are frequently available within many companies, including the following:

## **LEXISNEXIS AUSTRALIA**

LexisNexis Australia is a large corporation specialising in computer-assisted legal research services (and you're likely familiar with their databases), as well as legal publishing. They also maintain a large number of overseas databases, with offices across the world. LexisNexis also offers a range of diverse opportunities for their employees, including volunteer leave, gym memberships, and over 2500 online training programs from a range of diverse, leading institutions.

The LexisNexis Careers Portal is available here:

<https://www.lexisnexis.com.au/en>

## **THOMSON REUTERS**

Thomson Reuters publish a comprehensive range of texts and information across the legal, tax and accounting fields, as well as operating in the healthcare, science and media fields. They are also responsible for maintenance of a number of (invaluable) services, including the Westlaw AU database and FirstPoint.

Thomson Reuters employ over 550 people in offices in Sydney, Melbourne, Auckland, Wellington, Adelaide, Brisbane, Canberra and Perth, with over 55,000 employees across the world. Information for Thomson Reuters careers, including their Graduate Career Programs, is available on their comprehensive careers mini-site at <http://careers.thomsonreuters.com/> More information can be found at: <http://www.thomsonreuters.com.au/> <http://careers.thomsonreuters.com/>



# Careers: Public Sector



## Legal Aid

Legal Aid is in every jurisdiction in Australia, and provides legal advice and support to economically and socially disadvantaged. Please note that these programs are small and competitive.

Jobs at the Tasmanian Legal Aid are posted on the Tasmanian Government website:

<https://www.legalaid.tas.gov.au/about-us/jobs-at-lact/>

Follow the instructions to see more!

There is also a national legal aid that provides additional information about legal aid across Australia:

<https://www.nationallegalaid.org/>



Legal  
Aid For  
Tasmanians



National Legal Aid

## Other jurisdictions

For further information about programs and vacancies in other jurisdictions - please visit the following:

### Victoria:

<https://www.legalaid.vic.gov.au/careers>

### NSW:

<https://www.legalaid.nsw.gov.au/about-us/working-at-legal-aid/job-vacancies>

### Queensland:

<https://www.legalaid.qld.gov.au/About-us/Work-for-us/Job-Opportunities-current?>

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### Western Australia:

<https://www.legalaid.wa.gov.au/about-us/careers>

### ACT:

[: https://www.legalaidact.org.au/about-us/working-at-legal-aid](https://www.legalaidact.org.au/about-us/working-at-legal-aid)

### Northern Territory:

<https://www.legalaid.nt.gov.au/about-ntlac/employment-and-placements/employment/>

### South Australia:

[https://lsc.sa.gov.au/cb\\_pages/vacancies.php](https://lsc.sa.gov.au/cb_pages/vacancies.php)



## Community Legal Centres

Communities are legal organisations that give legal advice and support to those that are marginalised due to factors including gender, socio-economic status, disability, geography or culture. More information is through this link: <http://www.clctas.org.au/>

Hobart:

<http://www.clctas.org.au/centres/hobart/>

Launceston: <https://www.lclc.net.au/>

North-West: <https://www.nwclc.org.au/>

### **Environmental Defenders Office**

The Environmental Defenders Office is a public-interest CLC, designed to assist with legal advice, education, and research on issues including urban planning and subdivisions, pollution, endangered species protection, wilderness preservation, forestry, and marine farming.

More information can be found at: <http://www.edotas.org.au/>

### **Tenants' Union of Tasmania**

The Tenants' Union of Tasmania is a not-for-profit community organisation offering free advice for public and private residential tenants in relation to issues arising from their tenancy.

More information can be found at <http://tutas.org.au/>

### **Women's Legal Service**

Women's Legal Service is a free legal advice and referral service, assisting women with issues including family law, separation and divorce, property settlements, family violence, child support, discrimination and sexual harassment, civil and criminal law, estates and property law.

More information can be found at: <http://www.womenslegaltas.org.au/index.php>

### **Animal Welfare and Community Legal Service**

The Animal Welfare Community Legal Service aims to provide animal protection groups and other individuals interested in animal cruelty issues with free legal advice, focusing on issues including live animal export, animal farming, and killing of wildlife and 'feral' animals. This service is based on Flinders Island.

### **Worker Assist**

Worker Assist Tasmania is a free service for injured workers in Tasmania, providing information, service and assistance regarding workers compensation, return to work and rehabilitation, and the Asbestos Related Diseases Compensation Fund. This is a service operated by Unions Tasmania.

Most Community Legal Centres take volunteers and offer other opportunities for students to gain experience – see the Social Justice Guide for these details.



# Indigenous Justice

## **The Aurora Project**

A range of national legal aid programs also operate – especially in the fields of indigenous justice, native title, and human rights law reform, with services such as the Aurora Project (<https://aurorafoundation.com.au/our-work/internship-program/>) frequently seeking graduates, however recent funding cuts to the sector have affected the number of vacancies available.

## **QLD**

Other programs include the Aboriginal and Torres Strait Islander Legal Service (QLD), with a large number of vacancies available: <http://www.atsils.org.au/careers/>

## **NSW/ACT**

The Aboriginal Legal Service (NSW/ACT) provide a range of volunteer and legal placement programs in the areas of criminal and family law, including care and child protection. Student legal volunteers gain experience and training in legal research, drafting submissions, drafting letters and court documents, attending court with solicitors, preparing briefs for counsel, instructing in trials, administrative tasks, and paralegal tasks including preparing matters for Supreme Court bails.

More information can be found here: <http://www.alsnswact.org.au/pages/volunteer>.

## **Victoria**

The Victorian Aboriginal Legal Service also offers an internship program with two intakes during the year. More information can be found here: <http://vals.org.au/get-involved/volunteer-3/>.





## **AURORA Internship**

MADELEINE ARCHER

BACHELOR OF SCIENCE AND BACHELOR OF LAWS (HONS)

GRADUATED 2020



I was lucky enough to attain an Aurora Internship at ALSWA in the regional town of Albany, with a criminal law placement in the pre-Christmas Summer 2019/20 round. My ability to undertake this placement was due to my great fortune in being a recipient of the John Skipper Kelly (JSK) Fund Scholarship. Without this generous contribution to my flights and accommodation costs, it is very likely that I would not have been able to undertake a placement with the ALS at all, given I live in Tasmania. I am so grateful for this contribution, as the placement was an incredible experience.

On my first day in the ALS office I was warmly welcomed by its three staff members: the managing lawyer, court officer and legal secretary, all of whom were friendly, helpful and fully supportive of my learning during my placement. I learned so much from the managing lawyer in particular, and found her mentorship, guidance and advice to be one of the most beneficial aspects of my placement.

From day one I undertook interesting tasks of a varied nature. Mostly this consisted of reviewing disclosure given to us by the prosecution. My role was to view this evidence, often comprising witness statements, CCTV footage, search warrant footage, electronic records of interview and photographs, and preparing a short summary for the managing solicitor and court officer to use as a reference when assessing the strength of the defence and prosecution cases. I approached this task as a total novice, however I found it so interesting being able to immerse myself in the world of evidence and the realities of criminal procedure.

On occasion I was tasked with phoning clients to attain details, mostly in regard to taking instructions for their next court appearance or in order to ascertain circumstances necessary to make a variation of bail application. I prepared a plea mitigation based on information attained in an interview at the prison with our client, and I presented my draft orally to our managing solicitor. I also drafted a letter to the prosecution outlining the relevant law behind our request that one of our clients' charges be downgraded to a lesser charge. I also became familiar with the filing system and undertook some data entry for the legal secretary, which thenceforth afforded me with an understanding of the administrative side of the legal service.



Much of my time on placement was spent attending the Magistrates Court, both in Albany and also on circuit in Katanning. I found court so interesting to watch, and over time became familiar with etiquette, procedure, likely outcomes and the likes and dislikes of the local Magistrate. During this time, I was lucky enough to become familiar with many of the court officials and police officers, and speak informally with them, which I found to broaden and enrich my newly formed defence-based perspective on the justice system.

