The cover features a solid orange background. A thick dark blue vertical line runs down the right side. A horizontal dark blue line crosses the page from the left edge to the vertical line, positioned below the title. Another horizontal dark blue line crosses the page from the vertical line to the right edge, positioned above the title. A vertical dark blue line descends from the intersection of the horizontal line on the right to the bottom edge.

# 2022 CLERKSHIP GUIDE

**PREPARED AND PUBLISHED BY**  
MONASH LAW STUDENTS' SOCIETY

**DESIGNED BY**  
NIKKITA CHANDNANI

## ACKNOWLEDGEMENT OF COUNTRY

The Monash Law Students' Society acknowledges the traditional custodians of the land on which we work and live, the Wurundjeri and Boonwurrung peoples, and recognise their continuing connection to land, water and community. We pay our respects to them, their culture, and their Elders past, present and emerging.

In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.







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# DISCLAIMER

The Monash University Law Students' Society ('LSS') has at all times endeavoured to provide the most up-to-date information in the 2022 Careers Guide.

Students should note that information may be subject to change. We strongly recommend that students independently research facts and dates, and do not rely solely on the 2022 Clerkship Guide for reference.

The LSS takes no responsibility for the accuracy of information contained within the Guide. The LSS take no responsibility for any damage, injury or loss as a result of a person relying, wholly or in part, on any material included, omitted or implied in this publication.

The onus is on the individual to ensure compliance with application deadlines. Please contact our LSS Clerkship Officers at [clerkshipguide@monashlss.com](mailto:clerkshipguide@monashlss.com) should you have any further queries.

# ACKNOWLEDGEMENTS

PUBLISHED BY MONASH LAW STUDENTS' SOCIETY INC.

Victoria, Australia

## SPECIAL THANKS TO:

Nikkita Chandnani and Lisa Chhean  
*Careers Publications Officers*

Jasmine Hermiz and Zoe Zhou  
*Careers Sponsorship Officers*

Christian Santoro and Sophie Buckland  
*Careers Directors*

Natalie Adler  
*President*

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金杜律师事务所

Maddocks

MinterEllison

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Hall & Wilcox  
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Coulter Legal

COLLEGE  
OF LAW

Leo Cussen  
CENTRE FOR LAW

# DEAN'S FOREWORD

The Faculty of Law at Monash University is a community of staff, students, and alumni, who are committed to making a difference to the human condition through law, social justice, and professional engagement locally, nationally, and abroad. The publication of this 2022 Seasonal Clerkship Guide by the Monash Law Students' Society is an important event in meeting this agenda. It represents yet another outstanding contribution for the benefit of their members from one of the leading law students' societies in Australia. The Faculty of Law is proud to support and work together with the Monash Law Students' Society for the benefit of our students in this way.

Career opportunities and destinations for students with law degrees are now part of the latest wave of law's globalisation. All law firms, professional services firms, and other potential employers appearing in this year's Guide have clients and areas of work that transcend state and national boundaries. In an increasingly competitive environment for the employment of law graduates, the annual round of clerkships is an important pathway for many law students in eventually securing their first employment opportunity beyond graduation. This year's Guide provides a wonderful roadmap for law students in navigating the various pathways to such career destinations.

As Dean, I am particularly grateful to the law firms and other employer organisations, together with our other student and professional contributors, for the tremendous thought and work that has gone into distilling such useful guidance for this year's cohort of law students here at Monash.

As someone with more than 20 years' experience in commercial legal practice, including involvement in the selection and training of seasonal clerks and first-year practising lawyers, I can affirm the value of seasonal clerkships for students and employers alike.

For students, it represents an opportunity to experience the everyday work of law in practice, including the culture, practice areas, and clients of law firms and others. They also provide opportunities for law students to display to potential employers the knowledge and skills that they have developed throughout their law school days from a variety of educational experiences.

These experiences include what is available to law students here at Monash. Professional practice programs at our Monash Law Clinics at Springvale, Oakleigh and the CBD, the selection of subjects (including electives) that align closely with potential employment opportunities and student organisational roles and competitions demonstrate mastery of career-relevant skills such as project management, negotiation, advocacy, and team-building.

For potential employers, seasonal clerkships offer the opportunity for more direct and personal engagement with today's law students as potential future members of the legal profession, as well as opportunities to scrutinise the suitability of particular law students as potential employees and perhaps even future practice leaders within their organisation.

This year's Guide also reflects the modern reality that a law degree from Monash provides pathways to multiple careers locally and globally, both within and beyond the legal profession.

The various arms of the legal profession include lawyers in government, lawyers in law firms of all kinds and sizes, lawyers at the bar, lawyers within business organisations, lawyers within not-for-profit organisations, and many more.

Legal services are simply one of the forms of professional services to business, government, and other clients, which indicate that a law degree is also a ticket to a variety of careers in professional service. The domains of government (ie the public sector), business and the professions (ie the private sector), and the community sector (ie not-for-profit organisations and other social enterprises) are now replete with Monash law graduates who use their legal knowledge, skills, and experiences from University in a variety of careers.

So, there is much food for thought as well as much important insight and guidance in this year's Guide, as an important tool in stimulating awareness about a wide array of career opportunities. Indeed, it is an indispensable tool for any student in developing a smart approach to career opportunities.



**BRYAN HORRIGAN**  
BA, LLB (HONS) (UQ), DPHIL (OXON)  
Executive Dean, Faculty of Law  
Monash University

# PRESIDENT'S FOREWORD

There is no doubt that the Seasonal Clerkship process can appear incredibly overwhelming. Many of us will have first heard of clerkships in our first year, without any understanding of what these actually were. Whilst we would have progressed in our comprehension of this concept throughout our law school journey, the process can nevertheless remain unclear and daunting.

We are certainly blessed with choice in this process. Dozens of law firms run seasonal clerkships, each firm varying in size, culture and areas of practice. It is therefore important to gain an understanding of the various firms and take opportunities to engage with their people and research their practice. With so many great law firms, it can be difficult to find the right place to start.

This is where this Guide comes in. The Seasonal Clerkship Guide is the LSS' most comprehensive production - a phenomenal and comprehensive resource that we hope will be one of the most helpful tools in your clerkship journey. As the LSS President, I hope that this Guide will assist every Monash student who is thinking about applying for seasonal clerkships, whether they choose to apply in the end or not. In particular, I highly recommend browsing through the firm profiles and taking the time to read the personal anecdotes from recently admitted lawyers who once stood in your shoes. This Guide also contains comprehensive advice on writing cover letters - a skill that you should take the time to master before application time.

This year, we have continued our ethical sponsorship focus, asking firms to provide us with information regarding internal policies on mental health and wellbeing, cultural diversity, and sexual harassment. As the representative of Monash Law students, we want to ensure that we emphasise the importance of these issues at law school, in the legal profession and more broadly. We are grateful to our sponsoring firms for providing this information, and we are excited to see the incredible work being done. We hope that this additional information can assist our members in feeling more informed and empowered when applying for clerkships and participating in them.

The past two years have demonstrated the adaptive ability of the legal sector. Across the legal sector, all firms, organisations and student associations have had to adjust their practices and culture to allow for flexible working arrangements. This is an exciting new era of the law whereby firms are keen to adapt accordingly and are no longer willing to conform to previously held stereotypes. In the current landscape in which we find ourselves, we can rest assured that all firms have now established excellent work from home procedures and are duly prepared for online clerkships and learning experiences should they be required.

The Seasonal Clerkship Guide would not have been possible without the ongoing support of our sponsors. On behalf of the Monash LSS, I would like to thank the sponsoring firms who have demonstrated ongoing commitments to engaging with Monash Law students and supporting them in this upcoming process. I would like to extend a particular thank you to all the lawyers who wrote articles and advice sections. Our sponsors have been extremely generous with their time and efforts.

The production of a guide of this calibre that is so comprehensive yet easy to navigate is no small achievement, and is thanks to a dedicated team who have put countless hours into making this year's Seasonal Clerkship Guide what it is. Thank you to our wonderful Publications (Careers) Officers, Lisa Chhean and Nikkita Chandnani, for collating the information and designing and compiling the pages of this Guide, and to our Careers Directors, Christian Santoro and Sophie Buckland, for their unwavering commitment to ensuring that Monash Law students are equipped with knowledge and support, through resources such as this, as they head into the clerkship process. I also want to thank our Sponsorships Officers, Jasmine Hermiz and Zoe Zhou, for their significant contribution by way of facilitating our ongoing relationships with firms.

Finally, I would like to thank our Dean, Professor Bryan Horrigan, for his and the Monash Law Faculty's ongoing encouragement while we continue to strive to improve what we do. The partnership of the Monash Faculty of Law and the Monash Law Students' Society is part of what makes Monash such an outstanding law school.

I am delighted that we are able to present this Guide to you, and I encourage you all to read through its pages as extensively as you can. To those applying for clerkships this year, I wish you the best of luck. I hope that you are able to lean on each other, and on this resource, for support as you navigate the path ahead.



**NATALIE ADLER**  
President  
Monash Law Students' Society

# SPONSORSHIP OFFICERS' FOREWORD

The Monash LSS is committed to making a difference to both our Bachelor of Laws and Juris Doctor students during their time at Law School. We provide a variety of services that enrich development with diversity and inclusion, social justice, professional engagement, and a mental health focus at the core of our work. We are committed to ensuring that our Monash law students are supported and receive high-calibre resources to make the most out of their law school journey. We advocate on behalf of Monash Law students and value our ability to drive positive change both at Monash University and within the broader legal profession. Therefore, we believe it is important that our sponsors reflect these same values. Accordingly, we have maintained an ethical sponsorship policy.

In collaboration with the Law Student Societies of Victoria, we will continue to focus on our ethical policy in 2022. We address the following four points being the ones that law students are most concerned and passionate about:

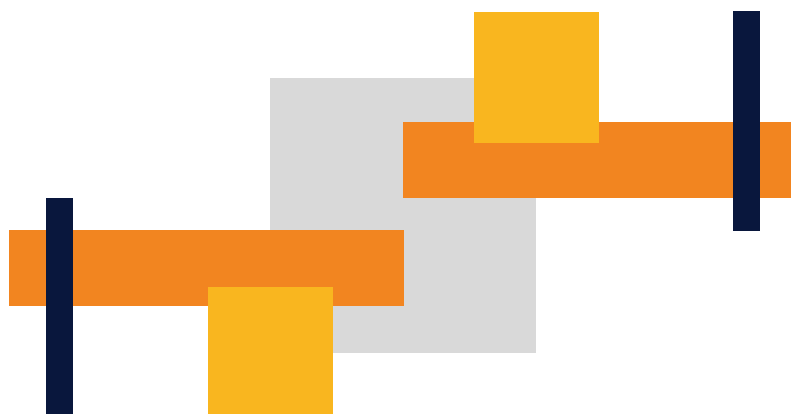
- Adherence to LIV Clerkship & Traineeship Guidelines
- Mental Health and Wellbeing
- Sexual Harassment in the Legal Profession
- Diversity within the Legal Profession

This initiative is one that aligns with our values and one that we are eager to continue throughout the coming years.

We believe that the ethical sponsorship statements will encourage law firms to revise their policies and progress in these areas. We hope that your firm's stance can assist our students to feel more informed and secure during clerkship applications.



JASMINE HERMIZ (LLB) AND ZOE ZHOU (JD)  
Sponsorship Officers  
Monash Law Students' Society





# EDITORS' FOREWORD

We have designed the 2022 Guide as an invaluable tool that aims to provide Monash University students a competitive advantage to help launch their careers in the legal profession.

We recognise that the Clerkship process is an overwhelming and strenuous period for law students approaching the end of their studies. Therefore, our overall motivation for making this Guide is to help students navigate the clerkship process effectively and identify which firms they wish to apply to.

The best way to utilise this Guide is twofold. Firstly, the firm profiles are an excellent starting point to understand the value that underpin each firm. This includes information about practice areas, international or travel opportunities, and the firm's key values. Further, step-by-step processes on how to acquire a Clerkship or Graduate role at each firm are prevalent throughout the Guide. We hope such information helps students secure clerkships at firms that strongly align with their values and professional goals.

Secondly, the articles written by employees of each firm gives students an invaluable insight into life at the firm and what you can expect during the course of your Clerkship and/or employment. As it is important for students to articulate to firms why they want to be an employee at their company, we hope that this information will provide helpful topics for discussion and spark conversations with firm representatives.

Further, we have continued to request an Ethical Sponsorship Statement from each firm. We believe that this will encourage active, positive change within firms to continue to revise their policies and procedures to ensure a safe, culturally-diverse environment for upcoming legal practitioners.

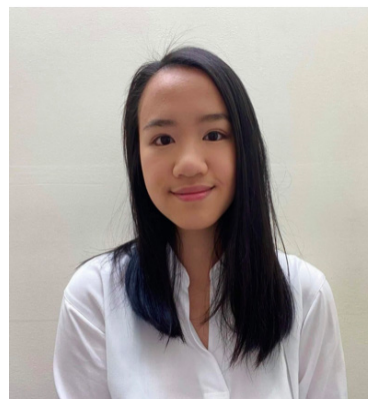
We sincerely hope that this Guide can alleviate some of your concerns and mitigate the stress involved in researching which firm is the best fit for you by providing all of this information in an accessible directory.

The Clerkship Guide is a truly collaborative publication, and we could not have completed it without such a brilliant group of individuals supporting us the entire way.

We would like to express gratitude to our Sponsorship Officers, Jasmine Hermiz and Zoe Zhou, as well as our President Natalie Adler for their efforts in liaising with firms and providing us with critical information. To our Careers Directors, Christian Santoro and Sophie Buckland, thank you for the endless encouragement and support of our vision for this year's Guide. Your feedback and sincerity were extremely valuable and we could not have completed this Guide without you.

Finally, it would be remiss of us not to thank all of the firms and their representatives for their patience, diligence, time and quick action throughout this entire process. It was a pleasure and privilege to work with firms who were genuinely passionate about producing this Guide for our students. You made this entire process meaningful and enjoyable and we look forward to working with you again in the future.

We hope you enjoy the 2022 Guide as much as we took pleasure in creating it. We wish all students the very best of luck in the clerkship process, as well as in all future endeavours.



**NIKKITA CHANDNANI AND LISA CHHEAN**  
Careers Publications Officers  
Monash Law Students' Society

# CLERKSHIP GUIDE LAUNCH AND NETWORKING EVENING 2022

The Monash Law Students' Society was proud to launch the 2022 Clerkship Guide at the annual Clerkship Guide Launch and Networking Evening. This year, the event was held on 10 May at Crown Melbourne in the Palladium Room. We are very excited to announce that this year's event was our biggest yet, with over 245 students in attendance!

The event is aimed at penultimate and final-year LLB and JD students preparing for clerkship applications. It provides our students the opportunity to meet and interact with lawyers and HR representatives from the Platinum and Gold sponsors of our 2022 Clerkship Guide.

It is an excellent opportunity for Monash Law students to get a feel for the culture at the sponsoring firms, and to understand what they look for in their seasonal clerkship applicants. It also allows students to gain useful insights into the clerkship program and application process at the sponsoring firms.

We extend a big thank you to the lawyers and HR representatives that attended the event. We greatly appreciate your willingness to support events like this by providing helpful tips, tricks and information to our students.

**CHRISTIAN SANTORO AND  
SOPHIE BUCKLAND**  
Careers Directors  
Monash Law Students' Society







# LIV Seasonal Clerkship Guidelines 2022

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## (Updated December 2021)

The LIV Seasonal Clerkship and Traineeship Guidelines ensure consistency and fairness throughout the legal recruitment process. The Guidelines provide the agreed framework for the dates and communication protocols for the making of offers for seasonal clerkship and traineeship positions by signatory law firms, and the acceptance of offers by law students. The LIV values the commitment that all signatories make towards ensuring compliance with these guidelines as the leading industry structure that supports the legal recruitment process.