On court days I was struck by how difficult it could be for our managing lawyer to contact some of our clients and receive instructions adequate for direction in court. This informed my prior lack of understanding as to the efficiency of the court process in handling adjournments. I was also able on a few occasions to be present during client interviews, with clients present in the courthouse before their appearances, as well as clients in prison. I visited the prison on two occasions which was a new and sobering experience.

By far the most challenging aspect of the placement was observing the prevalent disadvantage felt by many Indigenous Australians in Albany, extending to sustained and extreme drug and alcohol abuse, homelessness, lack of employment and education, domestic abuse, prevalent reoffending, and familial separation. It was difficult observing individuals being sentenced to terms of imprisonment and see their family members, including young children, react to this outcome. However, this harsh reality was something that I wished to experience for myself, and I feel that my understanding of social factors impacting on criminality in this Indigenous population is now so much more realistic. I found it heartening to meet so many people in and outside of court who were committed to helping Indigenous people, including my team.

I had a wonderful time exploring Albany on the weekends, and even in lunch breaks I was lucky enough that our court officer would show me some of the most popular destinations. I found so many great walks, and the boardwalk between the city centre and Middleton Beach exhibited some of the most stunning coastline I have ever seen. The managing lawyer kindly took me on a fabulous day trip to Denmark, where we swam in Greens Pool and had a beautiful lunch. She later took me on an excursion to find a bandicoot.

I learned so much about the criminal justice system and Indigenous people, issues and culture on my internship that I highly recommend anyone with an interest in criminal law and Indigenous people to apply for the upcoming round – if your placement is anything like mine you will learn so much, and have a great time doing so. One piece of advice that I would offer is to embrace the feeling of being outside of one's comfort zone – as that is when the real learning happens! For more information on both Winter and Summer programs, visit <https://aurorafoundation.com.au/our-work/internship-program/>



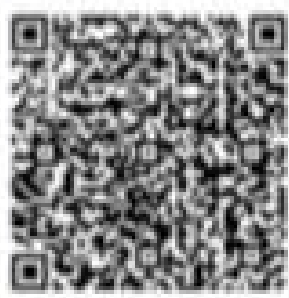
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# TAKE CHARGE OF YOUR CAREER PATH

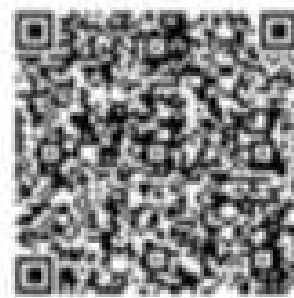
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King & Wood Mallesons and Forage are giving you a genuine insight into the role of a corporate lawyer through our virtual experience program. Gain experience, whilst honing your skills and responding to real-life legal scenarios.

In this truly international program, you will receive instructions from Partners and lawyers from the firm itself. While you test your understanding of law across various countries, you will build real skills and confidence that will allow you to explore the world of commercial law. We have two programs you can choose from - all whilst enjoying the flexibility and convenience of completing the tasks whenever and wherever you like.



**GLOBAL INTRODUCTION TO LAW PROGRAM**  
specifically designed for early-stage law students especially those who are just starting their law degree or for those still deciding if they want to study law!



**GLOBAL ADVANCED PROGRAM**  
targeted towards student's mid-way through their law career, looking to build further skills and gain insight into life as a KWM Graduate.

This is free for students

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Complete these programs in your own time at your own pace

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Get practical skills and experience from KWM Global

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[theforage.com/kwm](https://theforage.com/kwm)

[kwm.com](https://kwm.com)

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# Judges Associateships

An Associateship represents an exciting alternative to a graduate program for law-minded students who may not wish to pursue corporate law work. Associateships are particularly useful for those thinking of eventually ending up at the bar as a barrister.

Associate positions are highly prestigious and competitive, and are available across Australia, in State and Federal Courts (including both the Federal and High Court). Associates provide secretarial, academic, and other personal assistance to a specific Judge to enable them to undertake their job effectively, and are employed for a fixed period (usually 12 months). Associates undertake slightly different duties in each jurisdiction around Australia.

The best advice for pursuing an associateship can be found in the guides produced by ALSA. More information on the process can be found on: <http://www.alsa.asn.au/publications/>

## Associate Profile

Charli Barclay

Graduated 2017, Bachelor of Arts and Bachelor of Laws  
(Hons)

Former Position: Associate to the Honourable Chief  
Justice Blow OAM



While no two days are exactly the same, it is safe to say that I spent more time in court than out. The morning before court was usually spent organising the days files, responding to emails, and liaising with counsel, security, the prison, and registry staff to make sure that everything runs smoothly. If I could get everyone to be in the same place at the same time, the first matter of the day would usually kick off at 10 am.

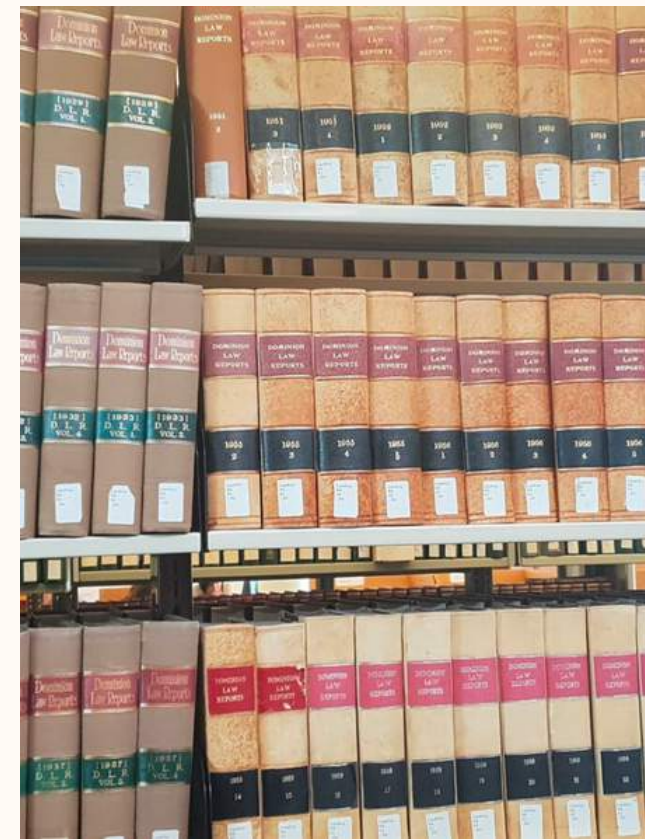
Once Court had started, I would sit below the judge and record key events and any orders that he made. If a trial was listed, I was the person who takes the plea from the accused, empanels the jury, manages exhibits, and at the end of the trial, takes the verdict.

Depending on the volume of matters, court may finish anywhere between 4-5 pm. After shutting down the recording system, it was time to lug the files back to the office and prepare for the next day's list. This was also the time that I tried to finish any outstanding sentencing documents, memorandums, and records of proceedings (although, inevitably, they will be left to the next morning after I get caught up discussing the day's drama with the Judge!).



Applications for Associate positions at the Supreme Court of Tasmania are usually advertised in March of each year, with the selection process wrapping up by May. Judges will often keep their Associates for one or two years. Although not an essential requirement, being a graduate (or a prospective graduate) of the Tasmanian Legal Practice Course (TPLC) is desirable, with students of the course being highly encouraged to apply.

As someone who wasn't even sure if they wanted to be a lawyer whilst at university, let alone ever wanting to set foot in a courtroom, I'm probably not someone you would expect to apply for an Associate position. But as I wrote this, the Chief Justice and I were in Launceston on circuit and I was approximately eight months into the role. The required advocacy components of the TLPC are what got me: the excitement of doing a bail application with only a few minutes preparation, managing to successfully lead a witness in cross-examination, and convincing a judge that your argument isn't completely ridiculous. What better place is there to start your legal career than at the Supreme Court? It sounds cliché, but be yourself, both in your application and, if you are lucky, your interview.