1. To be eligible to apply for seasonal clerkships a student must be in their final or penultimate year of study, that is, they intend to commence their final semester in 2023. Students who have already completed their law degree are eligible to apply; however, applications will be accepted at the discretion of each firm.<sup>1</sup>
2. Applications for seasonal clerkships will open no earlier than 9am on Monday, 4 July 2022.
3. Applications for seasonal clerkships will close no later than 11.59pm on Sunday, 14 August 2022.
4. Any offer made under these guidelines relates to clerkships within a one year period from the date of offer, but can be extended in circumstances agreed between the student and the law firm for a further one year period if a student requests a deferral of the clerkship.
- a. Applicants must notify any relevant signatory, to which they have applied for a clerkship, of any offer(s) they have accepted (including, but not limited to, graduate, traineeship and internship positions) as early as possible in the clerkship recruitment process and no later than one week before seasonal clerkship offers are due to be made pursuant to paragraph 6 of the Guidelines.
5. Any offer of clerkship must remain open for a minimum period of four (4) business hours from the time the offer was made or until 10am the following business day for offers made after 1pm, subject to paragraph 5(a):
  - a. Students must not hold more than four (4) seasonal clerkship offers for a period of more than 2 business hours.

For the purpose of this paragraph “business hours” is defined as the period between 9am and 5pm and “business day” means Monday to Friday.

---

<sup>1</sup> <https://www.liv.asn.au/Membership/Young-Lawyers/Seasonal-Clerkship-Traineeship-Guidelines>



6. Signatories will make offers concerning seasonal clerkships from 10am, Australian Eastern Daylight Savings Time on Wednesday, 19 October 2022.
7. All offers made pursuant to paragraph 6 of these Guidelines will be made by email. All email offers must detail:
  - a. the terms of the offer; and
  - b. that the offer is made pursuant to these Guidelines.

Signatories are permitted to make follow-up calls to offerees once the offer has been made by email.
8. Signatories who have entered sponsorship arrangements with disadvantaged students, such as those employed under the Indigenous Cadetship Program, are exempt from complying with the Guidelines in relation to those students.
9. A signatory may withdraw from the Guidelines by giving thirty (30) days written notice of its intention to the Law Institute of Victoria (LIV), the law faculties and law student societies at all Victorian law schools.
10. The LIV will maintain an up to date list of all signatory law firms which will be publicly available on the LIV website.
11. Students are encouraged to familiarise themselves with the clerkship application process and policies of any signatory to which they are applying.
12. Signatories are not obligated to offer seasonal clerkships each year but must follow the Seasonal Clerkship Guidelines in the event that they do.
13. All signatories agree to comply with all legislative requirements including those imposed by or otherwise required under the Victorian Charter of Human Rights, Victorian Anti-Bullying Legislation and Occupational Health & Safety Act 2004 (Vic).
14. These Guidelines are in place to ensure fairness throughout the graduate recruitment process. However, each signatory is responsible for setting its own application processes and this aspect is outside the scope of these Guidelines and the Law Institute of Victoria's involvement. Students are encouraged to familiarise themselves with the clerkship application processes and policies of any signatory to which they are applying and allow sufficient time for lodgement of their application.
15. Where an unforeseen error occurs in the lodgement of an application made pursuant to these Guidelines, the student may make a case for consideration to the relevant signatory, but it is at the discretion of the signatory concerned as to whether the application is accepted.

## **Further information**

W: [www.livyounglawyers.com.au](http://www.livyounglawyers.com.au)

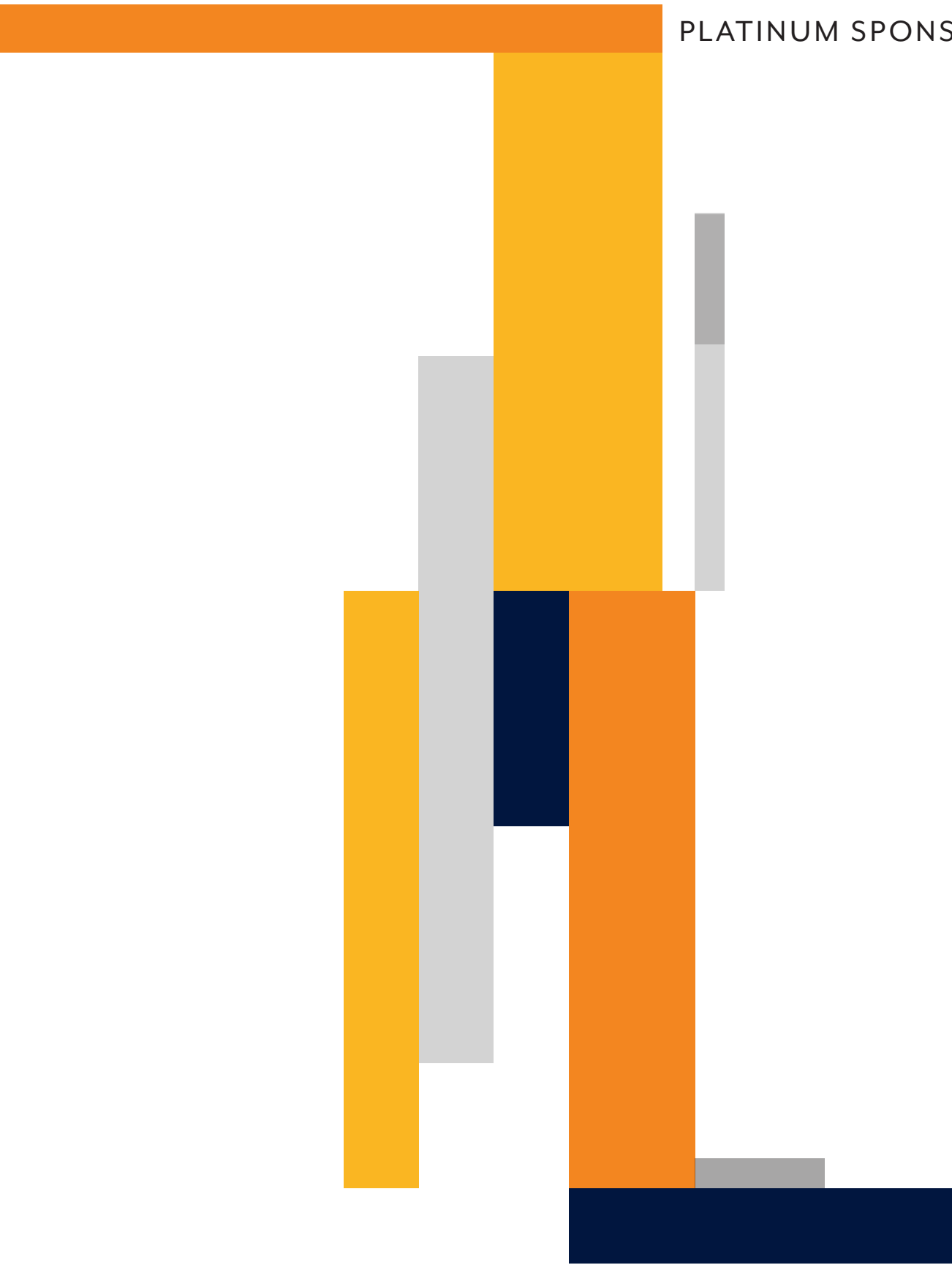
T: (03) 9607 9370 (Direct)

E: [younglaw@liv.asn.au](mailto:younglaw@liv.asn.au)

# QUICK CONTACTS

FIRM	REPRESENTATIVE	CONTACT DETAILS
Ashurst	Michael Pua	E: michael.pua@ashurst.com
Baker McKenzie	Natalie Mascarenhas	E: natalie.mascarenhas@bakermckenzie.com P: (03) 9617 4349
Clayton Utz	Danielle Sandys	E: careers@claytonutz.com.au P: (03) 9286 6000
Gilbert + Tobin	Emily Desmier	E: edesmier@gtlaw.com.au P: 0427 178 072
K & L Gates	Mark Enright	E: mark.enright@klgates.com P: (03) 9640 4263
King & Wood Mallesons	Georgia Bowden	E: georgia.bowden@au.kwm.com P: (03) 9643 5543
Maddocks	Monica Barrett	E: monica.barrett@maddocks.com.au P: (03) 9258 3029
MinterEllison	Callum O'Connor Cox	E: callum.oconnor-cox@minterellison.com P: (03) 8608 2810
Allens	Manreet Singh Melissa Lim	E: manreet.singh@allens.com.au P: (03) 9613 8642 E: melissa.lim@allens.com P: (03) 9613 8892
Arnold Bloch Leibler	Hayley Brown	E: hbrown@abl.com.au P: (03) 9229 9802
Corrs Chambers Westgarth	Alarna Barling (she/her) Lilah Flanigan (she/her)	E: alarna.barling@corrs.com.au P: (03) 9672 3070 E: lilah.flanigan@corrs.com.au P: (03) 9672 3529
Hall & Wilcox	Gilda Carter	E: gilda.carter@hallandwilcox.com.au
Herbert Smith Freehills	Hong Le	E: hong.le@hsf.com P: (03) 9288 1937
Johnson Winter & Slattery	Wilma Lewis	E: wilma.lewis@jws.com.au P: (02) 8247 9630
Thomson Geer	Philip Shoppee	E: pshoppee@tglaw.com.au P: (03) 9641 8919
DLA Piper	Virginia Rigby	E: virginia.rigby@dlapiper.com P: (02) 9286 8015
Jones Day	Catherine Davies	E: catherinedavies@jonesday.com P: (02) 8272 0500
Lander & Rogers	Chelsea Isaacson	E: cisaacson@landers.com.au P: (03) 9269 9712
Norton Rose Fulbright	Tahnee Sparkman Ryan Leckie	E: tahnee.sparkman@nortonrosefulbright.com E: ryan.leckie@nortonrosefulbright.com
PwC	Early Careers Team	nationalcampusrecruitment@au.pwc.com
Russell Kennedy	Victoria Fisher	E: vfisher@rk.com.au P: (03) 9609 1565
Coulter Legal	Recruitment Team	E: recruitment@coulterlegal.com.au P: (03) 5273 5273

PLATINUM SPONSORS



# ashurst

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## CLERKSHIP REPRESENTATIVE



Michael Pua  
HR Consultant  
michael.pua@ashurst.com

## CONTACT INFORMATION



<https://www.ashurst.com/en/careers/>



80 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Canberra, Perth, Brisbane



[graduate.programs@ashurst.com](mailto:graduate.programs@ashurst.com)



<https://www.facebook.com/ashurstofficial/>



[https://www.instagram.com/ashurst\\_official/](https://www.instagram.com/ashurst_official/)

## LIV SIGNATORY



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Arnold Bloch Leibler  
Lawyers and Advisers

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WESTGARTH

Hall & Wilcox  
smarter law

HERBERT  
SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON GEER

# ETHICAL SPONSORSHIP STATEMENT

## MENTAL HEALTH AND WELLBEING

At Ashurst Australia, we see the health and wellbeing of our people as essential to achieving our goal of being an exceptional place to work.

Law is a people business and our aim is to foster a climate within the firm where people operate at their best. The work we do is demanding, our standards are high and there are many pressures on people's time and energy.

Resilience is important for managing these pressures, and stress management is critical to resilience. If we learn to manage stress, we can successfully keep it at levels where it energises performance rather than detracting from it.

Our wellbeing programs are directed at raising awareness and building skills in identifying, preventing and managing stress, and helping our people build confidence and resilience.

Some of the practical measures we take include:

- Access to LifeWorks, the firm's Employee Assistance Program for partners, staff and immediate family members
- Access to Wellbeing Officers across the firm
- Access to Mental Health First Aid Officers
- Access to Healthy Living sessions
- Free subscription to Head Space
- Free annual flu vaccinations
- Subsidised gym membership
- Ongoing involvement in local sporting teams and sporting events
- Access to discounted nib health insurance
- Access to the Specsavers Corporate Club
- Salary continuance insurance at no cost to most partners and staff

Our partners are also invited to attend resilience and mental health training to help them better identify employees at risk.

## SEXUAL HARASSMENT

Ashurst Australia is also taking all reasonable steps to prevent sexual harassment occurring in the firm.

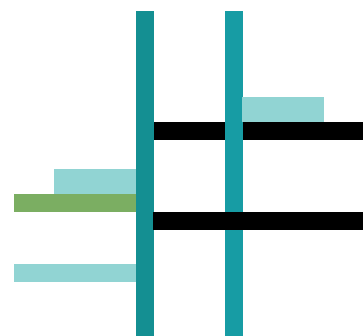
The firm is ensuring that all partners and staff members clearly understand what sexual harassment is by introducing an ongoing education program.

All partners and managers must reinforce the message to their staff that sexual harassment is unlawful, not acceptable, and that any victimisation of those who speak against it will not be tolerated.

Ashurst Australia has also set up procedures to ensure that sexual harassment matters are resolved. The firm has nominated a number of Contact Officers. They assist and advise on options for resolving the situation, either informally or through more formal channels.

## ADHERENCE TO LIV GUIDELINES

Ashurst is a signatory of the LIV Seasonal Clerkship and Traineeship Guidelines again in 2022. We strongly believe that the guidelines provide a fair, transparent and wellbeing focused process that benefits both the firms and candidates working within them. We strongly encourage all candidates to contact us if they have any questions or concerns regarding our recruitment process.



### PROUDLY SPONSORED BY





# CLERK WITH US

## WHO ARE WE?

As a global law firm with a rich history spanning almost 200 years, we've established ourselves as a leading advisor to corporates, financial institutions and governments on all areas of the law including:

- Banking & Finance
- Competition
- Corporate Transactions (M&A)
- Employment
- Dispute Resolution (Litigation)
- Projects
- Real Estate
- Planning, Access and Environment
- IP
- Digital Economy Transactions
- Tax
- Transport & Infrastructure
- Restructuring, Insolvency and Special Situations

We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 26 offices across the world's leading financial and resource centres, we offer the reach and insight of a global network combined with deep local market knowledge.

Our people are our greatest asset. We bring together lawyers of the highest calibre with the expertise, industry experience and regional knowhow to provide the incisive advice our clients need. As a global team, we have a reputation for successfully managing large and complex multijurisdictional transactions, disputes and projects, and for delivering outstanding outcomes for clients.

Our key values are passion for quality, delivering through collaboration and thinking differently.

## WHAT IS OUR FIRM CULTURE?

Open-minded, friendly, considerate - as people and as a firm, we're good company. There's something about how we are with each other that leads naturally to collaboration. Actually, let's go further: working together

is how we thrive. We're a part of a community; and we want you to feel a part of it.

We also give a lot to each other. Support is everywhere: from structured training, supervision and honest feedback. On a personal and professional level, whether you're a partner or a graduate, you know there's someone who cares about your wellbeing.

At Ashurst, we aim to be renowned internally and externally for diversity. A commitment to best practice in diversity and inclusion will facilitate the achievement of our long term business strategy and leverage the people and culture which are our key strengths.

We are committed to creating a leading pro bono practice on a global scale. We consider pro bono as a stand-alone legal practice. This results in quality legal services for our pro bono clients.

## HOW MUCH WORK FLEXIBILITY IS THERE?

At Ashurst, we are committed to creating working environments across our offices where people are supported to perform at their best. We prioritise high performance, flexible work practices, authentic connections, personal authority and choice, and accountability. These priorities emerged from the views and insights of our Ashurst community.

To enable this, we have evolved our smarter working practices and have introduced our new iteration - Hybrid Working. This way of working enables you to work across different locations, choosing the best location to optimise performance and efficiency. This may involve working in our office, from your home, or another location such as alongside a client in their office. It also enables you to work at the times of the day when you can perform at your best. This may involve varied start and finish times or extended breaks during the day.

## WHAT MAKES US DIFFERENT?

With our technical expertise, local knowledge and international network, we deliver an experience for our clients that other professional service providers find

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hard to match. We are committed to being a sustainable global law firm, having positive impacts for our clients, employees, profession, the environment and the communities in which we are based.

find out if a career at Ashurst is what you are looking for. It includes a comprehensive induction program, events to understand each practice area, and activities to ensure you build connections and relationships within the clerkship cohort and across the firm.

**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	~60
Number of clerkship positions per intake	~20
Application process	CV Cover letter Short answer questions Psychometric testing Interview
Application open and close dates	Opens: 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	Mid-September until Mid-October 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	None
Eligibility	Domestic penultimate and final year law students

At Ashurst, we ensure you are adequately supported throughout the program with an allocated buddy, supervising partner and lawyer who will guide your experience and provide you with on the job training and support.

**HOW TO ACE YOUR APPLICATION**

There’s absolutely no Ashurst ‘type’. We want to actively involve you in a broad range of minds with a broad range of backgrounds, all united by a common set of strengths. Be prepared, understand yourself, have a genuine interest in Ashurst and be able to articulate this clearly whilst interacting with lawyers and partners at the firm.

There is no past experience required - but it is advantageous to have a diverse range of experiences that demonstrate the following competencies:

- Excellent academic record and a passion to develop a career in an international law firm
- Outstanding communication skills
- Analytical ability, motivation, determination and drive
- Commercial awareness
- Teamwork and interpersonal skills

**WHAT WORK CAN YOU EXPECT?**

Clerks can expect to be involved in a wide variety of work and activities during their clerkship. Ranging from preparing draft articles for clients, preparing file notes and case summaries to assisting with pro bono matters and research projects.

There’s also a chance to get involved in understanding other practice areas through workshops, team-building events to understand how we work together, and social events to get to know our teams away from the bustle of daily life.

Always have in the back of your mind: ‘what do I want to achieve during my time at Ashurst?’

**THE CLERKSHIP PROGRAM**

The best way to understand what it feels like to work here is to actually work here! Every year, we hold clerkships in each of our offices to give you an intensive experience of our culture and the kind of work we do. We work hard to make sure our clerkships are as useful and as stimulating as possible.

Our clerkship program includes a range of activities and events designed for you to get to know us as a firm and

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## PLATINUM SPONSORS

To stand out during the clerkship, we encourage our clerks to:

- Show initiative and seek opportunities
- Ask questions
- Request feedback after completing tasks
- Develop their network by speaking to as many people as possible
- Have a positive attitude

## OTHER OPPORTUNITIES AND EXPERIENCES

Throughout the clerkship, we offer a range of learning & development sessions to assist with developing technical legal skills, and personal growth.

These programs are designed to challenge clerks to start thinking like lawyers. A support network of supervising partner, lawyer and buddy are also provided and are fundamental to your job learning, providing informal and formal feedback.

Clerks are also able to experience the extensive networks and committees that are established at the firm. This includes; Womens' Network, All @ Ashurst, Spectrum (LGBTIQ+), Sports Committee and Melbourne Office events, just to name a few.

## GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	~20
Number of graduates recruited from clerking pool	~20
Application process	Online application through the careers section of the firm website. Graduates are predominantly recruited through our seasonal clerkship programs. Any additional roles that are made available at a later date will be advertised via our website.

Pathways to obtaining a graduate position	Priority offers and market offers
Rotations	3 x 4 month rotations
Can you defer an offer?	Yes

## THE GRADUATE PROGRAM

As a graduate, your program kicks off with an induction and education series where you'll meet your peers in one location, giving you a chance to build your networks across the nation.

Back in your home office, you'll benefit from local induction plus an in-house Practical Legal Training (PLT) course. It's tailored to our firm and so, as you might expect, some modules are chosen for you. We cover all the costs.

Over the course of the 12-month graduate programme, you'll enjoy a mix of classroom and on-the-job experience. In collaboration with you, we plan three rotations of four months each and review that plan at regular intervals. Each rotation starts with a handover and training, complete with technical expertise, so you know exactly what to expect.

A small number of international secondments are offered to graduates in their third rotation. There are also opportunities on settlement and post the graduate program to work in one of our international offices.



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# THE TAX TEAM AT ASHURST



For many law students, I think taxation law is an area of law that is somewhat veiled in mystery. The idea of numbers creeping into legal work can be intimidating—after all, wasn't law school meant to avoid just that?

Based on my experience, I can certainly say that tax law is nowhere near as intimidating as it is sometimes portrayed to be, and maths proficiency is definitely not a requirement for a budding tax lawyer.

## WHY TAX INTERESTS ME

I have recently completed my graduate program at Ashurst and settled into the tax team, having completed a double rotation in tax during the graduate program.

From the start, I was drawn to tax because it is such a dynamic area of law. As tax legislation is changing all the time, the tax landscape is constantly evolving – this means every day can bring something new and unexplored to delve into. Tax legislation is also quite elaborate and complex and I thoroughly enjoy the intellectual challenge of working my way through legislation to help provide advice for clients.

Additionally, as tax is often a high priority in most corporate and financing transactions, as a member of the team, I have had the opportunity to be involved in many major and exciting transactions that have occurred at Ashurst - one day you will be working on a large confidential matter, and the next, it will pop up as a headline in the Financial Review.

## WHAT IS MY DAY-TO-DAY WORK LIKE?

When the term "tax lawyer" comes to mind, it usually conjures an image of a lawyer twiddling around on a calculator all day. This has certainly not been the case in my experience (I can't say I remember the last time I picked up a calculator!)

As a junior, I have had the opportunity to complete a diverse range of tasks in the team, including drafting tax opinions and advice, completing discrete research tasks, reviewing contracts, and liaising with the ATO and state revenue bodies in relation to tax objections and other matters.

Variety comes naturally working in the tax team at Ashurst due to the sheer number of legal fields that the team engages with. Work can filter in from any team who may have encountered a potential tax issue - in my short time in the team, I've looked at everything from employment taxes to native title law.

The Ashurst tax team also has a strong background in charity and not-for-profit law. I have found it extremely rewarding assisting charitable organisations obtain the necessary registrations and mechanisms that are generally required to obtain donations - allowing these organisations to forge ahead with helping those in need.

## DO YOU NEED A COMMERCE DEGREE?

While I completed commerce as part of my double degree, there is definitely no expectation that aspiring tax lawyers have any specific commercial background or a commerce degree (many of the lawyers in our team don't). Everything you need to know you'll pick up on the job - and at Ashurst, we have some fantastic senior lawyers to show you the ropes.

## SO, SHOULD I GIVE TAX A TRY?

Whatever your interests and background, I highly recommend taking the opportunity to rotate through a tax team during your clerkship or graduate program - the skills you will develop are extremely valuable and transferable, and you have the opportunity to be at the forefront of some of the most interesting transactions that pass through a law firm.



**HAYLEY YOUNG**  
Lawyer  
Ashurst

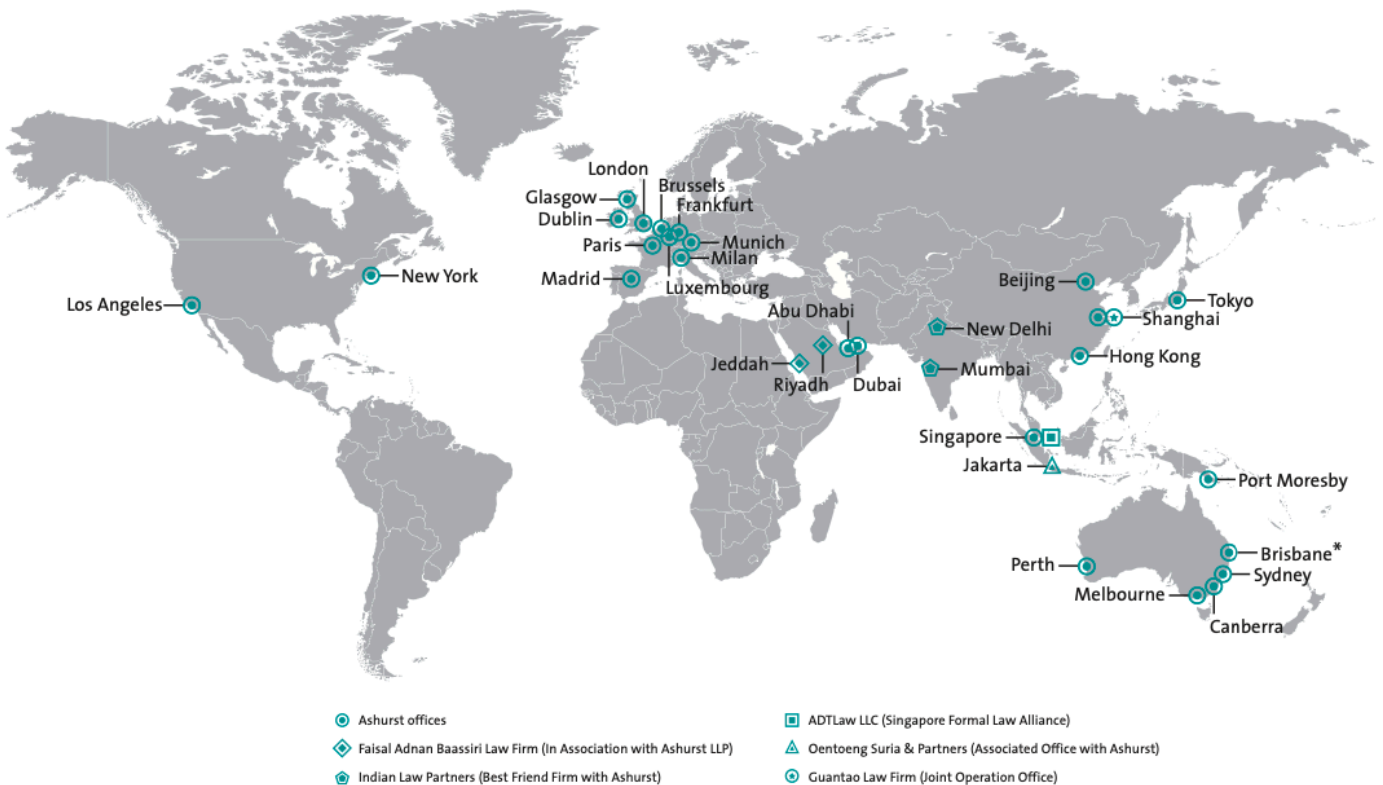


# Make the difference at Ashurst

As a global law firm with a rich history spanning almost 200 years, we've established ourselves as a leading adviser to corporates, financial institutions and governments, on all areas of the law including finance, M&A, disputes and competition. We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 29 offices across the world's leading financial and resource centres, we offer the reach and insight of a global network combined with deep local market knowledge.

Our people are our greatest asset. We bring together lawyers of the highest calibre with the expertise, industry experience and regional know-how to provide the incisive advice our clients need. As a global team we have a reputation for successfully managing large and complex multi-jurisdictional transactions, disputes and projects.

## Ashurst around the globe



\* Brisbane has two office locations



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# APPLYING FOR CLERKSHIPS



HUEI: Clerkship applications have a notorious reputation for being time-consuming and overwhelming. My biggest tip would be to start early, even if it is just registering your account to the different firms you are applying for. This will give you guidance as to what kind of personal questions you will need to answer. I would suggest creating a spreadsheet to keep track of which firms you are applying to, as well flag deadlines.

In terms of applying for Ashurst, I had a great experience from start to finish. I found that the information night and the allocation of a graduate buddy was incredibly helpful. Having a buddy along the way answer any burning questions made me feel at ease. During my actual interview, it was more like a conversation than a formal interview, and it felt like they were trying to get to know me as a person. The interview had a mixture of both behavioural questions and discussion of any roles or experience I had which I listed in my CV. On this point, ensure that you are ready to answer questions about any experience you have written in your CV. If they relate to Ashurst's values, work or outlook, it is a great way to demonstrate your understanding of the firm. For example, I talked about my exchange semester in the Netherlands and how I enjoyed working with people from different cultures. Ashurst is a global firm, and I expressed that its international reputation is a major factor which appealed to me.

ALICE: The process of applying for clerkships can be quite overwhelming, however it is completely worth it with the clerkship program being one of the most exciting and rewarding experiences I have done. The best piece of advice I was given was to not overcommit by thinking I need to apply for as many firms as possible. It is important to think about which firms you are genuinely drawn to by researching the firms through the clerkship guides and thinking about the various firm values and areas of expertise.

The Ashurst application process was one of the best that I experienced. There were no scary curveballs and it felt like everyone I met was genuinely trying to help me succeed. Before my interview, I was contacted by a graduate who organised an informal call for me to ask any questions I had. This was extremely helpful and it was great to be able to familiarise myself more with the firm and the people. The actual interview was a mixture of behavioural questions and general discussion, with the interviewers making me feel like they were genuinely interested in what I had to say. One of the most important things I was told was to just be myself, and I couldn't agree with this more. Ashurst is extremely diverse and there is no exact mould that the firm looks for in the hiring process, therefore it is best to just be your authentic self. As an international firm, Ashurst also values global perspectives and diversity. If you can display a level of current awareness, this will be valued so I definitely recommend staying up to date with news and current events globally.

## EXPERIENCE WITH ASHURST

HUEI: I genuinely loved my clerkship experience at Ashurst. The thing I loved most about the experience was getting to meet people at the firm, as well as the support network in which you get assigned a grad buddy, lawyer buddy, supervising lawyer and a supervising partner. They will check-in with you to see how you're going with work, answer your questions (no stupid questions here) or take you out to coffee or even a lunch. My grad buddy pointed me in the right direction to talk to people in other teams, and that gave me a better idea of what kind of work (other than the team I clerked in) Ashurst did. We also attended a picnic with the grads, joined the Tuesday social netball team and had our own social events within our cohort. These opportunities gave me a better sense of Ashurst's firm culture, in which everyone is technically excellent at what they do, but are also so incredibly friendly and welcoming.

ALICE: My clerkship experience at Ashurst was extremely rewarding and a lot of fun. In terms of firm culture, I found that Ashurst was very inclusive and made sure we all felt valued and supported. We were given many opportunities to socialise and network with people from all levels of the firm, from graduates to partners. My buddies also helped me to set up coffee dates with people from all over the firm so I could understand all the different teams and get to know as many people as possible. This helped me feel really settled and having familiar faces around the office made the whole experience a lot more enjoyable. Everyone was also really happy to involve me in the work they were doing and take the time to explain anything I was unsure of.

## OUR ROLES

HUEI: I clerked in the Digital Economy Transactions (DET) Team, which does transactional work, and got assigned to a variety of tasks. Some of these included contract reviews and discrete research tasks on technology developments such as supermarket warehouse automation and smart cities. I enjoyed doing different work-types and was also able to help out with pro bono.

Currently as a grad, I am rotating in the Disputes Resolution (DR) Team which is completely different, as it is litigious as opposed to transactional work. I'm curious to see whether I have a preference for litigious, transactional or a mixture of both and that will better inform me for which team I want to eventually settle in. As the DR Team is quite large (30+ people), there are many different ongoing matters happening at the same time. I have currently been involved with due diligence, research and writing up a case note. No matter what team you're in, your role as a grad is essentially to support lawyers at all levels, whether that is doing a discrete task or working on a large matter.

ALICE: As a clerk, although you are only around for a short time period, the teams are great at trying to involve you in as much as possible. I clerked in the Competition team, which is part of the strategic advisory division, and I was able to help with a variety of different matters. The competition team works closely with other teams in the firm such as corporate transactions, so this was great in terms of getting to understand how the practice areas all fit together. The competition team also works closely with the other Ashurst offices nationally, which was great to be able to be exposed to. I was also able to help out by doing some research for a pro bono matter in my time as a clerk, which was an extremely rewarding experience.

As a grad, I am currently in my first rotation in the global loans team. The team is able to give us a lot of responsibility which is really exciting, with grads being given client facing duties from day one. I am excited to be able to follow a deal through in its entirety to gain a greater understanding of the work that the team does.

### COVID/WORKING REMOTELY

HUEI: During my clerkship, it was a mixture of both in-person and remote working. I really appreciated the times we got to go into the office as there's nothing like having a coffee catch-up in person or grabbing lunch with your peers. However, that being said, I am grateful that we have the ability to work from the comfort of our home. Ashurst has a 60/40 flexible model, and recognises that everyone has different circumstances, so whether you want to come into the office 5 days a week (contingent on COVID) or less than that, that is entirely up to you. Personally as a grad, I like to come into the office at least three days. When working remotely, it's important to ensure that you reach out to your team, whether that is to catch-up, ask questions or have a team meeting so that you have some kind of contact with other people!

ALICE: The hybrid working model will be here to stay, and Ashurst is great at recognising this and allowing people to work out what suits them best. As a clerk, although my application process was entirely remote, I was lucky enough to get my clerkship in person. As a grad, I am finding that I feel supported both in the office and at home, with no pressure on me either way. We have certain days where the whole team will come into the office, and we will often plan something social on those days such as a team coffee or lunch. The ability to work from home if I need to also helps a lot with work life balance, and I find that a mixture of home/office is a great way to adapt to full time work.