One of the greatest things about being an Associate is the strong relationship you develop with your judge. Your judge spends more time with you than anyone else at work, so it's important that your personality's click. Trust me, it makes those four-hour drives to Burnie on circuit a lot easier!

As anyone who has sat in my seat will tell you, being an Associate provides you with an unparalleled opportunity to experience first-hand how the court operates and view advocacy in a wide range of contexts. No university course or textbook will match the understanding you gain from sitting front and centre – quite literally – while experienced counsel make submissions on the admissibility of tendency evidence or the proper interpretation of a piece of legislation. I have become a lot more comfortable with both civil and criminal procedure, and all of those concepts that seemed so difficult to grasp at university start to make sense when you see how they are applied in real life (here is looking at you hearsay!). Most importantly, having the privilege of being mentored daily by a judge, a person at the pinnacle of their legal career, is invaluable. Not one day goes by where I don't appreciate how incredibly lucky I was to work for a judge who will happily take time out of his day to comment on the day's proceedings or explain in the reasoning behind a judgement for my benefit.



# Court Work

## **AUSTRALIAN GOVERNMENT SOLICITORS (AGS)**

The Australian Government Solicitors are the providers of legal advice and representation to the Australian government, with offices in every capital city.

The Government Solicitors work in four major practice groups – the Office of General Counsel (Administrative law, Constitutional law, Statutory Interpretation, Aboriginal & Torres Strait Islander Law, Employment and Workplace Law and Security Law), Public International Law, Dispute Resolution, and Commercial Law. The AGS also produces ‘Express Law’, which are summaries of recent, important decisions in these fields, as well as legal briefings, litigation notes, other podcasts, and fact sheets.

The AGS offers a national, 12-month training and development program, which is expected to culminate with employment with the AGS. The program includes orientation, a rotation schedule across the three internal practice groups of the AGS, a client placement in a Government Department or Agency, Pro-Bono opportunities, sponsorship toward completion of an external PLT program, prescribed in-house training and peer support and mentoring. Applications for the Graduate Program usually close end of March. More information: <https://www.ag.gov.au/employment/current-vacancies>

## **LEGAL RESEARCH OFFICERS & OTHER COURT STAFF**

Most courts offer a range of other legal work, including legal research officers, positions in the court registry, duty lawyers, court librarians and similar positions.

These vacancies are usually advertised either through the court’s own website, or through the government jobs portal for the relevant jurisdiction.

Court Research Officers provide another form of court work for those interested individuals, undertaking discrete tasks at the direction of the Judges. Legal Research Officer positions are advertised in the following jurisdictions:

### **High Court of Australia**

The High Court of Australia appoints Research Officers each year for a 12-month period.

### **Supreme Court of Victoria**

Research Associates are appointed in both the Court’s Trial Division and the Court of Appeal, and are advertised on the Supreme Court’s website when vacancies occur: <http://www.supremecourt.vic.gov.au>

### **Supreme Court of NSW**

The Office of the Chief Justice in the Supreme Court of NSW accepts applications on an ongoing basis for a Judicial Clerk/Research Director position. Applications are made in a similar manner to those of Associateships, outlined above: [http://www.supremecourt.justice.nsw.gov.au/Pages/sco2\\_aboutus/sco2\\_careers.aspx](http://www.supremecourt.justice.nsw.gov.au/Pages/sco2_aboutus/sco2_careers.aspx)

### **Supreme Court of ACT**

The Supreme Court of the ACT appoints a Research Associate to the Chief Justice, from a list of applications received in the past 12 months. For more information, visit: [http://cdn.justice.act.gov.au/resources/uploads/Supreme/Circular\\_for\\_Research\\_Assistant\\_July\\_2011.pdf](http://cdn.justice.act.gov.au/resources/uploads/Supreme/Circular_for_Research_Assistant_July_2011.pdf)



## Paralegal

Paralegals are individuals specifically trained to assist lawyers in delivering legal services to clients, working alongside and assisting attorneys. They often engage in tasks of a clerical and administrative nature, frequently involving legal research. Paralegals are often employed by in-house legal departments, in private firms and in government departments.

Requirements and procedures for appointing paralegals differ throughout Australia, and positions are advertised through traditional job search mechanisms, such as Seek.com.au – please see <https://www.seek.com.au/law-clerk-jobs>.

Make sure you keep an eye out!

### Paralegal Profile

MADELINE SCOTT

Graduated 2021 – Currently a graduate  
lawyer in Brisbane

Bachelor of Business and Bachelor of Laws



My role as a paralegal provided many opportunities to be exposed to different aspects of private practice. I personally do some conveyancing work and run my own files on such matters. I also worked independently on simple estate matters and took clients to draft wills and other estate documents as well as various commercial matters. My role also required a lot of drafting of various documents and assisting the lawyers wherever required on complex files. Generally I worked with one or two lawyers who would have me draft the relevant document and they will then review it and make some further amendments. I work predominantly in the commercial sphere so am often drafting leases, sale of business agreements, deeds of variation and complex estate documents. One of my favourite parts about my job was that every file is different and drafted the document to best reflect the client's intentions which can be both challenging and rewarding.

Overall I would highly recommend to anyone to who wants to experience private practice to consider paralegal work as a stepping stone there. It provides an opportunity to experience private practice with less pressure as a legal practitioner but you still get to work on a vast array of matters and be involved with clients.



# Work in Administrative Law

## The Ombudsman

Opportunities exist for employment or work experience with the Ombudsman Australia wide. The functions of the Tasmanian Ombudsman include:

Receiving and investigating complaints regarding administrative action undertaken by government, government departments, and other public authorities, to ensure their actions are 'lawful, reasonable and fair' Acting as the Health Complaints Commissioner and Energy Ombudsman Overseeing the implementation of the Right to Information Act 2009 (Tas), Public Interest Disclosures Act 2002 (Tas), and the Official Visitor schemes for the State's prisons and mental health institutions.

The Office of the Ombudsman in Tasmania runs an internship program each year, information for which is usually released directly to students in November.

For more information on these internships, and opportunities with the Ombudsman in other jurisdictions, please see the Social Justice Guide.

The Tasmanian Ombudsman's website also provides further information, and is available at [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au).

## Tribunals

Although different to courts, administrative tribunals also employ, in some cases substantial, staff to assist in their operations. Potential opportunities for employment exist in, including:

## THE Administrative Appeals Tribunal (AAT)

The AAT provides independent review of a wide range of administrative decisions made by the Australian Government. Although members of the tribunal are statutory officers appointed by the Governor-General, the Tribunal also appoints individuals with specific professional skills or expertise in a diverse range of fields - including aviation, actuarial studies, social work, medicine and other sciences.

The AAT also employs staff, in all states and territories, to perform a range of duties, including managing the Tribunal's registries, conducting conferences, legal research and supporting clients. The AAT also appoints Legal Administrative Assistants directly through universities, either during or immediately following their final year of study - similar to a judicial Associateship.

Vacancies are advertised on the AAT's website

(<https://aat.bigredsky.com/page.php?pageID=106>), or on the Australian Public Service's Jobs Gazette (<https://www.apsjobs.gov.au/>).

## The Resource Management and Planning Appeals Tribunal (RMPAT)

The Resource Management and Planning Appeals Tribunal is an administrative body which hears appeals regarding the sustainable development and use of public resources in Tasmania. Positions are advertised through the Tasmanian Government's jobs portal, at <http://www.jobs.tas.gov.au/>.



# Ombudsman's Office Profile

Zanna Dunstan Graduated 2020

Bachelor of Economics and Bachelor of Laws

Current Lawyer at Murdoch Clarke

I completed a 13 week internship at the Tasmanian Ombudsman's office. The Tasmanian Ombudsman have multiple different bodies which they are responsible for, all located within the same office. This meant that during my time at the Ombudsman I had a great opportunity to work within many different areas.

This included reviewing decisions under the Right to Information Act 2009. In this area I was writing draft findings that were to be sent to complainants. This involved being given a case file and coming to a conclusion as to whether the information falls within a category, meaning it should be released to the complainant.