### TOP 2 TIPS

HUEI: Be proactive and take initiative, whether that is asking for work or making a senior lawyer's job easier. Get to know people from the firm by asking for coffee catch-ups. That being said, don't worry about the quantity of work you are receiving - you are only there for three weeks! Make the most of the experience by making connections with your cohort and colleagues and showing enthusiasm to whatever task you're given.

ALICE: Enjoy it! The clerkship programs are really fun and social, and it is likely that you will cross over with your fellow clerks in the future - in fact, some of the people I met

through my various clerkships are now some of my closest friends. Try as much as you can - even if you feel like you have no idea what you're doing. If you show that you're keen to help out where you can and give everything a go, you can't go wrong.

### BEST ADVICE YOU'VE BEEN GIVEN

HUEI: It's okay to feel like you don't know what you're doing, or you feel as if that task you've been assigned has you spending SO MUCH UNNECESSARY TIME. You're not alone! Just give it your best shot.

ALICE: Don't feel like the work you complete while on your clerkship is the be all and end all - in reality, the quality of your work is less important than the way you are able to fit in with your team and the culture, as well as your attitude to giving things a go and being curious to learn.

### BIGGEST MISTAKES TO NOT REPEAT

HUEI: Avoid putting too much pressure on yourself. Of course, securing a graduate position may be an end-goal for many people, but the clerkship experience itself is invaluable.

ALICE: Do not compare yourself to others throughout the application process - there is no point stressing about things out of your control, and you don't owe it to anyone to tell them how your applications or interviews are going.



**YI HEUI PHANG**  
Graduate  
Ashurst



**ALICE HAY**  
Graduate  
Ashurst

# Tips for clerkship success

## Be self-aware and remember that first impressions count

- In locations with multi-clerkship opportunities, a 3.5 to 4 week clerkship is essentially a long interview for a graduate position
- Consider your personal brand and how you want to be perceived and remembered in terms of your strengths and fit with firm
- A great attitude, enthusiasm for any sort of task and the ability to quickly build rapport with others goes a long way

## Show initiative and seek opportunities

- What do you want to get out of your clerkship? What do you want to learn about the firm and what work do you want to get involved in?
- Take the initiative to get to know your team as well as other practices across the firm, meet as many people as possible and try to get involved in different types of work, projects and activities

## Keep your supervisor updated on workload and schedule

- Communication is key in a law firm. Take on a variety of work for different people across the team, but don't forget the importance of managing your priorities and keeping your work providers up to date
- Clerkships involve a number of training sessions and other activities so it's important to keep people informed as to where you will be if you are away from your desk for a long period of time

## Remember to request feedback after completing tasks

- A clerkship is a great opportunity for you to learn and develop your legal knowledge and skills
- Take the time to follow up your work providers and get their thoughts on the work you have completed - however be aware of their workload and the timing of asking for feedback
- Acting on this feedback is a great way to demonstrate your ability to learn quickly – a key skill for junior lawyers

## Develop your networks – speak to as many people as possible

- As well firms looking at your abilities and fit to the firm, it's also your opportunity to find out if this is the place you want to start and establish your career
- Take every opportunity to meet people from across the firm to learn about the practice groups and if they are people you would like to work with in the future
- Lastly, take the time to get to know your fellow clerks – you may be colleagues one day

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# HOW TO PREPARE YOUR COVER LETTER



Writing a cover letter is a necessary component of the clerkship application process. Having been a year out since I have personally engaged with the process, I am happy to share the top tips I have learnt along the way.

## THE STRUCTURE OF A COVER LETTER

While a cover letter can take many forms, a typical cover letter would comprise of two parts:

The first part addresses why you are interested in the firm and the specific practice. It is usually one to two paragraphs long. Incorporate the research you have undertaken on the firm here and avoid being generic. This part should be different for each application.

The second part expands on why you are the best fit as a law clerk at that firm. While cover letters may appear like another tick-boxing exercise, view cover letters as a great opportunity to sell yourself. Highlight your academic record, work and extracurricular experiences, reflect on the skills you have learnt and most importantly, link that to why you would thrive as a law clerk. This part can remain unchanged in your applications.

## MY TOP TIPS FOR WRITING COVER LETTERS

My critical tip is to research the firm you are interested in. Some questions you may want to ask yourself include:

- What are the firm's values?
- What practice areas does the firm specialise in?
- Has the firm been involved in pro bono initiatives or social causes?
- Is the firm innovative?
- What differentiates this firm from others?

I often found the firm's website to be a good starting point. Take your time navigating the website and familiarising yourself with the firm's brand. If there were any specific legal projects or initiatives that intrigued you, I encourage you to include them in your cover letter! Another helpful resource is the firm's annual report which usually reflects on the highlights of the past year. You should also read any recent news surrounding the firm.

I encourage attending networking events to gain real insights into what it is like to work at the firm and the culture more generally. (This is optional!)

My other tip is to proof-read your cover letters. Before submitting your cover letter, check for correct spelling, that you have included the correct firm's name and removed references to other firms. It is a small step that may prove critical to progressing to the next stage.

## AVOID...

Avoid writing your cover letters at the last moment. Provide yourself enough time to research the firm.

Avoid being too general in your cover letters!

While writing cover letters may seem daunting, the key to a strong cover letter lies in its preparation. Good luck with your applications!



**JANET CHHEAN**  
Graduate  
Ashurst

# Baker McKenzie.

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## CLERKSHIP REPRESENTATIVE



Natalie Mascarenhas  
Senior Consultant - Graduate Resourcing  
natalie.mascarenhas@bakermckenzie.com  
(03) 9617 4349

## CONTACT INFORMATION



<https://www.bakermckenzie.com/en/locations/asia-pacific/australia>



Level 19, CBW, 181 William Street, Melbourne Victoria 3000



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# ETHICAL SPONSORSHIP STATEMENT

## MENTAL HEALTH AND WELLBEING

At Baker McKenzie, we care about our people and are highly vigilant and proactive in supporting physical and mental wellbeing. We want to support our people to thrive and appreciate that our professional and personal lives do not operate independently - instead they influence each other. We believe that by providing a safe and supportive working environment, we can improve the overall wellbeing of all of our people.

BakerWellbeing is a global initiative of education, activities and support. Our goal is sustainable high performance in a caring and psychologically safe environment; an environment where people speak up and ask for help.

Wellbeing is a multidimensional state which is holistic, integrated, and encompasses the different dimensions of life. We have grouped these dimensions into four key categories: physical (diet, nutrition, exercise and sleep), mental (stress management, resilience, and emotional wellbeing), social (being connected, building relationships, having involvement with communities, and communication internally and externally) and professional (building new skills and knowledge, using and developing strengths, active career management and being challenged).

We offer a range of initiatives to support the wellbeing of our people, including:

- flexible working arrangements and leave options (including purchased leave, volunteer leave and working from anywhere in the world for up to 4 weeks each year);
- our 24/7 Employee Assistance Program (EAP) which is a free and confidential counselling service;
- the support of our 'Real Mates' Mental Health Champions;
- study leave and support;
- a range of programs to look after your health and wellbeing (including discounted gym memberships, flu vaccinations and fresh fruit);
- a range of sporting and social events through our social committee; and
- a range of corporate discounts.

We also have a Leave Policy, Parental Leave Toolkit and a market-leading Parental Leave Policy, which allows flexibility to take parental leave over two years, ensuring all genders can access up to 18 weeks' paid parental leave.

In addition, our BakerWellbeing committee is active in offering programs, events and resources to our people. Some of these include sessions by guest speakers, lunchtime forums for parents and carers, meditation sessions, fitness challenges, speed networking sessions, newsletters, and a series of events around R U OK? Day and Mental Health Month. We've also had Mitch Wallis (Heart on my Sleeve) conduct Mental Health Awareness Training and training for our Firm's Mental Health Champions through his accredited 'Real Mates' program. In addition, our Talent Management team has undertaken mental health first aid training.

Baker McKenzie is proud to have been recognised as winner of the award for Wellness Initiative of the Year at the 2020 Australian Law Awards. The submission focused on the Firm's holistic approach to wellbeing, appreciating that individuals have different needs and support requirements, with 'connection' underpinning much of what we do and offer. This was a particularly noteworthy achievement during the COVID-19 pandemic, acknowledging the Firm's commitment to the wellbeing of its people, and efforts to integrate mental and physical wellbeing into the legal profession's concept of success.

Finally, Baker McKenzie launched its 'People Deal' in April 2021. Wellbeing is a critical component of the People Deal, with the Firm setting eight Global Wellbeing Principles, to help us navigate and thrive as we adjust to a post-COVID world and create an environment where we can perform at our best while supporting each other.

## DIVERSITY WITHIN THE LEGAL PROFESSION

As the first truly global law firm, Baker McKenzie's origins are rooted in the respect for and appreciation of difference. Diversity and inclusion are in our DNA, and are foundational to our culture and strategic vision. Since our beginning, the diversity of our people has allowed us to work fluently across borders, cultures, and practices.

Baker McKenzie is committed to providing a diverse and inclusive culture for all its employees, with equal opportunity for all to progress and have a meaningful career with our Firm. Our mission is to foster an environment where individuals of every ethnicity, culture, gender, sexual orientation, gender identity and expression, religion, age, disability, carer status, and working style may succeed professionally and fully contribute to the goals of the Firm.

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## PLATINUM SPONSORS

As part of our inclusive culture, we encourage applications from all genders, abilities and cultural backgrounds including Aboriginal and/or Torres Strait Islander people. We provide information and support relating to the recruitment process for transgender and gender diverse candidates.

We understand that organisations work best when people with different backgrounds and multiple points of view are brought together. Our own diversity mirrors our commitment to exploring multiple perspectives to develop the best possible solutions for our clients and to fostering a culture of respect and inclusion that celebrates diversity.

We have more than 13,000 employees in 46 countries who speak 80+ languages, and we strive to ensure that all of our people feel included and empowered.

Our diversity and inclusion agenda is championed at the highest level by our Global Chair and our Global Executive Committee whose members each have KPIs around diversity. And we have a Global Inclusion and Diversity Committee who actively works to drive forward the Firm's diversity and inclusion strategy and monitor progress through regular meetings and leadership accountability.

In Australia, our award winning diversity strategy, initiatives and programs are focused in five key areas, in which all of our people can participate:

- BakerWomen - gender diversity, including the implementation of our gender diversity strategy to support the progression of women as a strategic priority for the Firm;
- BakerDNA - ethnic, indigenous and cultural diversity;
- BakerWellbeing - mental health and wellbeing, workplace flexibility, and supporting parents and carers;
- BakerPride & Allies - lesbian, gay, bisexual, transgender and intersex diversity; and
- BakerIndigenousEngagement - commitment to engagement with our Indigenous community - achieving better social, economic and cultural outcomes for Aboriginal and Torres Strait Islander people, and to making a real difference in the lives of our nation's First Peoples.

Some of our accolades include:

- Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality - 2022 - 12th consecutive year;
- Identified as one of the best law firms for women by Working Mother magazine, Law360 and Euromoney;
- Bronze Employer recognition at the LGBTI Inclusion Awards - The Australian Workplace Equality Index (AWEI) - 2021;
- One of Stonewall's Top Global Employers for 2020. The Firm was one of only 17 companies worldwide to have

been recognised for its work in LGBT+ inclusion. In addition, we won the Global Trans Inclusion Award 2020;

- The first global law firm to set 40:40:20 gender targets - to represent 40% women, 40% men and 20% flexible (women, men or non-binary persons). This target applies to partners, senior business professionals, Firm committee leadership and candidate pools for recruitment; and
- Global Chair of Baker McKenzie, Milton Cheng, a Catalyst CEO Champion for Change, taking a pledge to advance more women, including women of colour, into senior leadership positions and onto our boards.

The Firm also established a Global Race & Ethnicity Task Force in mid-2020, to help implement and operationalise programs to advance racial and ethnic diversity.

Finally, in 2021, Baker McKenzie appointed Anna Brown (former Director of Global Diversity & Inclusion) as the Firm's first Chief Inclusion and Diversity Officer (CIDO). This appointment emphasises the importance that the Firm places on these matters, and the Firm's strong focus on applying an inclusion and diversity lens across all aspects of its strategy.

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

Baker McKenzie is committed to building and maintaining a positive, safe, diverse and inclusive working environment with equal opportunity for all to progress and have a meaningful career with our Firm. Our mission is to:

- provide equality of opportunity to our people irrespective of personal attributes such as race, colour, religion, citizenship, national origin, ethnicity, cultural background, age, sex, gender, gender identity/ expression, sexual orientation, transgender status, marital status, pregnancy and disability (known in many jurisdictions as "Protected Attributes"). This list is not exhaustive. The applicable laws of a jurisdiction may also identify additional Protected Attributes;
- create a work environment that supports mutual trust and psychological safety, ensuring our people can be themselves, ask questions, raise concerns and seek guidance without fear;
- set clear behavioural expectations to drive positive and inclusive behaviours, and not tolerate inappropriate, unacceptable and unlawful behaviours including discrimination, harassment, sexual harassment and bullying; and
- provide clear mechanisms for raising concerns, accessing support and dealing with issues.

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Underpinning the above are our 'Anti-Discrimination, Harassment and Bullying Policy', 'Health and Safety Policy', 'Code of Conduct', 'Respect, Inclusion and Workplace Behaviour Policy', 'Relationship at Work Policy' 'Duty to Report Policy', 'Alcohol and Prohibited Substances Policy' and 'Domestic and Family Violence Policy'.

All new employees are required to undertake induction sessions and online training modules in relation to the above topics when they commence, and undertake refresher training sessions throughout their employment with us.

Additionally, Baker McKenzie launched its PointONE initiative in 2019. PointONE is part of the Firm's efforts globally to communicate clear expectations about appropriate behaviour and to provide clear, safe paths for raising and managing concerns. It demonstrates the Firm's strong commitment to not tolerating bad behaviour in the workplace.

The Firm has appointed a number of PointONE contact officers to act as initial contact points. Our people can approach a PointONE contact (of their choice) to discuss any concerns about behaviour that may be a breach of Firm policies. The role of the contact officer is to provide information and support to our people who wish to raise concerns. We have provided each PointONE contact officer with comprehensive training so they can provide the best support to our people too. Below are some quotes from two of our PointONE contact officers:

"Having a safe place to raise issues - and knowing that you will be listened to and that your concerns will be addressed sensitively - is a critical aspect of an inclusive and positive workplace. I am committed to doing all I can to ensure we provide that to all of our people."

"I have always been passionate about ensuring our workplace is a safe, inclusive and sharing culture where everyone can be heard, can raise issues of concern and know that they will be addressed sensitively, confidentially and effectively. It is very important to me to continue to lead by example in that space and taking on a formal role, as a PointONE Contact, is an obvious step in that direction."

As part of our commitment, our Australian office also has a Conduct Committee to:

- provide all our people with an additional avenue (in addition to PointONE) for clear and direct access to senior leadership to facilitate raising concerns about workplace conduct;
- support the Talent Management team and Management Committee to ensure the consistent application of behavioural expectations, and the timely and effective response to complaints and concerns; and
- ensure there is a small group of senior people who are monitoring any issues which may arise (and the actions

taken in response) plus any trends, patterns and risks which may emerge at an individual, group or Firm level.

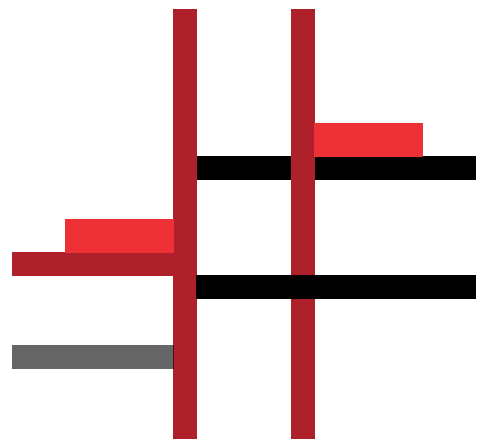
## ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Baker McKenzie Melbourne is a signatory to the LIV Seasonal Clerkship Guidelines 2022 and LIV Traineeship Guidelines 2022 (Guidelines). We have been a signatory to the Guidelines for a number of years and have consistently adhered to the Guidelines.