I found this work most enjoyable and interesting, as it enabled me to really develop my statutory interpretation and legal writing skills.



I also completed legal research primarily in respect to the Mental Health Act around developing a guidebook for official visitors to know the relevant sections of the Act. I also had many opportunities to accompany Senior Investigative Officers to discuss complaints that had been made regarding various government entities.

As well as the valuable experience I received, it was a great work atmosphere with very friendly and encouraging staff.

I thoroughly enjoyed my time at the Ombudsman and would highly recommend it to anyone.

## **THE VICTORIAN CIVIL & ADMINISTRATIVE TRIBUNAL (VCAT)**

VCAT is one of the oldest civil and administrative tribunals in Australia, an amalgamation of 15 boards and tribunals, and is deemed 'Australia's Busiest' tribunal. The Tribunal's work is split across three major areas of work – the Civil Division (consumer matters, domestic building, tenancy disputes, real property et cetera), Administrative Division (land valuation and planning permits, taxation, business licenses and registration, and Freedom of Information) and Human Rights Division (guardianship and administration, discrimination, vilification, health and information privacy, and Mental Health Reviews).

Positions in the VCAT Registry, and other administrative positions within VCAT, are advertised with approximately 5-6 positions per month becoming available. Applications are advertised through the Victorian Government's Careers Portal: <http://careers.vic.gov.au/>.

These opportunities represent some of the largest or most well-known tribunals in Tasmania and other jurisdictions. A plethora of similar opportunities exist in other tribunals, and we strongly encourage you to investigate your preferred tribunal, or jurisdiction, to consider other opportunities that might exist.



# Work in Parliament

For those of you especially interested in public law work, Parliaments of each of the States and Territories employ a large number of individuals from legal backgrounds in a range of roles. Although a detailed analysis of each of the positions available in the 9 Australian jurisdictions is outside the scope of this guide, some common positions include work as a Parliamentary Clerk, or particular (for Law students) work in the Office of Parliamentary Counsel – the office which drafts the precise wording of legislation.

## Tasmania

In Tasmania, the Office of Parliamentary Counsel is a division of the Department of Premier and Cabinet, and is contactable at OPC. Enquiries@dpac.tas.gov.au or call 1300 135 513 .

Positions within the Tasmanian Parliament, or with the Office of Parliamentary Counsel, are offered on the Tasmanian Public Service Jobs Portal, in the Tasmanian Government Gazette: <http://www.jobs.tas.gov.au/>.

## Commonwealth

The Commonwealth Parliament operates four departments to assist in the administration of its work – the Departments of the Senate, the House of Representatives, Parliamentary Services and the Parliamentary Budget Office.

All of these departments, except that of Parliamentary Services, offer graduate programs, with placements for three to six months in each of these departments. However, graduate positions are only available to those already participating in existing graduate programs with other Australian Government

departments or agencies, who endorse the placement. Information about employment within these departments of the Commonwealth Parliament, and the Commonwealth Parliament Graduate Program, is available here: [http://www.aph.gov.au/About\\_Parliament/Employment](http://www.aph.gov.au/About_Parliament/Employment).

The Commonwealth Office of Parliamentary Counsel advertises their vacancies on their own website, at <https://opc.gov.au/employment/index.htm> The Commonwealth Office of Parliamentary Counsel also maintains a register of legal drafting positions advertised across the country by the Commonwealth Association of Legislative available at <http://www.calc.ngo/employment>.

For more information on parliamentary work please see the *Non-Legal & Extra Curricular Opportunities* section.

## The Public Sector and Public Service (APS)

Law graduates frequently apply for graduate or entry-level positions with the Commonwealth or State Public Service. The APS recruits a large number of graduates with a diverse range of skills and attributes, across all range of disciplines, for their graduate programs.

APS Graduate Programs are structured, on-the-job programs designed as introductions to the APS, typically lasting between 1-2 years and including a number of rotations through the different departments. This section is designed to provide a cursory overview of the options available within the APS.



## **The Commonwealth Public Service**

Australian Government agencies usually advertise graduate employment opportunities between February and June each year – information on these, and the graduate programs offered, is available here: <http://australia.gov.au/topics/employment-and-workplace/australian-government-jobs/graduate-programs>

Possible departments of particular relevance to law graduates include:

### **Attorney-General's Department**

The Attorney-General's Department advises Government on the maintenance, development and improvement of Australia's legal frameworks in a large number of areas. More information can be found at: <http://www.ag.gov.au/About/Careers/Graduateprogram/Pages/default.aspx>

### **Department of Prime Minister & Cabinet**

The Department of Prime Minister & Cabinet provides policy advice on a range of areas including economics, social policy, national security, foreign affairs, domestic governance, legal and freedom of information and cultural issues.

More information can be found at: <https://www.dpmc.gov.au/work-for-us/graduate-careers>

### **Department of Foreign Affairs & Trade**

The Department of Foreign Affairs and Trade (DFAT) aims to advance Australia's diplomatic, political and economic interests internationally, and is responsible for providing advice regarding international organisations, foreign policy and trade to the Government.

More information can be found at: <http://www.dfat.gov.au/jobs/>

## **Department of Social Services**

DSS recruit graduate lawyers, but they also take on generalist graduates. There are many other public bodies, government departments and not-for-profit organisations which have roles that are not necessarily 'law specific' yet often seek applicants with legal backgrounds to fill those roles.

Examples of roles include:

Australian Federal Police

Australian National Audit Office

Department of Defence

Australian Secret Intelligence Service (ASIS)

Department of Agriculture

Department of Education

Department of Finance

Department of Immigration and Border Protection

Department of the Environment

Department of Communications

Fair Work Ombudsman

Australian Human Rights Commission.

More information can be found at:

<https://www.dss.gov.au/>

## **Tasmania**

The Tasmanian public service does not run a large graduate program, but law graduates may be qualified for various positions anyway. Check the jobs boards.

In the past, graduate programs were offered by the Departments of Premier and Cabinet, and of Health & Human Services.

Graduate positions in the Tasmanian public service are offered on the Tasmanian Government's employment portal at <http://www.jobs.tas.gov.au/>.



# Public Prosecution

The Office of the Director of Public Prosecutions (ODPP) is charged with the prosecution of criminal offences and may prove an exciting (although highly competitive) career path for future criminal lawyers.

Various ODPPs in Australia also offer a diverse number of graduate opportunities. Additionally, some offices may be able to create positions or internship opportunities for you, if offices are contacted directly.

## Tasmania

The Tasmanian ODPP does not run a dedicated graduate program.

Any job vacancies in the office will be advertised in the Tasmanian Government Gazette, at <http://www.jobs.tas.gov.au>. This guide, under the heading 'Legal Aid Commission of Tasmania', provides instructions on how to find these specific job vacancies.

## Victoria

The Victorian ODPP usually offers 12-month legal traineeships to law graduates each year. Such a traineeship constitutes a method of admission to the legal Profession in Victoria and resultantly, can take the place of a Practical Legal Training program. For more information on how to obtain these positions, please visit: <http://www.opp.vic.gov.au/Careers-at-the-OPP>

## South Australia

The SA ODPP offers placements for summer clerkships, practical legal training, and tertiary student work experience. For more information on how to obtain these positions, please visit: <https://www.dpp.sa.gov.au/about-us/careers-and-student-placement/>

## New South Wales

The NSW ODPP employs recent graduates as part of their Legal Development Programme, available on a full-time, 35 hours/week basis. This program continues for a period of twelve months.

For more information, please visit: <http://www.odpp.nsw.gov.au/careers/legal-development-program>

## Australian Capital Territory

The ACT ODPP offers placements to students who wish to complete the work experience component of their Practical Legal Training/admission process. For more information on how to obtain these positions, please visit: [www.jobs.act.gov.au](http://www.jobs.act.gov.au).

## Western Australia

The WA ODPP offers placements for vacation clerkships. The WA ODPP does not run a dedicated graduate program. For more information on how to obtain these positions, please visit: <https://www.dpp.wa.gov.au/E/employment.aspx?uid=5431-1930-5807-6635>

## Northern Territory

The NT ODPP does not run a dedicated graduate program.

For more information on how to obtain these positions, please visit: <http://www.dpp.nt.gov.au/about-us/Pages/Careers.aspx>



## DPP Profile

Lisa Pennington

Graduated 2012, Bachelor of Economics and  
Bachelor of Laws (Hons)

Crown Counsel, Office of the Director of Public  
Prosecutions (TAS)



During my fourth and fifth years at UTAS, the question of 'what next?' weighed constantly and heavily on my mind. I had good marks and to a great extent, I was driven by what I thought I should be doing with my degree rather than what I truly wanted to do.

I completed two clerkships in Melbourne, at Allens and Mallesons. These were great experiences - the partners I worked for were two enviably intelligent and strong women, and I was encouraged by what appeared to be supportive firm cultures, particularly in the graduate programs. But I found myself thinking about how I could sneak more advocacy into work as a corporate solicitor (could I insert myself into the firm pro bono scheme, for instance?). The nail in my corporate career coffin came when I did Evidence in fifth year. I relished the court-based aspect of the course and longed for a career where I had to make spur of the moment decisions on my feet in a courtroom. I watched Magistrate Jackie Hartnett and now Justice Tamara Jago argue over a point of evidence and thought, this is where I want to be. Writing cease and desist letters wasn't going to cut it anymore. So when I was offered a graduate job with Allens, I deferred it, hoping to see where the Tasmania Legal Practice Course might lead me instead.

I was fortunate to be offered a position at the Supreme Court of Tasmania, as Associate to the Honourable Justice Wood.

I stayed in this position for two years. I loved every moment of being involved at the forefront of the court system and the decisions being made within it. The court became my home, and those I worked with, my family...and after two years watching trials and hearing of every type of complexity my heart was even more firmly entrenched in criminal law.

I was fortunate that a position at the Legal Aid Commission of Tasmania was available once I'd finished my time as an Associate. The contrast with the rarefied atmosphere of the court was sharp - I spent 13 months as the Legal Aid duty lawyer, where my primary role involved seeing people recently brought into custody, giving advice and conducting bail applications, in addition to pleas of guilty and hearings. The people I saw would otherwise have been without representation, and faced many other challenges; often, I spoke with people who were drunk, drugged, sobering up, coming down, or suffering from mental illnesses.



It was a humbling experience; I learned to be very grateful for my circumstances and my education. On a professional level, the need to work hard, make quick decisions, and develop my skills as an advocate made my time at Legal Aid extremely rewarding. Since October 2016, I've been working as Crown Counsel at the Office of the Director of Public Prosecutions. My role involves the prosecution of indictable (and some summary) offences in Tasmania.

I conduct bail applications, pleas of guilty, and trials in the Supreme Court of Tasmania. In my first 18 months, I conducted more than 10 trials, including manslaughter, a number of drug trafficking matters, crimes of violence and firearms offences. I suspect that outside of Tasmania, I would not have had these opportunities, no less than five years after admission to the legal profession. Workdays rarely look the same; from court appearances, to giving advice, writing appeal submissions, briefing witnesses and negotiating with defence counsel, the tasks required of Crown Counsel are varied. The usual burdens of time recording and budgets don't apply, but that isn't to say it's an easy role; every task and every decision carries a lot of weight. I am often guilty of bringing my work home with me – if not physically, then mentally. But nevertheless, I find my job fulfilling, and the environment is supportive – there are plenty of brains to pick and people willing to help.

The most valuable lesson I've learned since university is this – if you are blessed with options because of your talent or hard work, choose the career in which you can assist others and pay it forward. It doesn't matter how hard you've worked for it, the fact that you have a chance at a university education in the first place puts you in a position unreachable to many. Career achievement isn't about accolades, status, or money. If you have the chance to use the skills you've learned in the furtherance of the public good, do it, and even in the moments that are hard, there is comfort to be had in knowing you are doing something worthwhile.



# Economics and Finance Careers

Economics and the law have a close relationship, and law graduates may find a range of rewarding career opportunities within this sector in a variety of areas, including corporate advisory work, or work with economic and financial regulators. Here are some examples:

## **Australian Prudential Regulation Authority (APRA)**

APRA is the 'prudential regulator' for the financial services industry. It oversees banks, credit unions, building societies, insurance companies, and the superannuation industry. More information is at: <http://www.apra.gov.au/aboutapra/workingatapra/pages/graduate-program.aspx>

## **Australian Taxation Office (ATO)**

The ATO is the government's revenue collection agency. It manages, administers and enforces Australia's tax, excise and superannuation systems. More information can be found at: <http://www.ato.gov.au/About-ATO/Careers/>

## **Australian Securities and Investments Commission (ASIC)**

ASIC is Australia's corporate, market, and financial services regulator. It has several roles including monitoring corporate behaviour, regulating and measuring consumer behaviour, and implementing and enforcing legislative and administrative requirements regarding corporate governance, registration and licensing.

more information can be found at: <http://www.graduates.asic.gov.au>

## **Australian Competition and Consumer Commission (ACCC)**

The 'Holy Grail' of Consumer Protection Law, the ACCC promotes competition and fair trade in the market place. The ACCC's main role is ensuring compliance with relevant competition, fair trading, and consumer protection legislation.

More information can be found at: <http://www.accc.gov.au/about-us/careers/graduate-opportunities>

## **Australian Stock Exchange (ASX)**

The Australian Stock Exchange is the body responsible for overseeing Australia's share (and related products) market. As part of the broader ASX Group, a range of positions are available to economically-minded law graduates.

More information can be found at: <http://www.asx.com.au/about/careers-at-asx.htm>

## **Other Corporate Advisory Work**

Corporate advisors/analysts/consultants offer commercial companies advice on a wide variety of business transactions occurring within the company. Corporate advisors are largely found in the fields of investment banking, management, consultancy, insolvency recovery, accounting, and taxation, and are often employed specifically by large corporate firms.



## **ASIC Profile**

Brendon Banks

Graduated 2019

Bachelor of Economics and Bachelor of Laws (Hons)



My name is Brendon and I began working at the Australian Securities and Investments Commission in August 2019 before graduating from the University of Tasmania in December 2019. I work in the Credit, Retail Banking and Payments team starting in the Hobart office before moving to the Perth office in March 2020. ASIC deals with the administration of a wide range of financial legislation, including the main pieces of legislation in my work area, the Corporations Act and the National Consumer Credit Protections Act.

### **Recruitment Process**

For Tasmania, ASIC will normally advertise to PLT students near the end of their course. I underwent two rounds of interviews after sending in my CV for consideration. The first interview was based on interest in and knowledge of the financial sector and the work that ASIC does while the second was to gauge how well my personality would fit into the ASIC team. For people who are interested in moving to the mainland there are also graduate programs in Sydney, Melbourne, Brisbane and Perth which includes rotations in different teams. You can find more information about that at [careers.asic.gov.au](https://careers.asic.gov.au).

### **Work – Types and environment**

One of the best things about my job besides the people is the variety that it offers. During my short time with ASIC I have worked on a number of different tasks. For instance, regulatory guides explaining the operation of laws to those who have to comply with them to relief applications in which you must decide whether relief is to be granted and if it is in what form it should be granted. These applications are much like a puzzle where you decide which parts of the legislation need to be altered or removed for that specific application.

As I mentioned, for a nice workplace the people are always important and I do not think I could have asked for a better workplace than ASIC. They allowed flexibility while I was still studying and also helped me transfer to the professional world from University smoothly. Because of the support and overall friendliness of the team I cannot recommend starting your career at ASIC enough.



## ATO Profile

Genevieve Hargreaves-Morris  
Graduated 2018, Bachelor  
of Arts and Bachelor of Laws (Hons)  
Current Law Interpretation Officer at  
the ATO



I am lucky enough to have completed the graduate programme at the ATO. I applied for the program in 2018 and the recruitment process involved a series of steps.