We appreciate that the recruitment process can be stressful for students - particularly as our Senior Consultant, who is responsible for our graduate and clerk recruitment and programs across Melbourne, is a former lawyer who has been through this process herself! We aim to make our process as transparent as possible prior to the recruitment process commencing (in the clerkship guides and in speaking with students at events) and at each stage of the actual recruitment process (application, interview and offer stages).

Baker McKenzie treats student wellbeing very seriously and is active in saying so in its written and verbal communications. In addition, we run a number of sessions for students, unique to Baker McKenzie, to support students with the recruitment process.

As always, we are open to students contacting us if they have any queries in relation to our recruitment process, and we look forward to supporting and connecting with students during the year ahead.



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# 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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# CLERK WITH US

## WHO ARE WE?

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 a 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. We are The New Lawyers for the New World.

## WHAT ARE OUR KEY PRACTICE AREAS?

Locally and globally, Baker McKenzie works on significant and high profile matters, for leading local and global clients. We have the experience, knowledge and expertise, both at a local and global level, to meet complex demands from our clients.

Our key areas of practice in the Melbourne office are:

- Banking & Finance
- Corporate (including Mergers & Acquisitions, Capital Markets and Private Equity)
- Commercial Real Estate
- Construction
- Dispute Resolution, Litigation and Insolvency
- Employment & Industrial Relations
- Energy, Resources, Infrastructure & Corporate
- Funds
- IPTech.

## WHO ARE OUR KEY CLIENTS?

At Baker McKenzie, we attract market-leading clients, and challenging cross-border, local, and industry-focused work. We understand our clients' businesses, industries, and strategic objectives. Armed with this knowledge, we work with our clients to overcome the challenges of competing in the global economy.

Our clients include nearly all of the world's largest public companies and more than three-quarters of the Fortune 500. For more information on our clients and the key matters we have worked on, please visit our website: <https://www.bakermckenzie.com/en/newsroom>.

## WHAT IS OUR FIRM CULTURE?

Many of our seasonal clerks, graduates and lawyers say one of the reasons 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 everyday. 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.).

## WHAT ARE OUR KEY VALUES?

Quality and excellence together with integrity, honesty, candour, teamwork and responsiveness are some of Baker McKenzie's key values - and are central in us delivering outstanding service to our clients.

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## PLATINUM SPONSORS

The values that make us a unique and great place to work are deeply embedded - you will notice our difference in all of your interactions with us, in Australia and globally:

- We are passionately global, and leverage our global expertise for our Australian and global clients at every opportunity, recognising our strength is in our diversity.
- We are a truly multicultural firm united by a genuine and robust culture of friendship, inclusion and collaboration.
- We are commercial pragmatists who make complex issues simple for our clients and we are passionately committed to service excellence.
- We strive to stay ahead of the curve, we bring entrepreneurial energy to our work, we embrace innovative change - and our curiosity continues to push new boundaries and challenge existing norms.
- We actively encourage and support engaging with our community, through our pro bono and community service programs.
- We want everyone at Baker McKenzie to reach their potential so we invest in global, regional and local world-class development and mobility programs for our people.

Our award winning diversity strategy and initiatives stem from our values and focus on five areas, in which all employees can participate:

- BakerWomen - gender diversity, including the implementation of our gender diversity strategy to support the progression of women as a strategic priority for the Firm
- BakerDNA - ethnic, indigenous and cultural diversity
- BakerWellbeing - mental health and wellbeing, workplace flexibility and supporting parents/carers
- BakerPride - lesbian, gay, bisexual, transgender and intersex diversity
- BakerIndigenousEngagement - commitment to engagement with our Indigenous community - achieving better social, economic and cultural outcomes for Aboriginal and Torres Strait Islander people, and to making a real difference in the lives of our nation's First Peoples.

## HOW MUCH WORK FLEXIBILITY IS THERE?

At Baker McKenzie, we are highly vigilant and proactive in supporting physical and mental wellbeing, and fostering flexibility in our workplace. Even prior to the COVID-19 pandemic, we offered our employees a wide range of flexible and agile work arrangements, including remote working, reduced working hours, alternative hours, time out of the office, etc. to support each person's personal circumstances. As we return to the office and our new hybrid way of working, we continue to embrace flexible work practices in support of our people's wellbeing.

## WHAT MAKES US DIFFERENT?

In addition to our values, 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.

We have a 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 - formally and on-the-job - at every stage.

Our lawyers benefit from an Australian professional development curriculum based on the Development Framework - from black letter law to practice-specific skills and business development at the local, regional and global levels.

Our lawyers also attend regional and global training and events/conferences relating to their practices to help develop networks and legal skills. Further, they attend regional transition programs at each 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 scholarships for full-time legal study overseas, and support them undertake further study locally, both financially and with study leave.

In addition, the Firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices globally.

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## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	30-32
Number of clerkship positions per intake	8-11
Application open and close dates	Opens: 9:00am, 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	September 2022. Successful candidates will be invited to attend an information and networking event in early September 2022 from late afternoon until evening.
Clerkship period dates	28 Nov - 23 Dec 2022 30 Jan - 24 Feb 2023 26 Jun - 21 Jul 2023
Rotations	None
Eligibility	Penultimate and final year law students. Domestic and international students welcome

Rotations - None. We place our seasonal clerks in one practice area throughout their clerkship, in accordance with their preferences and areas of interest. We feel that having one placement enables our clerks to get broader exposure to work, have ongoing involvement in matters, and build stronger relationships with their teams.

Eligibility - Penultimate and final year law students. Being a global law firm, we also accept (and welcome!) applications from international students provided they have the right to work in Australia during the relevant clerkship periods.

## THE APPLICATION PROCESS

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 complete 2 - 3 questions, particularly as our Firm does not use psychometric or other testing, group or individual assessments, or one-way video interviews as part of our overall assessment process.

Candidates will attend one interview with a partner and senior associate. 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 our interviewers can get to know you and you can make the best possible impression.

## THE CLERKSHIP PROGRAM

At Baker McKenzie, our seasonal clerks experience life as a junior lawyer at 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, phone calls and events, and you will often have the opportunity to deal with clients directly.

Working with lawyers of all levels, you will be guided by a supervising partner and associate 'buddy'. With the Firm's strong focus on supporting its people to learn, grow and achieve better results, you can expect to be well led, well coached and well mentored.

You are supported at every stage of the clerkship by Talent Management who facilitate a comprehensive development program, starting with induction and skills development (including practical sessions on legal research, technology training, drafting, business communication, personal brand, client service, teamwork and other skills crucial to ensuring you impress and succeed during your clerkship). You will also develop practical and legal skills through our national learning program for junior lawyers and various Firm-wide professional development sessions.

There are also many opportunities to network with colleagues around the Firm, through our 'speed networking' program, practice group briefings and various social events - including with your buddy, our graduates and our partners/lawyers - and lots of other opportunities as set out below.

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## PLATINUM SPONSORS

After your clerkship, you are invited to apply for a 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.

### HOW TO ACE YOUR APPLICATION

Baker McKenzie looks for people who genuinely want to work with us and who understand Baker McKenzie's unique offering and position in the market. We look for well-rounded, motivated individuals who have a performance mindset and strive to be the best in whatever they do; who are intellectually curious and have sound academics; who display business acumen and are practical in their approach; who have a global mindset; who are passionately committed to service excellence. We look for people who enjoy a challenge and seek new opportunities; who constantly look for ways to achieve better results while learning and growing; who take proactive ownership and responsibility for their careers. We look for people who act with integrity, honesty and candour in their dealings, decisions and actions; who express themselves confidently while staying open to new ideas; who seek a friendly, inclusive and diverse culture; and who take seriously our role in making a difference to our local and global communities.

In terms of how to stand out in the interview process - Proper Preparation Prevents Poor Performance! A critical element of setting yourself up for a successful interview is knowing as much as possible about it. Speak to anyone who's had an interview at the firm, talk to HR/legal representatives at events, read guides like this for tips on the type of questions you might be asked, and conduct online searches on "interview questions" and "behavioural interviews" to give you lists of practice questions that you can use as preparation. Then prepare a few points, as answers to each question, highlighting your strengths, capabilities, employment/work experience (legal and non-legal), academic achievements, extra-curricular activities and other general experiences - and finally, practice practice practice!

### WHAT WORK CAN YOU EXPECT?

The type of work that clerks get involved in includes drafting correspondence, preparing court documents, drafting advice or agreements, legal research, document review tasks, attending client meetings, attending court/mediations, attending meetings with barristers/witnesses, attending settlements, and preparing client alerts.

Our clerks also have the opportunity to participate in pro bono matters and community service initiatives (for example, fundraising events like our Bakers Bake-Off, "Eat Up Australia" sandwich-making sessions, etc.) In addition, our clerks

have the opportunity to attend our Inclusion & Diversity (BakerWomen, BakerDNA, BakerWellbeing, BakerPride & Allies, BakerIndigenousEngagement) meetings/events, and various social events held during the clerkship (Firm drinks, social committee initiatives like Moonlight Cinema nights, Trivia Nights, etc., and social events specifically for the clerks and their buddies/our graduates). We also invite all of our clerks (across the three intakes) to our end of year party, BBQ and lawn bowls night and end of financial year party.

The clerks who have ultimately succeeded during a clerkship and in securing a graduate position have, of course, displayed excellent legal and technical skills. But they've also displayed commercial acumen and awareness, strong communication and interpersonal skills, a client-centric approach, a performance mindset, enthusiasm, a great attitude, initiative, resilience, curiosity, and a genuine interest (and excitement!) in working with us. They have also made an effort to be a part of Firm life - attending social events and professional development sessions - and have made an effort to get to know our people.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	~12
Number of graduates recruited from clerking pool	~12
Application process	We generally recruit our graduates from our seasonal clerk pool.
Pathways to obtaining a graduate position	Priority offers
Rotations	Graduates complete three rotations of four months each, over a 12 month period, before they join a particular practice group as an associate. This gives you meaningful exposure to a broad range of legal practice areas and a strong foundation for your career.
Can you defer an offer?	Considered on a case-by-case basis

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**THE GRADUATE PROGRAM**

When you join Baker McKenzie as a graduate, we know you want to be working with clients on meaningful 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 associate “buddy” in each rotation to maximise your on-the-job and formal learning, and provide you with support at all levels.

To foster the development of our graduates, our dedicated Leadership & Learning team facilitates sessions in five key areas - legal learning, managing your career, the business of law, business development & client service, and people & self-leadership. We offer targeted learning opportunities - including seminars on core legal topics (through our Cornerstone Legal Learning Program) and practical skills development workshops in areas such as drafting, legal research, commerciality, communicating effectively, building resilience, personal brand, innovation, financial literacy, and a number of further development sessions and panels to set you up for success in your graduate program - and beyond. We also cover the costs of your Practical Legal Training. All of these ensure you get the best possible foundation for your career. In addition, we have regular roundtables and mid and end of rotation meetings to ensure you receive mentoring, coaching and feedback to enable you to develop as a lawyer.

Additionally, we bring graduates across our Australian offices together for various training programs to foster networks across the Firm. We have also sent our graduates on client secondments - virtually and on-site.

**WATCH: BAKER MCKENZIE  
OUR PEOPLE DEAL**



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# Baker McKenzie.

## Your journey begins with a world-class clerkship

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

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

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## Ready to explore our world?

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Natalie.Mascarenhas@bakermckenzie.com

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# MERGERS AND ACQUISITIONS



I joined Baker McKenzie (Bakers) after working for two years in London at a silver circle firm and prior to that, three years with a law firm in New Zealand. After interviewing with various firms in Melbourne, from large national practices to international firms, I decided to join the Transactional Practice Group (TPG) team at Bakers as I wanted continued exposure to global matters and cross-border work which I had enjoyed while working in London. Moving to Melbourne from London, I did wonder how international a law firm based in Australia could really be. However, from day one, the international nature of life at Bakers was evident, which is a strong reflection of Bakers being an organically global firm. I quickly found myself working on just as many (if not more) international and cross-border transactions as I was in London.

## INTERNATIONAL TRAINING OPPORTUNITIES

Within a matter of months of joining Bakers, I found myself in Bangkok at a regional training conference. Lawyers of all levels from the TPG and IPTech teams across the region gathered for three days of training, networking and socialising. The hands-on sessions led by the partners were invaluable and I credit the development of many of my practical skills to those learnt during that trip. The greatest value, however, was the opportunity to meet and connect with colleagues from all over the region. A couple of months later I was off to Bangkok again, this time for the Firm's Asia Pacific Mid-Level Associates' Meeting (APMAM). APMAM brings together new mid-level associates across the region for a series of practical sessions focussed on professional and leadership development. The training I have experienced at Bakers is beyond compare and the international nature of the training really makes Bakers unique among other law firms in Australia.

## M&A CROSS-BORDER WORK

Over the last four or so years at Baker McKenzie, I've had the opportunity to work on a number of high-profile, complex, multi-jurisdictional deals. My work has primarily focussed on private Mergers & Acquisitions (or 'M&A' as it is more commonly known) work, in particular cross-border transactions, which has provided exposure to large sophisticated clients who are innovative and challenging in their deal making. Our TPG team also undertakes public M&A, Capital Markets and Global Reorganisations work and graduates and seasonal clerks who rotate through the group are generally able to experience all of these areas and actively get involved in transactions (not just limited to due diligence!).

What I love about the work is that it's always interesting. I've worked with a diverse array of companies across the globe, from Vietnam to France, and each new company has its own risks and drivers to understand in order to advise them. It is crucial that M&A lawyers understand these risks and drivers, together with their clients' industries, to best undertake work

such as due diligence and drafting of agreements which are key components of a transaction.

I've also had the opportunity to work for some of my clients over a number of years and have developed more specialised knowledge in the sectors in which they operate, which is integral to building strong client relationships. It has also been fascinating to learn about a range of industries such as the industrial and fast-moving consumer goods sectors.

M&A also provides exposure to a full gamut of legal issues. We frequently work with other specialists within the Firm, whether it be our tax colleagues giving advice which impacts on the transaction structure, employment colleagues facilitating the transfer of employees in a business acquisition, or obtaining competition approval to complete a deal.

## THE SOCIAL SIDE (INCLUDING THE FRIENDLY, DOWN TO EARTH COLLEAGUES)

In moving to another country (I'd never lived in Australia before moving to Melbourne), one key aspect I took into consideration - particularly when deciding which law firm I wanted to work with - was the social aspect and the types of people that I'd be working with. I was very impressed in the interview process with the friendliness and down to earth nature exhibited by the partners and since working at Bakers, I can honestly say I have thoroughly enjoyed working with all my colleagues and have made some lifelong friends. I think this is all helped by the international nature of the Firm which means there is often a good number of people working in the office who don't originally call Melbourne home - who are always keen to get out to see/do things! I've found that people at Bakers don't take themselves too seriously too (which can be quite rare in law firms!) and this really feeds into the positive and engaging social atmosphere we have at Bakers. The firm arranges numerous social events throughout the year (lawn bowls, escape rooms, sporting functions (even a run and coffee club) just to name a few) and in particular, in the last year, as we've been transitioning back to the office Bakers has gone all out to arrange weekly lunches, complimentary coffee catch ups and other social functions.

## FINAL NOTE

If you are commercially focussed and enjoy working on challenging, varied work across a range of industries I recommend a career in M&A. And for a dynamic legal career, that will literally take you places and see you working with other like-minded, friendly and engaging people, please come and join our team at Baker McKenzie Australia!

**SAM MOSSMAN**  
Senior Associate  
Baker McKenzie

# LIFE AS A GRADUATE



## AN UNDENIABLE GLOBAL PRESENCE

I joined Baker McKenzie (Bakers) as a seasonal clerk in December 2019, in the Intellectual Property and Tech team - or 'IP Tech' as it is known, and returned to the Firm in 2021 as a graduate.

It was immediately obvious to me that Bakers has a truly unique offering - each of the Australian offices is the perfect size to allow genuine connection and friendship to form, while the network of 76 offices in 46 countries makes fascinating cross-border work a fact of everyday life. The learning curve is steep, and the formal and informal support structures optimise professional development. As a graduate, you will be part of a tight-knit cohort of diverse people with a shared goal - to be leading global lawyers.

## THE GRADUATE PROGRAM

Graduates at Bakers complete three four-month rotations across three different practice groups in the Firm.