The first step in the process required uploading a resume and a response to a list of selection criteria. Selection criteria can be tedious, but I would highly recommend taking the time to put thought into each one to put your best self forward in the application. Second, there was the usual psychometric/personality testing which can feel overwhelming (especially if you're like me and are terrible at maths), but even if it feels like it went terribly - don't panic. The third step is the online video interview. In this process, there is a period of time to log in and complete the automated interview. It was the usual video interview process, around three questions with a minute or so to think about a response and then two minutes to respond -remember no pausing, and no do-overs!

The final step in the recruitment process was the assessment centre. This involved going in to the Office in Hobart and conducting three activities. These activities may vary in the future, but I had to complete a written task, a group task, and an individual interview.

It was a great experience and the environment is one where you are encouraged to get to know and interact with the other applicants. A great tip I was given is that the assessment process begins the second you walk through the door, so be on your best behaviour!

The whole recruitment process took around six months (which felt like forever). After receiving and accepting the formal offer, there was an introductory morning tea in December so that we could meet the other graduates and the graduate group from 2018. I started the role at the end of February 2019. The structure of the program is two, six(ish) month rotations with a month in service delivery over tax time when the phones are the busiest. There is a full day of grad training every week and we work towards completing milestones (like tests or assessments). The training ensures everyone is on the same page and has the required knowledge to complete and pass the milestones. I came into the program with almost knowledge about tax or tax law and have learnt so much and felt supported by the training.



My first rotation was in Tax Counsel Network (TNC), which is a team that deals with complex or precedential legal interpretation issues that arise in other business lines and are escalated to the team. The work we do here in Hobart involves taxpayers around Australia, not just in Tasmania. It was a steep learning curve to start with, as I was learning the processes of the office as well as the processes specific to my rotation. The first few weeks took a bit of adjusting but everyone in the office and my team were so welcoming and were more than happy to help whenever I needed it.

As I said, I came into this program with almost no experience with tax law and I was concerned this would be to my detriment. This has not been the case, and I've learnt and done research around any areas of tax law that I've needed to know so far. The office deals with a range of areas of the law and the tax consequences of those areas. For example, the first case I dealt with in TCN was a case concerning trusts and succession law, and the tax consequences of a particular will.

I can highly recommend working for the Australian Federal Government. It is a great community to be a part of and I feel valued and well looked after as an employee.



# **Career Advice: Resumés and Interviews**

Guidance from UTAS and other resources on how you can  
secure your career



# INTRODUCTION

Now that you have a great idea of the range of opportunities available to you as a law graduate, and maybe have even settled on that 'perfect' job destined to be yours, you need to know how to get it, right? Applying for jobs, especially your first 'law job' can be overwhelming, and even if you've had a job for years, we hope that this final section will be somewhat useful, even just as a refresher. The art of making a good impression and landing yourself a job is exactly that – an art. This section aims to give you some useful tips to help you on your way. Your application is absolutely vital in this process, and these tips aim to help you craft an awesome application to land you an interview. There are a huge number of tips like these available from many sources, and we highly recommend you read as widely as possible to get an idea of what will work for you, your job, and your aspiring employer. UTAS has prepared a series of online career modules called ResumePLUS. These can be accessed through MyLO. The modules are designed to assist in understanding employer expectations and recruitment practices, learn about how write a resume and cover letter, to search for jobs, start a LinkedIn profile, understand selection criteria, prepare for interviews, and how to network. UTAS also provides assistance through the Career Peer drop-in service, and through appointments with Career Advisors. Career Peers can help you review your job applications (resumes, cover letters and selection criteria responses) and discuss job search strategies. Career Peers are available on Level 3 of the Morris Miller Library between 12pm and 2pm Monday to Thursday during university study periods. Look for the bright green shirts! You can also submit a resume, cover letter or selection criteria responses for review online through CareerHub. Appointments with a Careers Advisor can assist you with career exploration, planning and decision-making, and can be made through CareerHub.

Career Peers:

[http://askus.utas.edu.au/app/answers/detail/a\\_id/2247](http://askus.utas.edu.au/app/answers/detail/a_id/2247)

CareerHub: <https://careerhub.utas.edu.au> Student Leadership Career Development &

Employment: <http://www.utas.edu.au/students/careers>

The information below summarises some of the ResumePLUS information - however, the online modules are recommended. These are not very long, but they are extremely useful. Some of the information below has also been drawn from application tips available from the following firms:

Allens:

<http://www.allens.com.au/careers/graduates/apply/index.htm>

Herbert Smith Freehills: <https://careers.herbertsmithfreehills.com/au/grads/join-us>



## CAREER CONNECT

The University of Tasmania's Career Connect Team is able to support TULS members with employment, volunteering and leadership development. It's never too early to start thinking about your career pathway and students are encouraged to access Career Connect - an online 'one stop' shop for all things career related.

Inside Career Connect is 'Your Career Essentials' where you can learn about the steps you can take throughout your degree to get the career you want. Your Career Essentials lets you build your resume with work ready experiences including jobs on campus, internships, volunteering and leadership development. You can gain formal recognition for your achievements as well as build your professional networks, interact with employers at networking events and expos and find work during and after study. Through the Career Connect team you can access individual career advice and guidance as well as talk to us about internships, student jobs and volunteering on campus and develop your leadership skills through the Vice Chancellor's Leadership Program. To find out more log into Career Connect.

### LINKS

Career Connect Portal

[www.utas.edu.au/careerconnect](http://www.utas.edu.au/careerconnect)

Vice Chancellor's Leadership Program

<https://www.utas.edu.au/students/lead-achieve/vice-chancellors-leadership-program>





# RESUMÉ AND CV

Resumés are a marketing tool, presenting factual information about your employment and academic history, the skills that you have developed, and also showing a potential employer why you are the best candidate for a particular position.

In Australia, there is no practical difference between a resumé and a CV - these terms are highly interchangeable. A 'CV' is generally what an employer desires regardless of what word they use.

It is good to keep the following in mind throughout your application process:

What is the focus of the firm and what does the firm need?

What have I got to offer the organisation?  
What value can I add?

What do I want out of the position with the firm and how can I get that?

The contents of your resumé should be focused on the requirements of the individual employer to whom you are applying, promoting your most desirable traits. It is a good idea to have a copy with all your experience so then you can tailor it for each application.

All resumés should include:

## **Personal details**

Name; address; phone (home, mobile); and email. Ensure your email address is professional, Miss.Kittyxo@gmail.com probably isn't going to get you a job anytime soon.

## **Education**

You should mention your commencement date, completion date or expected completion date, institution, name of your course, GPA, and any other relevant information such as minor/majors.

It is debatable whether individual results need to be included. If you are particularly proud of some achievements, and they are relevant, mention them. Graduate and clerkship employers often request a separate academic transcript making it unnecessary to include results in your resume.

## **Employment or Work Experience**

Details should include: the employer's name, the period of employment, and your role and responsibilities. List positions in chronological order, with the most recent first. Clearly identify any related legal experience which you may have as this is a highly desirable trait. You might even want to have two separate sections of 'legal experience' and 'other work experience'. Given you are a recent graduate, nearing graduation, or in the early years of your degree, you may have no legal employment history. Interviewers will be aware of this and may even expect it. Therefore, include details of any casual, part-time, or volunteer positions you have undertaken whilst studying. You may not think that working in a cafe since you were 14 is particularly exciting, but it will show, for example, that you are loyal to your employer, and you have the ability to work in a team, follow workplace directions, and to juggle work and study.



## **Achievements and extracurricular activities**

It is good to include non-work or study activities to demonstrate that you are a well-rounded person. You could include:

Academic, sporting, musical, or community awards

Language skills

Volunteer work

Membership of professional associations

Leadership in community organisations

Participation in competitions

Remember that an employer will be most interested in your current skills and experiences. Try to only include those achieved at University, as a good rule-of-thumb, unless they are particularly relevant to the position.

## **Referees**

List your referees with their job title, email address, and phone number.

Ideally, you should be able to provide 2-3 professional or work-related referees. If possible, one referee should be your most recent supervisor.

Please note that some applications (such as corporate clerkships) ask for referees separately so they do not need to be included.

## **Publications**

List any of your publications with relevant citations.

## **Hobbies and Interests**

It can be good to include 2-3 of your hobbies and interests to set you apart and even be a conversation starter. Make sure they are appropriate for a professional setting.

## **Things to remember**

Good resumés are informative, well structured, clear and succinct, and well edited (meaning free from inconsistencies, inaccuracies, or typos) Make sure your resumé is accurate and up-to-date.

Target your resumé for each specific job.

Employers often spend no longer than 30 seconds looking at each resumé, so you need to make it succinct, relevant and easy to read to get to that next interview stage.

A good length is 2-3 pages.

Check for correct spelling and grammar - then check again!

Use clear headings and be consistent with formatting and font sizes.

Stick to short sentences or dot points Avoid using meaningless buzzwords or jargon - be clear and direct.

## **Cover Letter**

A convincing cover letter accompanying your application will go a long way towards capturing an employer's attention. If deployed well, it can show off your writing skills, while illustrating your strengths and attributes.

Cover letters provide a 'snapshot' of your resume linking your skills and experience to the employer's requirements. It should encourage a potential employer to consider your application and give you an interview. Writing from the perspective of 'why should we interview you?' can be a good way to start.



Cover letters should be professional and written in business style format – your details on the top right, company details on the left. Ensure that you use correct spelling and grammar and keep your letter to one page. Also make sure to use a clear, professional-looking font (e.g. Times New Roman, Calibri, Arial) in a readable size (size 11 or 12 font).

Address the cover letter to the correct person and include their correct title. You should also include a heading noting the purpose of the letter (include the correct position title and, if applicable, the reference number). A good format for the body of the letter is as follows:

**Paragraph One - Introduction:**

State the position you are apply for as a heading. Use 2-3 sentences to introduce yourself. This should mention your degree, anticipated graduation date, and an overview of who you are.

**Paragraph Two - Purpose:**

State what interests you about the job, and why you want to work for that particular firm. You can also include awards or achievements of the firm here.

**Paragraph Two - Experience and Skills:**

Summarise what you have done in your life and why it makes you the best candidate for the role. This can include examples of your academic, employment, and voluntary experiences, as well as extracurricular interests. This is not an opportunity to mention everything on your resumé (thats what your resumé is for), only mention a select few key examples. Remember, this is a chance for you to sell your skills - what can you contribute to the organisation? Give a few brief examples of how your skills and attributes link to the position.

**Paragraph Three - Closing:**

Reiterate your interest in the position and the organisation. Explain what you have enclosed with your cover letter (e.g. resume, selection criteria responses, academic transcript), and reiterate how they can contact you. Also, don't forget to thank them for considering you!

**Tips for a successful cover letter:**

Inject your personality, but don't go overboard - make it upbeat, compelling, and interesting. It's important to be assertive about your achievements, but not overconfident. It's a fine line and modesty is important. You should include information about why you are applying to the specific firm - what attracted you to their clerkship program over other firms. The firm's website will include reference to other interesting facts and figures. If you can appropriately include these in your application it can look very impressive.



Ensure you have proof read your letter carefully – grammatical or spelling errors will create a negative impression with a potential employer, especially if you include the name of the wrong law firm in your letter. After drafting, wait a day, then read your letter over and review it meticulously. One way to do this is to read your letter out aloud. Are you tripping over words or repeating yourself? If so, change it. Ask someone to read it for you to ensure the text flows and has a conversational tone. Keep a copy of the letter after it as complete as a record that it's been sent, and to use it to develop your future cover letters.

### **SELECTION CRITERIA**

Selection criteria are the elements of a job advertisement or position description that describe the essential and desirable skills, attributes, experience, and education that an organisation is looking for in a candidate. Most employers require you to address the criteria in your job application by explaining how your skills, experience and expertise match their needs.

ResumePLUS has an online module covering all aspects of selection criteria, so we'll briefly outline some suggested techniques for tackling selection criteria below:

#### **Step 1 - Analyse :**

Like breaking down an essay question, start analysing the job advertisement to identify the selection criteria. Analyse the selection criteria and link up your experience so you can address each one.

#### **Step 2 - Make A STAR:**

For each requirement identified in the previous section, brainstorm as many examples of how you have demonstrated this skill in the past. Then, using each selection criteria as a heading, underneath it, repeat the 'STAR' approach:

**Situation** – Describe the context where you used the skill or quality

**Task** – What was your role?

**Actions** – What did you do and how did you do it?

**Results** – What did you achieve? How does it relate to the job you're applying for?

Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

### **SPECIFIC TIPS FOR APPLYING FOR PUBLIC SERVICE JOBS**

Applications for positions with the Australian Public Service can be very different to the process in private sectors, often with a much greater emphasis on selection criteria. The APS are statutorily required to recruit staff solely based on merit. To do this they compare the skills, experience and abilities of each candidate using a combination of written applications, interviews and/or work-sample tests. Of these, selection criteria are the most important.

The Australian Public Service Commission has published a series of 11 fact sheets available on applying for jobs in the Australian Public Service at <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>



## **Interview Tips**

So, you have landed yourself an interview – congratulations! Now you have to get into the nitty-gritty of impressing the interviewer in person and securing your hold on the position.

This is your opportunity to market yourself because the interviewer will be assessing whether you have the qualities and qualifications that they seek for the position. The interview is also a fact-finding mission for you as you will be assessing whether you really do want the job and whether it is right for you in terms of career opportunities, areas of law, lifestyle, values, culture, and so on.

### **Preparing for the Interview**

Although it seems far more appealing to waltz into the interview room and work it all out on the fly, a little preparation can improve your performance and assist in calming your nerves on the day. Some tips that might be helpful include:

#### **Find out about the firm:**

Talk to people you know in the industry/who have done clerkships/worked at the firm, to get an idea of the firm's culture, likely questions and things to be aware of. Explore the firm's website, especially the careers pages, to familiarise yourself with the firm, its work, and its main clients. Read newspapers and legal blogs, noting the firm's current projects. Take some time to self-assess: it's important to know your strengths and weaknesses, achievements, interests and values. Interviewers will often ask about your application, and your resume. Know them well.

Think about the questions you might be asked, especially any potential points of interest or weakness, and prepare answers for those questions. Try not to be 'staged' but be prepared. A list of some possible questions can be found below. Prepare questions for them: Interviewers love it if you use this unique opportunity to open up a dialogue with the firm, so think about the questions you might like to ask the interviewers.

Practice: Practice interviewing with someone who will give you honest and frank feedback.

You can also practice online on InterviewStream, which is accessible through ResumePLUS.

### **In the Interview Room**

Although it sounds funny now – try to relax, be yourself, and have fun! Your interviewer is trying to see your personality more than your qualifications since your application has already shown them that.

Also remember that you are interviewing them as much as they are interviewing you. You need to see whether this is the best place for you in regard to the culture, people, and type of work.

Some tips that might be helpful include:

#### **Arrive early**

Give yourself plenty of time to get to your interview. Double check the date, time and address, and arrive 10-15 minutes early to calm yourself. It may even be a good idea to scope out the building a couple of days beforehand so you know exactly where you are going.

#### **Turn off your mobile phone**

Not even on silent.



Can you explain to me your job as if I were an 8-year-old child?

What is something you should start doing, do more of and do less of?

What is one thing you'll never be as good at as others?

What are the two best pieces of advice you've been given, and why?

What do you want to be remembered as? What is your definition of a leader? How do you meet that?

How do you make big decisions?

What is one thing I'd never guess about you from reading your application?

UTAS Careers have an awesome online interview practice software called InterviewStream - simply register and have access to over 7,000 interview questions. Record your responses to common questions watch them back or send to a friend or colleague for feedback. Access 24/7 and prepare ahead for your upcoming interview.

For more information, see:

<http://www.utas.edu.au/students/careers/interview-stream>

### **Finding Other Opportunities**

By virtue of the nature of this publication, the limited space and information available, as well as the constantly changing job market, this guide is only a tiny snapshot of the many possible things you can do with your law degree.