My first rotation was in the Corporate Markets team within the Transactional Practice Group. With the support of an exceptional supervising partner, and an incredibly generous associate 'buddy', I had the opportunity to learn from the best, set a strong foundation for my graduate program, and work on major commercial transactions for large multinational clients. I was trusted with the responsibility of coordinating communications across specialist teams in a due diligence process and assisted with drafting transaction documents.

For my second rotation, I was fortunate enough to return to where it all began - the IPTech team. This team is renowned across the Firm for having exciting, cutting-edge work and clients. It is also made up of some of the most welcoming and collaborative people you will meet. The team is highly integrated across all Australian offices which provides the opportunity to work with a variety of people and for some of the largest tech companies in the world. I was primarily involved in the 'technology' part of the team. Tasks included providing advice on data and privacy law and localising foreign agreements. A highlight was coordinating advice from 11 different Asian jurisdictions for the roll-out of a streaming service across APAC.

In my final rotation, I joined the Employment team. This team undertakes a variety of advisory, transactional and litigious work, in areas ranging from anti-discrimination, to workplace health and safety, to modern slavery. The breadth of expertise in the team is second-to-none. You may be asked to research a niche point of law, draft advice on enterprise bargaining agreements, or work on a dispute relating to an unfair dismissal or adverse action. COVID-19 also presented an ever-changing regulatory environment which was an opportunity to play a vital supporting role to senior lawyers and help clients navigate their challenges in real-time.

Life as a graduate in 2021 was not always straightforward. As my cohort and I navigated the hybrid working environment,

and the challenges associated with 'snapping' in and out of lockdowns in Melbourne, we came to rely on our teams, and each other, in a new way. We had to become better communicators, and bring compassion to work each day. The Talent Management and Leadership & Learning teams at Bakers were pivotal in helping us adapt to constantly changing circumstances.

## COUNTLESS OPPORTUNITIES TO GIVE BACK

Bakers prides itself on an excellent pro bono program and has consistently surpassed the National Pro Bono Aspirational Target of 35 hours per lawyer per year. Graduates are especially encouraged to be involved in pro bono work because it often presents a brilliant opportunity to play a leading role in a matter and to up-skill as a result. During my Corporate Markets rotation, I assisted an Indigenous organisation in drafting a new constitution, and worked with our Tax team to preserve their status as a deductible gift recipient and public benevolent institution. I have also volunteered with Refugee Legal, assisting with immigration applications for Afghani refugees following the Taliban's offensive in August 2021. I am currently involved in a project for Global Rights for Women, an organisation that champions women's rights around the world. Bakers lawyers across our network are reporting on the domestic abuse laws in their jurisdictions, and creating an online tool to allow survivors of domestic abuse, and the community and legal organisations that assist them, to understand and compare these laws.

I am also privileged to be part of our BakerWomen committee, which is not only an opportunity to network with like-minded women across different practice groups but with exceptional women outside the Firm. For example, I worked directly with two partners from our Corporate Markets and Construction teams to organise a virtual panel about the 'strategies of women working in traditionally male-dominated fields'. The event was open to clients and staff alike and featured panellists such as a professional company director, a company founder, and an engineer. We also organise numerous social events, coffee catch ups, networking events and keynote speakers as part of the BakerWomen initiative.

## AN UNRIVALLED OPPORTUNITY TO REACH YOUR POTENTIAL EARLY

I am thrilled that I started my career with Baker McKenzie. I have developed exponentially at every stage of the process, and have my dedicated supervisors, mentors and colleagues to thank for this. As I take on the next challenge, as a Junior Associate who has recently 'settled' in the Corporate Markets team, I am very excited to see what the next chapter of life at Baker McKenzie will bring.

## PHILIPPA SUTHERLAND

Junior Associate  
Baker McKenzie





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# GLOBAL EXPERIENCES WITH BAKER MCKENZIE



“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 IPTech, Construction and Corporate teams before settling in the Melbourne IPTech 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 are 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 taste 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 ONE 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.

## IS THIS SOMETHING YOU ARE INTERESTED IN?

Having worked with Baker McKenzie for the past 5 years, it is clear how integrated the Firm is and the enormous benefit 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!

## ROWENA BAER

Associate  
Baker McKenzie

# CLAYTON UTZ

STAY TRUE

## CLERKSHIP REPRESENTATIVE



Danielle Sandys  
Graduate Resourcing Consultant  
careers@claytonutz.com.au  
(03) 9286 6000

## CONTACT INFORMATION



graduates.claytonutz.com/



333 Collins Street, Melbourne Victoria 3000



Brisbane, Canberra, Melbourne, Perth, Sydney



careers@claytonutz.com.au



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## LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

## MENTAL HEALTH AND WELLBEING

Clayton Utz has made mental health a priority as part of our overall health and wellbeing strategy. Our approach has many facets: encouraging our people to have open conversations about mental health, providing access to resources and support, and ensuring we maintain awareness through education, training, and discussion forums in which people can share their experiences.

We have trained over 250 of our people as Mental Health First Aiders and Mental Health Champions, to be mental health advocates and to be a point of contact for mental health concerns among their peers.

We were the first Australian law firm to appoint a dedicated National Mental Health Manager, and we are recognised as a Gold Employer under the Mental Health First Aid (MHFA) Skilled Workplace Program.

Supporting our mental health strategy are robust policies including a Psychological Wellbeing policy, Anti-Discrimination, Sexual Harassment & Bullying policy, Flexible Work policy, a Domestic and Family Violence (DFV) policy, and Fatigue Management Guidelines.

## DIVERSITY WITHIN THE LEGAL PROFESSION

Clayton Utz is committed to diversity and inclusion (D&I) in the legal profession. You can read more here.

As well as our own D&I initiatives, we are focused on bringing about industry-wide change through a range of actions such as:

- gender equitable briefing;
- participating in the Law Firms Managing Partners' D&I initiative;
- participating in large law firm joint projects such as the Cultural Diversity survey (a 2018 initiative);
- participating in the mentoring of law students through a myriad of organisations, and;
- community and pro bono D&I-related work involving the legal sector and disadvantaged communities.

## WORKPLACE BULLYING

At Clayton Utz, we believe everyone has a role to play in preventing and responding to discrimination, sexual harassment and bullying. This is consistent with our firm values and our workplace health and safety obligations to protect each other from harm, including psychological harm.

Our Workplace Code of Conduct and our Anti-Discrimination, Sexual Harassment & Bullying policy (backed by mandatory on-line and face-to-face training) set out of expectations of our partners and employees, and how to raise any concerns.

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

At Clayton Utz, we want our people to feel valued, respected, included and supported. That means creating a work environment that is free from all forms of discrimination, bullying, and sexual harassment.

We have been pro-active in updating our policies, education and training around sexual harassment, and putting in place the right mechanisms to ensure that our people feel safe and supported in raising any concerns. This includes closely following and responding to the Sex Discrimination Commissioner's Respect@Work Report, the Male Champions of Change Report on the topic, as well as legal industry discussion and developments such as the Law Council of Australia's National Model Framework for Addressing Sexual Harassment.

Clayton Utz supported the Australian Human Rights Commission's National Inquiry into Sexual Harassment in Australian Workplaces (the Inquiry that preceded the Respect@Work Report) and we were among the few law firms that agreed to waive non-disclosure agreements (NDAs) to ensure our partners and employees felt empowered to make confidential submissions to the Inquiry if they wished to do so.

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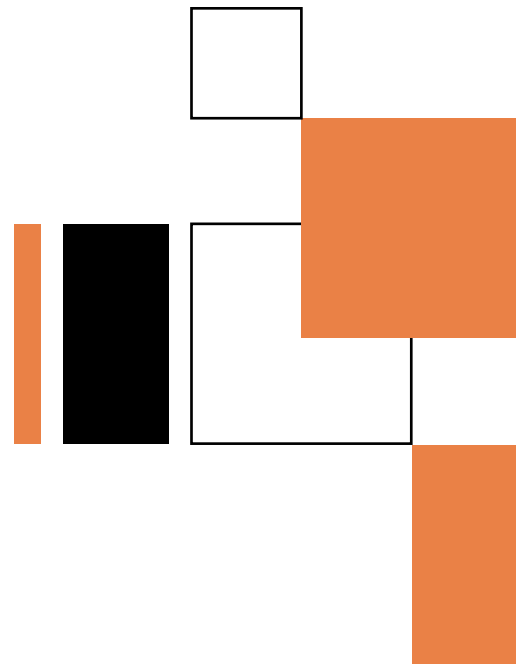
Specific policies, training and education that we have in place:

- An Anti-Discrimination, Sexual Harassment & Bullying policy (backed by mandatory on-line and face-to-face training); a Drug and Alcohol policy; a Gender Diverse and Gender Affirmation policy supporting our commitment to being a gender diverse and inclusive environment.
- A Workplace Code of Conduct which sets out what is acceptable conduct and what is not, what an individual should do if they become aware of unacceptable conduct, and how the firm will respond to and address any concerns raised.
- A Whistleblowing Policy and Whistleblower hotline (delivered by a third party provider) for raising concerns about 'Reportable Conduct' under the policy. The service is available 24 hours a day and offers the option to report concerns anonymously
- Contact Officers in each of our six offices nationally (a role we introduced in 2019), being peers with whom any one of our people can raise workplace issues or concerns.
- Unconscious bias and casual sexism training to help raise and improve awareness around the importance of diversity and managing anti-discrimination in the workplace.
- Employee surveys (lifecycle surveys including when people start with and when they leave the firm, and regular partner and employee engagement surveys) through which people can raise concerns about their workplace experiences.
- Training and practical tools to assist people to become active bystanders in calling out unacceptable workplace behaviour

### ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

We recognise the importance of transparency for students as they move through the clerkship and graduate recruitment process.

Clayton Utz is a signatory to both the LIV Seasonal Clerkship and Traineeship Guidelines 2022. This reflects our commitment to ensuring that all students have a fair and equitable chance to consider all available clerkship and graduate trainee opportunities on a level playing field. We believe this allows students to make informed decisions about how they would like to begin their careers, without unnecessary additional pressures and/or stress.



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# CLERK WITH US

## WHO ARE WE?

Clayton Utz is a proud top-tier Australian law firm. With a genuine commitment to client service, we are trusted advisers to a diverse base of private and public sector organisations.

We advise Australia's top financial institutions, multinational corporations, and state and Australian government departments and agencies. We advise Australian-based clients with a need for help on offshore transactions, and foreign entities who are investing or doing business in Australia. Our independence allows us to pursue whole-business relationships with a range of leading foreign firms, not just one.

With over 180 years' experience of operating in the Australian and global economy for home-grown and foreign clients, we have a track-record of getting the job done well ... and without fuss.

We also act for low-income and vulnerable people who cannot obtain Legal Aid, and the not-for-profits which support them, in more than 1,000 matters each year. Pro bono is a fundamental part of Clayton Utz, and every one of our lawyers, at every level of seniority, is expected to perform pro bono work.

Our key values are trust, respect and cooperation.

## WHAT ARE OUR KEY PRACTICE AREAS?

Banking & Financial Services; Commercial Litigation; Corporate, M&A and Capital Markets; Environment & Planning; Intellectual Property & Technology; Major Projects & Construction; Public Sector; Pro Bono; Real Estate; Restructuring & Insolvency; Tax; Workplace Relations, Employment & Safety

## WHO ARE OUR KEY CLIENTS?

Our client base includes a number of the top 100 Australian companies as well as over 250 Federal and State Government Departments, Agencies.

Furthermore, pro bono is a fundamental part of Clayton Utz. We act for low-income and vulnerable people who cannot obtain Legal Aid, and the not-for-profits which support them.

## WHAT IS OUR FIRM CULTURE?

Staying True to your direction is what defines Clayton Utz. At Clayton Utz, we've built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what your client needs.

Clayton Utz offers support to its employees in a range of different ways, including flexible working arrangements, continuous professional development opportunities and access to employee assistance programs.

## HOW MUCH WORK FLEXIBILITY IS THERE?

Flexibility is an absolute priority at Clayton Utz and a significant proportion of our workforce work under formal and informal flexible arrangements. Our flexible work policy is intended to support mainstreaming flexibility across the firm to attract and retain the best talent. Flexible work is not simply about part-time work and is vital for our employees to be able to balance their unique and changing needs during different life and career stages.

## WHAT MAKES US DIFFERENT?

Clayton Utz is a leading Australian law firm, known for the strength of its independent culture and its confident and engaging approach.

Our culture is what sets us apart. It is founded on the behavioural values of trust, respect and co-operation and our foundation value of highest ethical standards. They underpin everything we do. It affects the way we approach each other and our work, our service to our clients and our community involvement.

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**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	40-50
Number of clerkship positions per intake	20-25
Application open and close dates	Opens: 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	September/ October 2022
Clerkship period dates	21 Nov - 16 Dec 2022 19 Jun - 14 Jul 2023
Rotations	Two-week rotations
Eligibility	The clerkship program is aimed at students who are in their penultimate year of university.

Following submission, students will receive a separate email with a link to complete online psychometric testing via pymetrics as well as an email to participate in a voluntary RARE recruitment survey. Students must complete the pymetrics testing in order for their application to be reviewed.

Once reviewed, all candidates will hear back whether they have been successful or not. Successful candidates will be requested to undertake a video interview, and if selected will be invited to an in person interview with a Partner and a member of People & Development. Before interviews, the candidates have the option to attend an in person cocktail party at the office.

Candidates will be notified on offer day the outcome of their interview.

Please note all in person events will be subject to restrictions.

**THE CLERKSHIP PROGRAM**

The clerkship program at Clayton Utz consists of a 4-week program over summer or winter. Starting with a local orientation, our clerks are set up for success from Day 1 with support around research training, library training and IT training, just to name a few!

During the program, clerks have the opportunity to rotate through two different practice groups that are aligned with their interests. In addition, our clerks are involved in volunteering at one of our Community Connect program partners as well as networking at a range of different firm events.

**HOW TO ACE YOUR APPLICATION**

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

Prospective clerks can stand out in an interview by demonstrating their knowledge of who we are and articulating why they are motivated to join Clayton Utz. Additionally, we like to hear students talk about their desire to work in commercial law and areas of interest in a clear and concise manner. Finally, students who

If you are in your final year of study, please outline in your application why you couldn't complete a clerkship in your penultimate year by answering the relevant question.

International students may apply if they are able to work full time during the program and if they are able to apply for the correct visa entitlements to work unrestricted in Australia once they have graduated. Graduates need to independently attain the correct work visa.

**THE APPLICATION PROCESS**

Students are required to apply online via claytonutz.com/graduates. Students are encouraged to upload a résumé to transfer general information into the application (meaning they only have to check it has been transferred accurately and fill in any blanks), followed by attaching a copy of their academic transcript and answering three questions (in lieu of a cover letter).

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can articulate what their strengths are, using the STAR technique with strong examples, often tend to perform better. Remember, you don't need to always think of a positive example to share with us - even if the outcome wasn't what you were hoping for, explain to us why, and what you learned from the experience!

**WHAT WORK CAN YOU EXPECT?**

Typical activities that clerks become involved in include research tasks, writing and drafting memos/letters, attending court and client meetings, assisting with preparation of matters for hearings and supporting pro bono matters. Each day is varied and often different from the last!

Clerks who are enthusiastic and prepared to give everything a go often stand out. Having a positive attitude and being curious about the work helps showcase your abilities, and ultimately help us (and you!) determine if you're a good fit with us. Clerks who take the time to be inquisitive by asking questions, explore options both autonomously and with their teams, and present practical solutions tend to perform to a high level. Additionally, clerks who take the time to build genuine relationships with their team, clients and other colleagues outside of their immediate teams find they have a better experience and understanding of what a graduate program could look like for them.

**OTHER OPPORTUNITIES AND EXPERIENCES**

Our clerks have opportunities to get involved in various volunteering initiatives, pro bono work, D&I committee meetings and networking events in addition to the rotational clerkship program.