As a result, to ensure you find the perfect job for you, it is important that you stay on top of emerging opportunities. This can be done in a number of ways, but some of the most important include the following options.

### **Networking**

A large number of positions are filled without any public advertisement, and often through personal connections developed through one-on-one interactions with firms and employees. As a result, mastering the skill of networking is critical to make sure that you can tap into every possible job opportunity which might be available to you. The following tips may help ease your fear of networking:

You should approach networking from the perspective of developing professional 'friends', understanding them as people with needs, and trying to help them and to strengthen that relationship.

Reciprocal benefits flow from strong connections. People respond much better to meaningful connections, and receiving value, rather than a straight-out 'Can you give me a job?' Try and find a shared interest, or at least provide some worth (e.g. advice or mentorship) before asking for employment.

Try and take on new opportunities in new places with new people - you never know what (or who) you might find. Don't dismiss anybody as irrelevant.

Also remember that you already have a network of people who you know (friends, family, work colleagues, teachers, people you play sport with), and that they have their own networks that you may be able to tap into as well.



### **Body language**

Try to make eye contact with the interviewers, and avoid fidgeting. Consider your body language – changing things including your posture, expression, and body position can greatly affect your mood and overcome any nerves you might have.

### **After the Interview**

Write down any key points from the interview, especially if you have applied to multiple firms, as this might help you make a decision if you receive an offer. Also write down any further questions you might have – it might be worth calling your interviewers to follow-up, or to ask later on, if you are offered a position. Don't beat yourself up if it went badly. You can't change the past – treat it instead as a learning experience. Remember that you have done well to get this far in the selection process, so you should be proud!

### **Phone/Video Interviews**

Phone and online interviews are becoming increasingly used by firms either as a precursor to, or in place of, an in person interview. In addition to the above: Treat the phone interview just like you would an in person interview. The same level of preparation is needed if not more, as you cannot rely upon your non-verbal communication and personality to the same extent.

Suiting up as if you were attending a real interview can help place you in the right mindset, and helps ensure you make a professional impression.

Ensure that there are no technical problems with your phone or internet connection.

## **INTERVIEW PRACTICE QUESTIONS**

It is important to remember that interviews with Partners rather than HR personnel tend to be less structured:

Tell me about yourself?

What do you have to offer the firm? Why did you choose law?

Why have you applied for this job? What are your interests?

What challenges you? What motivates you? Are you competitive?

How do you define personal success? How have you responded to a confronting customer/client etc at work?

Where have you had to exercise responsibility?

How do you perform in a team environment? How do you perform under pressure? What do you see as your long-term goals?

What practice groups do you wish to work for?

Are you flexible or tied to particular things? Where do you see the legal profession heading?

Why should we employ you?

Why do you want to come to our firm? What attracts you to a big/small size firm?

What are the pros and cons of a legal career?

Can you comment on your academic record?

Can you explain your disappointing result in X subject at Uni?

What is your greatest achievement and why?

Did you enjoy University and why?

What do you seek to gain from a Clerkship/Graduate position?

What have you learnt most from your work experience?

How would your friends describe you?

What are your expectations from this position?

What does team work mean to you?



## **Watch your body language**

you want to project confidence and an image of 'professional togetherness'. Ensure you're aware of your space, belongings, posture, and expression. Learn to nail a strong professional handshake too.

Know yourself, your strengths, goals and aims – people rarely come looking for you and if you're networking, you need to be able to provide value

### **If you can, prepare before networking events**

this can include researching important guests, finding some photos so you can recognise them, and learning a few points of their back story.

### **Ask questions and be inquisitive.**

You never know what a person might be able to offer you, and the more you know, the more you're able to make that assessment. Don't take a rejection personally – everybody is busy and it might simply have been a bad time for your potential contact.

### **Create a LinkedIn profile.**

It's a unique opportunity to advertise yourself – think of it as the 'Work Facebook'. There is a wealth of information available about LinkedIn across the internet, and Google is your friend. This post from SurviveLaw is great motivation:

<http://survivelaw.com/index.php/blogs/careers/1322-linkedin-for-law-students>

## **Take advantage of casual and relaxed networking opportunities when they're presented**

TULS career events are golden chances for students looking to network without pressure.

### **Keep some fresh conversation starters on hand**

Anything relating to food, genuine compliments, sports, or other general conversation topics (e.g. recent news, weather, and the like) are generally safe. Have an exit strategy in place also, in case things get awkward.

### **If you are totally lost for opportunities, join a queue.**

Not only do they give you a personal anchor and a conversation starter, they limit the number of people you can engage with (one in front and one behind), give you a purpose, and have a natural exit strategy.

### **Don't drink too much and mind your manners.**



## Legal Opportunity Data Base

Other avenues exist which catalogue and promote job opportunities both within and beyond the legal sector. Have a look at these any time you're looking for a position, or even after some inspiration, and they'll hopefully give you something that'll pique your interest:

UTAS CareerHub: <http://careerhub.utas.edu.au/> SurviveLaw:  
<http://survivelaw.com/index.php/jobs> Social Justice Opportunities:  
<http://www.sjopps.net.au/sjopps/hom.asp>

BeyondLaw: <http://www.beyondlaw.com.au/job-hub> Public Interest Law Careers Guide:  
<http://www.law.monash.edu.au/castancentre/careers-guide/index.html>

Graduate websites - Graduate Opportunities & Grad Connection Grad Australia Law Guide:  
<https://gradaustralia.com.au/the-law-guide-2017-18>

Additionally, keep your eyes peeled on your UTAS email address, the TULS Facebook page, Pettifogger, and other positions throughout the law faculty, as the TULS Careers Director and the TULS team will be making a huge effort to publish as many exciting opportunities as we can throughout the year.

We'll also be running a number of networking, careers events and other interactive initiatives throughout the year so keep an eye out!





# Great change is here. Shape the future with Allens

At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. **Are you?**

With us, you'll be more than a lawyer. Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.

We work across borders, too, thanks to our alliance with Linklaters. This provides opportunities for our firm and our people, including annual rotations in Linklaters London, Hong Kong and Singapore being available to our graduate lawyers.

An early legal career at Allens includes highly tailored training. Developed in partnership with the University of New South Wales, our Graduate Diploma in Legal Professional Practice will help you transition from law graduate to legal expert and trusted business adviser.

In a rapidly changing world, we seek opportunities to innovate, embracing creative thinking, new approaches and emerging technology. We don't just seek opportunities to benefit ourselves and our clients, we believe strongly in driving positive change to do right by our community too, as demonstrated through our strong pro bono practices.

Our teams are open, inclusive and encouraging, giving you the opportunity to learn and grow while feeling supported. You'll have the flexibility to drive your own career, and we'll recognise your achievements and hard work as you progress through the firm. **Are you ready to begin?**

## CLERKSHIP PROGRAM

A clerkship at Allens is the first step in a rewarding legal career, and will give you invaluable insights into our work and culture. With support from a buddy and performance coach, you'll work on real matters for real clients and be involved in a variety of projects. The programs:

- run from three to 10 weeks;
- are available at our Brisbane, Melbourne, Perth and Sydney offices;
- feature ongoing support, including a buddy system; and
- include exposure to one or two practice groups.

## GRADUATE PROGRAM

In each rotation, you'll gain a depth of experience that comes from seeing matters through to the end, and get exposure to stimulating legal challenges. At Allens, we don't work in silos, meaning you won't be limited to working with only one partner or by your practice areas. You'll work alongside a range of partners and lawyers, giving you exposure to a wide variety of tasks. Working with different teams and leading organisations, you'll build a solid skills base and develop the agility needed to thrive in our ever-changing world. The programs include:

- two 12-month rotations in your areas of interest;
- secondment options in London or Asia, via our alliance with Linklaters;
- ongoing supervision, coaching and mentoring;
- completing a Graduate Diploma in Legal Practice (via UNSW); and
- Legal education programs, including Cornerstone during your first rotation and Keystone during your second rotation.