**GRADUATE INFORMATION**

Total number of graduate positions available in Melbourne	15-20
Number of graduates recruited from clerking pool	Generally all graduates will be recruited from our clerkship pool in a given year. However on occasion we will have opportunities available to join directly into the graduate program. Refer to our website for further information on when these opportunities are available, and how to apply.
Application process	Our clerks will be contacted directly to apply for a graduate position. If an opportunity arises to apply for the graduate program directly from the market, we will advertise these opportunities on our website.
Pathways to obtaining a graduate position	Priority offers
Rotations	2 year program, consisting of three 6-month rotations through differing practice groups before settling in one of the practice groups you have rotated through.
Can you defer an offer?	Considered on a case-by-case basis

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# MAJOR PROJECTS AND CONSTRUCTION



I am a lawyer in Clayton Utz's Major Projects and Construction team, which is where I settled after rotating through the team as a graduate. My interest in construction law, particularly at Clayton Utz, was sparked after I took the Construction Law unit at Monash in my final semester.

Clayton Utz's Major Projects and Construction practice is one of the leading construction practices in Australia. The team services a broad range of high profile and tier one clients including multiple Federal and State Government departments, major multinational companies, large contractors and government business enterprises. The firm is particularly well placed to provide a unique insight into what it's like to work with various Federal and State Government departments as the owners of major infrastructure projects.

## WHAT WE DO

The practice group offers both transactional ("front-end") and litigious ("back-end") services. All of our lawyers specialise in one of these areas, but both teams work very closely together in order to achieve the best possible outcomes in both drafting agreements and resolving disputes. As a graduate, I rotated through both teams. While I have settled in the back-end group, my front-end experience has given me an invaluable understanding and appreciation of risk allocation in contracts and the commercial decisions behind certain drafting.

Clayton Utz advises clients throughout the full life-cycle of a project. On the front-end side, this includes tender preparation and review, and the development and implementation of the documentation and arrangements that allow major projects and infrastructure to be built and run. The firm has unparalleled experience in Public Private Partnerships (PPPs), which leverage private funding to build public infrastructure. Many of the roads, railways, ports, courts and hospitals around the State and the country were built under this model. Recent years have seen a greater emphasis on collaborative contracting models, which focus on sharing the burden of delivery risks between owners and contractors so as to promote collaborative behaviours over positional ones. Clayton Utz recently acted for the State of Victoria in closing out the first package of one of the country's largest infrastructure projects, the North East Link. In a world first innovation, this project has combined a traditional PPP funding structure, with a collaborative contracting model. The skills you will learn as a graduate in the team are invaluable. You will help bring together a range of parties to achieve not just a commercial outcome but also an outcome that is for the betterment of the public good.

On the back-end side, you will assist clients with dispute avoidance, claims management and dispute resolution through processes including expert determination, arbitration and the court system. The firm has a deep well of experienced lawyers helping clients navigate complex construction disputes which

often involve a significant amount of technical expert evidence. In the team, you will not only get to work with other lawyers and barristers, but also engineers, consultants, and other industry professionals. Construction disputes often involve areas of law beyond construction law, such as contract, tort, insolvency, and corporations law. These aspects make the work diverse, challenging and exhilarating.

## WHY US?

The work we do is tangible. You will often drive along roads you have provided advice on and walk past buildings where you wrote the contracts or helped solve knotty delivery problems. Seeing and using the tangible outcomes of the work you do around the city and the country is extremely rewarding.

The work is interesting, challenging and team-oriented. Working in the construction team at Clayton Utz provides the opportunity to work with supremely talented lawyers and barristers on a daily basis. This is complemented by the fact that the work is interesting, challenging and often involves large teams of people. There is nothing more satisfying than working on a dispute or contract with a large team and seeing all your hard work and collaboration result in a deal reaching a close or a dispute being determined or settled favourably. Because of Clayton Utz's reputation in the industry, you will gain exposure to some of the most high profile and cutting-edge work a lawyer can do.

Opportunities for secondment. If you want to really get to know our fantastic clients inside and out, many lawyers in the team have the chance to undertake secondments. This helps you to gain a unique insight into the client's perspective, and a much deeper understanding on how best to service them. A secondment opportunity allows you to see and experience firsthand the many opportunities and challenges that our clients face. And it gives you a real sense of the value of the services that we provide as lawyers - which are more than legal.



**YAZMIN JUDD**

Lawyers (Major Projects & Construction)  
Clayton Utz



# STAY TRUE.

Staying true to your direction is what defines Clayton Utz. We've built a culture that's unlike any other law firm, but don't just take our word for it. A good lawyer needs compelling evidence so meet our people and judge for yourself.

[claytonutz.com/graduates](http://claytonutz.com/graduates)

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.



CLAYTON UTZ



# INTERVIEW: WORKPLACE CULTURE



Clayton Utz representatives often get asked: what is the culture like at Clayton Utz?

We asked Isabella Armao (Bella) and Phillipa Cole (Pip) to share their answer to this question with you - and their journeys with Clayton Utz so far.

## WHAT HAS BEEN YOUR JOURNEY AT CU?

PIP: I clerked at CU in December 2019, and then commenced as a graduate in March 2021. I am currently in my third rotation in the Banking and Financial Services team, having already rotated through Major Projects and Construction and Public Sector.

BELLA: I clerked (virtually!) in June 2020, and also started in March 2021 as a graduate with Pip. I am currently on rotation in our Workplace Relations Employment and Safety (WRES) team, following rotations through Restructuring and Insolvency and Commercial Litigation.

## WHY WAS WORKPLACE CULTURE IMPORTANT TO YOU?

PIP: Culture was one of my top priorities when I was looking at different law firms. It sounds cliché, but for me, CU was the first law firm where I felt people really could bring their whole selves to work. I wasn't sure whether I would 'fit in' at a top tier law firm but going to different events like CU's annual Diversity Lecture, made me realise that everyone was extremely down to earth and friendly.

I think this speaks to CU's culture and the relationships between Partners and employees. I have continued to be impressed by how much effort people have made to get to know me. I'm always popping out for coffees with different Partners and lawyers.

My advice would be, come and speak to us! Partners may not always be available, but speaking to lawyers at CU will help you understand our culture in a way that can't be put on the page!

BELLA: Before my clerkships, I didn't completely appreciate the value of a good workplace culture. However, after doing a few clerkships I realised that culture is everything. While you might love the work you do and the clients you work with, it is the culture and people around you that makes you love your job and succeed.

Doing the CU clerkship virtually, I was both surprised and pleased to see how the culture of CU manifested itself even through the screen - everyone was so friendly and approachable. I knew that if I could experience what the culture was like virtually, I could only imagine how good it could be when working in the office. For some of the grad year we were able to work in the office, and it has truly lived up to my expectations.

## WHAT ABOUT CU'S CULTURE IS SO GREAT?

PIP: I think CU's great culture is evident once you meet anyone who works at our firm. There is no 'type' of lawyer who is successful at CU, and everyone has their own unique interests. I can describe countless examples of the friendliness and vibrancy of our office.

During my first rotation, I worked on the largest ever infrastructure deal in Australia, working with a number of different teams across the firm. This showed me how closely everyone works together at CU, and after the deal closed, resulted in a great celebration across the firm!

My team in my second rotation gets together every day to do The Age quiz - this was a great way to get to know everyone and feel connected to my team from while working from home, particularly during lockdown. I have also gotten involved in different activities at CU, including joining CU's mixed social netball team, "Not so Clutzy", which helped me get to know other junior lawyers at the firm. The netball team is open to anyone at CU and has been so much fun!

BELLA: During both the clerkship and graduate program, I have been exposed to interesting work and clients. Though, on top of work, it is the culture that truly stands out.

You might be thinking - what even is culture and how can it stand out? Well, for me the people are at the forefront. Everyone at CU is incredibly approachable and willing to have a chat. There are numerous programs in place to help you with your development as a junior lawyer - this includes a mentoring program (where you are matched with a senior lawyer in another team). When starting in a new team you will have a buddy and supervisor to continuously support you, and the partners are generous with their time to guide you.

Another aspect of CU's culture that I think sets us apart is the commitment and respect everyone has for pro bono work. On average, CU lawyers do the highest pro bono hours of any law firm outside of the USA. Doing pro bono work has allowed me to get to know lawyers in other teams, as well as run my own matters, including appearing at VCAT, liaising with experts and helping determine case strategy.



**ISABELLA ARMAO**  
Lawyer  
Clayton Utz



**PHILLIPA COLE**  
Lawyer  
Clayton Utz

# CV AND SHORT ANSWER QUESTION TIPS



Creating a CV and answering short answer questions can be daunting - what should you include, what should you focus on, and are you answering the question? Here are some helpful tips to frame your CV and short answers.

## YOUR CV

### Be clear, concise and structured.

Your CV is your first impression and although it can be a wonderful way to showcase your life's highlights, ensure that it does not become a dot-point list of every achievement of your school and university career. A well-structured CV will break up your highlights and be easy to read. Use headings and break down your experiences to outline your key work experiences, education and extra-curricular achievements and hobbies.

This may mean that your CV may not have space for some previous experiences, so be picky about what you want to tell the reader. Your CV is a wonderful tool to give a one-to-two-page snapshot of what about yourself you want to tell everyone. Think about the four or five things that are the most important to you and make it absolutely clear what they are. This may mean there isn't space for every achievement, so don't be afraid to be tough and cut things down. This will allow you to create a clear, concise snapshot about you and the skills you bring to your Clayton Utz application.

### Look professional

I remember that this was debated by my friends and family, but in the end, a photo is not necessary for your CV. Instead, focus your attention on how your CV looks. The best CVs give details about what is relevant to you and your application to a

legal clerkship. I focused a lot of my time to make sure my CV looked professional, which meant that I also made sure to the design grabbed attention and showed very clearly what I wanted the reader to know about me. This may mean you should avoid wasting your CV page with details that are not important to your application, such as your birthday or height, and gives space for you to showcase those key qualities that make you a great applicant.

Likewise, double check for typos and spelling mistakes, and make sure that your email address is professional (the same goes for your phone's voice message just in case you miss the call to give you an interview time).

### Pitch yourself!

A CV is no place to be humble - use it as a one page first impression to create a snapshot of you. I made sure that I had four or five achievements and experiences front and centre so that if someone gave my CV a passing glance, they knew everything I wanted them to know. In a lot of ways, your CV should capture your 'personal brand'. I believe this goes to why a professional and well-structured CV succeeds - it paints a picture of who you are and why you should get a clerkship.

Also, don't be afraid to tell us achievements that may not be academic! If you coach basketball, play social sports or are secretly a music prodigy, these details can be just as important to pitch yourself in your CV as well as your academic successes. Some of my proudest achievements have nothing to do with law, but I knew that they were important to me, and I made sure they found a place on my CV.

## SHORT ANSWER QUESTIONS

### Plan, draft and edit

The Clayton Utz short answer questions are open ended and invite you to talk about yourself and your interests in law. It can be easy to write a short response and submit, but please hold off! A rambling or unclear answer to a question undermines the great thing you are trying to say. Plan and draft your answers, then edit them to make them clear and easy to read. Keep your answers simple but be yourself (more about this later!).

I recommend to always plan your answer and write it out, then the next day read them aloud to a friend or family member. Feedback from friends and family can be a great way to hear how someone else reacts to your answer. If I said anything that sounded unclear with my answer or it simply just didn't sound 'right', then it showed that I needed to give it another go to perfect it.

You get a few weeks from the opening of applications to the submissions deadline, so don't be afraid to use that time to draft, edit and re-edit until your answer is perfect!

### Research your interests

Some answers benefit from doing some research about Clayton Utz. Reading clerkship guides, the Clayton Utz website and talking to former or current clerks/graduates can be a great way to find what it is about Clayton Utz that is the firm for you. Tell us what interests you the most about Clayton Utz and why, because we will get a much better impression of you and what you have found in your research.

Is there something about CU's pro bono and community programs that inspires you? Have you read about CU's work in the news recently? Or is there a particular area of law that interests you the most? Researching your short answer question will always benefit your response because it can relate your interests in commercial law and how they can apply to Clayton Utz specifically.

**Be yourself and be genuine**

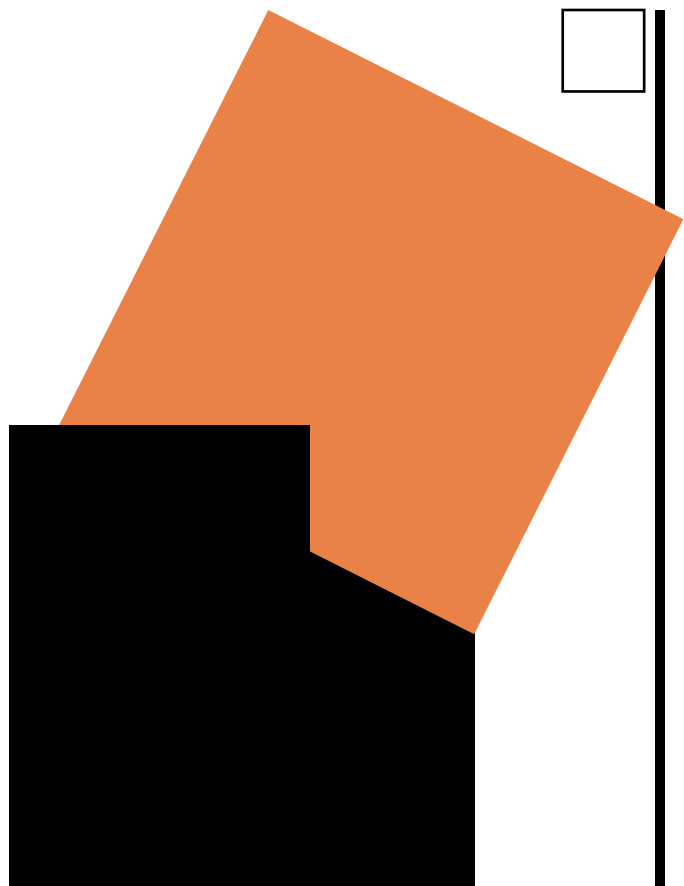
Short answer questions are a great way to get a sense of who you are and get a sense of your values and character. In this way, they can be similar to your CV - so I recommend to keep in mind what you are proud of and what interests you, and find space in your answers to reflect that. It goes without saying that you should answer the question, but also plan out what you believe is your best answer (not necessarily what you think a recruiter wants to read).

An answer that is genuine and gives a sense of your interests and why you would be a great contributor to CU will always succeed over a generic response. Your genuine response will read as authentic and will leave a great impression on the reader.



**JOSEPH MCDONALD**  
Graduate at Law  
Clayton Utz

**CLAYTON UTZ  
GRADUATE PROGRAMS**





# STAY TRUE.

As a junior lawyer, your enthusiasm is in overdrive. Everything is interesting. You have a million questions for everyone. You want to be the best. And for me, I wanted to be the best lawyer and leader I could be.

Right now I'm a corporate and tax lawyer, buying and selling companies, structuring investments and having the occasional battle with the ATO.

So, a little while after I started at Clayton Utz, I joined the social committee. A powerful assembly fuelled by lunchtime pizza-wielding lawyers making important decisions like choosing the Christmas party theme. They knew I liked pizza, but had no idea I was gay. You see, I wasn't out at work yet and this became a genuine source of anxiety for a good two years.

But In May 2015 this all changed...

To listen to Luke's full story, go to:

[claytonutz.com/graduates](http://claytonutz.com/graduates)

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.



WE DO.





## 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.





BE BOLD

### CLERKSHIP REPRESENTATIVE



Emily Desmier  
Campus Recruitment Consultant  
edesmier@gtlaw.com.au  
0427 178 072

### CONTACT INFORMATION



<https://www.gtlaw.com.au/bebold/>



Level 25, 101 Collins St, Melbourne Victoria 3000



Melbourne, Sydney & Perth



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### LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

At Gilbert + Tobin, we know our people are our greatest asset and so we have comprehensive policies and practices in place to care for them. Fundamental to achieving our goal of attracting and retaining the best talent is a commitment to creating an environment that is free from discrimination, sexual harassment and bullying, where everyone is treated with dignity, courtesy and respect and where the mental health and wellbeing of our people is prioritised.

We have a firm wide Diversity Council made up of partners and employees. For 2022, our key areas of focus are cultural + social inclusion, gender, and accessibility. As part of our wellbeing strategy, we have several avenues of support, including:

- Accredited training in 2021 for a cross section of staff from all offices in Mental Health First Aid. In addition to our first aiders, a number of Partners and senior leaders attended mental health awareness training.
- A firm wide wellbeing program, 'Grow + Thrive', that includes sessions on mental health, wellbeing, resilience, financial health and positive leadership - including firm wide learning for RUOK? Day.
- Running national wellbeing events, including 'wellbeing weeks' in each office. Events include free massages, yoga, nutrition seminars, running shoe fit and postural alignment sessions. This year we had a dedicated 'Recode and Reset' training calendar to focus on mindset as well as other positive mental health strategies.
- Measures to monitor the workload and hours of our people and ensuring time in lieu is offered to provide an opportunity to rest and recharge.
- Access to 'Whispli', an external complaints platform which enables our people to submit an anonymous report or concern to the firm.

Managing high volumes of work and tight timelines is an ongoing challenge for our firm and the industry, however our lawyers have been supported with best practice technology to ensure they can work flexibly in meeting these demands. Becoming a leader in flexible

work is an ongoing project for us and a fundamental part of our business strategy. Given the seamless transition to home working during 2020 and 2021, this has enabled continued hybrid working options both in and out of the office.

Annually we run compulsory workplace behaviour sessions for all staff to ensure understanding of our expected behaviours at G+T around harassment and bullying. In addition, we have several workplace policies + training in place to prevent sexual harassment, including an appropriate workplace behaviour policy that covers discrimination, sexual harassment and bullying.

We have a Reconciliation Action Plan (RAP) and are committed to increasing the representation of Aboriginal and Torres Strait Islander Australians at our firm. One of the keyways this is achieved is through our Indigenous Cadetship Program.

We also run cultural awareness training which we find helps to understand Indigenous applicants in particular, avoiding common cultural misunderstandings around body language. In our graduate recruitment processes, we involve a broad cross section of the firm in assessing candidates and our final decisions include Partners from marginalised groups who test the outcomes in regards to cultural and other biases. Our graduate programmes are more diverse in general year on year.

Across the firm we have a strong commitment to diversity and inclusion demonstrated by the fact that:

- We are a Major Partner of the Diversity Council of Australia.
- We have been a WGEA Employer of Choice for Gender Equality since the citation began in 2014.
- We are a Silver Member of the Australia Network on Disability and, through our partnership with them, have employed legal interns.
- We were a founding signatory to the Law Council's Gender Equitable Briefing Policy.
- We support our LGBTIQ+ employee action group called 'OUT' with firm events and networking.

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WATCH: GILBERT & TOBIN  
BOLD BUSINESS AT G&T



In November 2018, we announced a new target for women in partnership of 40% by 2023, with a longer-term goal of gender parity. To support this goal, in 2021 we further enhanced our parental leave entitlements creating flexible paid leave within 24 months for both parents, and return-to-work support. We also increased our paid parental leave from 18 weeks to 26 weeks. We expanded our 'Women's Circle' program nationally and have worked with clients to support the development of their senior women leaders. In support of all staff with parenting responsibilities (which research shows falls predominantly on women), we supported virtual care programmes during the lockdowns in 2020-21 and will continue to offer this as holiday care in the coming year. Our working parents' forums in all offices enable the concerns of this group to be heard and discussed, contributing to improving work and life outcomes for this group at G+T.

ADHERENCE TO LIV CLERKSHIP &  
TRAINEESHIP GUIDELINES

In our internal recruitment processes at Gilbert + Tobin, we adhere to the LIV Clerkship & Traineeship Guidelines when recruiting clerks and graduates. This ensures consistency and fairness for all law students applying for clerkships.



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# CLERK WITH US

## WHO ARE WE?

Gilbert + Tobin is a leading Australian law firm, advising clients on their most significant corporate transactions, regulatory matters and disputes. We provide commercial and innovative legal solutions for ASX 100 leading companies, major infrastructure and services providers, as well as government and public authorities across Australia and around the world.

An international leader in M&A, private equity, capital markets, competition and regulation and technology and digital, we work on complex issues that define and direct the market.

G+T presents a unique opportunity for you to make a name for yourself through the matters and transactions you work on, with personal accountability yet supported by those around you.

As a younger organisation that has built its success on legal excellence and entrepreneurial drive, G+T is energetic and passionate. We are non-bureaucratic and value diversity, individuality, innovation and fun. We have a long heritage of giving back to the community through our Pro Bono practice and corporate social responsibility initiatives.

Joining a firm with an open, entrepreneurial culture makes it easier for you to work closely with the firm's highly talented partners and senior lawyers. This is reinforced by structured mentoring programs, open plan workstations and direct contact with clients.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Banking + Infrastructure
- Competition + Regulation
- Corporate Advisory
- Disputes + Investigations
- Technology + Digital

## WHAT IS OUR FIRM CULTURE?

"Our culture is unique, and at its heart it's a paradox," says Adam Laura, Partner - Corporate Advisory. "It's energetic and proactive, incredibly driven and ambitious - but also

understated, funny and generous. We describe it as being 'smart with heart'."

Our clerks and graduates are often attracted to the firm by the egalitarian, open structure. "Our people have the opportunity to go as far as they want, and we recognise and reward that," explains Adam. "The pace is fast and constant, but you'll get to work on things that interest and stimulate you early in your career. G+T challenges people irrespective of their role - and that pushes you to do and be better."

## WHAT ARE OUR KEY VALUES?

Gilbert + Tobin's vision is to build a truly outstanding law firm, renowned for our commitment to client service and distinctive in our superior team of talented, creative and enthusiastic lawyers. We will foster a vibrant and open culture providing personal and professional growth for all our people. We will live out our responsibility to support our community and contribute to our society.

## HOW MUCH WORK FLEXIBILITY IS THERE?

We have a range of flexible working arrangements and support structures available, including best-practice leave entitlements policies, part-time and job share opportunities and flexible working hours. This includes "leave buy back", which includes up to the equivalent of 2 weeks' additional leave in each financial year. All employees have access to a 'work from home IT kit' to enable greater flexibility in how people manage their personal commitments with the needs of clients. Remote working is important and part of how we operate, we trust our people to use their judgement in regards to where they work. We also have recently introduced flexible public holiday leave, where employees can swap up to 3 public holidays a year.

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WHAT MAKES US DIFFERENT?

Flat hierarchy

G+T's structure is egalitarian with very little hierarchy and bureaucracy. All legally trained employees are referred to as "lawyers". With no formal band structures, lawyers are given opportunities and rewards as early as they are ready to take them, rather than being constrained by their job title. G+T allows its people to tackle new and complex work and to develop quickly, both professionally and personally. This flat structure enables our clerks and graduate lawyers to work directly with more experienced lawyers as well as partners on a variety of matters.

Outstanding pro bono

G+T has always recognised the power of the law to improve the lives of people who are disadvantaged. G+T was one of the first firms to have two pro bono partners in Australia. We are committed to helping clients who don't have access to the justice system or don't qualify for legal aid. Today the practice is the largest in the country, with five full time lawyers, including two partners.

Corporate Social Responsibility

As part of our CSR agenda, we are committed to activities that make a difference within our firm and to the wider community. Our CSR programs focus on three streams - reconciliation, community programs and the environment. Innovation

G+T is built on and thrives on technological disruption. It is in the DNA of the firm. The G+T attitude of embracing innovation has always gone hand in hand with business success. G+T has a comprehensive innovation strategy that brings together the Gilbert + Tobin team with clients and startups to explore better ways of meeting the needs of our clients, new business models and more efficient business processes.

CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	~30
Number of clerkship positions per intake	~10

Application open and close dates	Opens: 9:00am, 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	21 Sep - 12 Oct 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	Our Clerkship Program has one rotation, however you are also allocated to a lawyer from another practice group to facilitate learning about another area of interest.
Eligibility	Penultimate, final year and international students can apply.

THE APPLICATION PROCESS

- Apply via our website
- Submit CV, academic transcript and answer short answer questions (no Cover letter required)
- Complete a Video Interview
- Attend a pre-interview cocktail evening
- One interview with a Partner and a representative from the People team

THE CLERKSHIP PROGRAM

During your time with G+T you'll get a taste of what it's like to work in corporate law. Spending time in one practice group, you will start to understand the mechanics of legal practice through researching legislation and case law,

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preparing and drafting memos, completing research, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. Throughout the program, you'll partake in our customised in-house training program and have the opportunity to contribute to Pro Bono and our Knowledge Management practice.

We intentionally have smaller groups of clerks so that we can really get to know each individual. It is important for clerks to have a great attitude while clerking with us and for them to really immerse themselves in the culture of G+T and soak up all the different opportunities available to them throughout their clerkship. Most of all, don't take themselves too seriously and have fun!

### HOW TO ACE YOUR APPLICATION

While strong university results and academic achievements count, we're also looking for people who align with our firm's culture and values. We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. We also hold ambition, imagination, creative thinking and entrepreneurial spirit in high regard. Our people are collaborative, passionate, but most of all they enjoy what they do and never forget to have fun.

### OTHER OPPORTUNITIES AND EXPERIENCES

All clerks at G+T will participate in a legal transformation activity, which is always a highlight of the program! You can also get involved in book club, futsal and netball. There are often tickets available for AFL games. There are also plenty of opportunities to socialise with G+T staff.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	10-12
Number of graduates recruited from clerking pool	10-12
Application process	Our priority is to recruit through our clerkship process.
Pathways to obtaining a graduate position	Priority offers
Rotations	3 x 6-month rotations

Can you defer an offer?	Considered on a case-by-case basis
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### THE GRADUATE PROGRAM

Graduates commence with the firm in one formal intake in February. As a graduate, you will undertake real work, build relationships with partners, lawyers and clients, and become an integral part of each practice group.

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

The Graduate Development Program is designed to complement the learning attained through Practical Legal Training (firm-funded PLT). You will also undertake Practice-group specific training during your rotations and that will provide invaluable practical and commercial skills to help you transition into practice as a junior lawyer.

Graduates are also eligible for secondments to our Perth and Sydney offices.

Many of our lawyers choose to undertake postgraduate study. G+T offers funding assistance for masters' degrees and other postgraduate courses as part of our ongoing commitment to your continuing education. Each year we also award several scholarships to support our people to study at any educational institution in the world.



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# ARE YOU READY TO BE BOLD?

There's never been a better time to be part of Gilbert + Tobin.

From day one, our flat structure allows you to take ownership of challenging work and cutting-edge projects. Work directly with partners and team leaders – nobody is too important to take time to explain things clearly, or give a helping hand.

Our open and welcoming culture underpins our continued success in Australian corporate law. Through our pro bono practice, we are actively making a difference, every single day.

If you're comfortable being challenged, as well as challenging us on the way we think and operate – you'll fit right in. We're not worried about you being you. We're counting on it.



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



# LIFE AS A GRADUATE



My clerkship journey at Gilbert + Tobin began in 2020 - the year of lockdowns and Zoom cocktail events. I officially joined the firm in 2021 as a paralegal and then as a law graduate. Like many of you, I went through the long winded clerkship process hoping to leave university employed. After countless clerkship applications and three seasonal clerkships, I was faced with the challenging decision of which firm should I start my legal career with. My decision to accept an offer from Gilbert + Tobin was based entirely on the highly rewarding experience I had with the firm during my seasonal clerkship.

## LIFE AS A CLERK TO GRADUATE

I completed my seasonal clerkship with Gilbert + Tobin in the Disputes + Investigation team, which is where I am currently located as a graduate. What stood out to me was that I worked directly with Partners and senior lawyers and did 'real' legal work. The teams at Gilbert + Tobin are lean - graduates and clerks are not relegated to merely being a small cog in a big wheel but are given the opportunity to work directly on matters that are interesting and stimulating. As a snapshot, during my seasonal clerkship I was involved in drafting several memoranda of advice for counsel, preparing draft responses to clients, reviewing submissions, and attending meetings with counsel. As a graduate, I have assumed an even greater level of responsibility. The pace of the team is fast and constant, but incredibly collaborative. Each team has an egalitarian, open structure, which means you can listen in on Partners and you're always in the thick of the action. It is an amazing way to accelerate your learning, as you start to pick up on the nuances of a case or transaction and learn how to interact with clients.

To support you through your journey as a clerk and as a graduate, there is an abundance of assistance. All clerks and graduates are paired with buddies, mentors and a supervising Partner who will guide your development and ensure that you are well fed and caffeinated.

## IT'S NOT JUST ABOUT THE WORK

Thankfully, Gilbert + Tobin has more to offer than great work. The firm truly values and invests in its culture. You can get involved in a book club, futsal, netball and the firm's footy tipping and fantasy football competition. During the gruelling lockdown, the Disputes team organised a bake-off competition, which was judged by no other than... Stephanie Alexander.

The Melbourne office is also very socially active. There are regular Friday night drinks and various social events. A lot of these events are specifically designed to help junior lawyers build their networks. For example, the firm hosts an event called 'Tonic' which is a networking event for lawyers (in which Partners are not invited).

The firm champions individuality and diversity. There is no 'cookie cutter' type and everyone brings their individuality to work every day. I have found it very easy to get to know everyone as the firm's flat structure makes everyone approachable.

## CULTIVATING A MINDSET TO THINK OUTSIDE THE BOX

I must confess that I was always sceptical about the 'innovative' pitch often rolled out by HR at large law firms. However, innovation is a key priority of Gilbert + Tobin and forms part of the firm's energetic, proactive and ambitious spirit.

The firm is constantly building new applications to liberate us from mundane tasks. As a clerk or graduate, you can rotate through the firm's Legal Transformation team, which is involved in prototyping, testing, and developing new innovative tools. As a clerk, you will also receive training on App building and are given the opportunity to develop your very own App with other clerks to present to the firm.

In the Disputes team, 'innovation' can be seen through the approach the firm adopts when advising clients and developing its strategy. Gilbert + Tobin is not a conservative firm, it is renowned for its ability to stay nimble, and to think strategically and outside the box when advising clients. As a result, the firm often attracts work which requires a creative solution. For example, in the Disputes team I am currently working on an exciting and complex test case filed by ASIC, which involves cyber security.

## SOME PARTING ADVICE

Applying for clerkships is an emotional roller-coaster, filled with moments of sheer delight and absolute heartbreak. Some of the clerkship events can feel incredibly artificial - as there is a weird dance between law firms trying to dazzle candidates and law students desperately trying to seek employment to pay off their university debts. Make sure you don't lose track of your own goals, what type of experience you want to have and what type of firm will suit your personality and goals. When in doubt, reach out to lawyers within the firm to get an honest perspective.

Good luck!

**ISABELLA RIEGLER**  
Graduate Lawyer  
Gilbert + Tobin





# BE BOLD BE PART OF THE ACTION

Gilbert + Tobin is a leading transactions, regulatory and disputes law firm, committed to outstanding citizenship. We guide our clients through defining moments in their business and are renowned for our ability to get things done.



We employ a diverse mix of talented and ambitious people who are attracted to the firm because of its entrepreneurial spirit, creative approach and capacity for change. These are the reasons we enjoy a reputation as the most successful corporate law firm to emerge in Australia in many years.

We advise many of Australia's and the world's leading organisations and focus on the most dynamic sectors. Our clients and projects span Australia, Asia and emerging African markets.

Located in the heart of the CBD, the partners and lawyers in our Melbourne office include some of Australia's leading practitioners in:

- + Banking + Projects
- + Competition + Regulation
- + Corporate Advisory
- + Disputes + Investigations
- + Technology + Digital.

If you want to challenge your thinking and stretch your abilities, this is the firm for you. There has never been a better time to be a part of our story and enjoy the stimulating challenge of working with Australia's most innovative corporate law firm.

Find out more at [www.gtlaw.com.au/bebold](http://www.gtlaw.com.au/bebold)



**WE DELIVER ON OUR PROMISE TO PROVIDE REAL OPPORTUNITIES TO ADVANCE YOUR CAREER. WE PROVIDE THE CHANCE TO BE DEEPLY INVOLVED IN INTERESTING, CHALLENGING WORK MUCH EARLIER IN YOUR CAREER, ACCELERATING YOUR OPPORTUNITIES AND EXPERIENCE.**



**DANNY GILBERT,  
MANAGING PARTNER**

# COMPETITION AND REGULATION



Imagine a future where clerkships, law school and grad offers are done. You're chatting at a party and someone asks the big question: "So what kind of law do you practise?"

When you answer: "Competition law", everybody looks confused.

You try to follow that up by explaining: "it's kind of anti-monopoly law" or "it's ACCC kind of stuff", or "Americans call it antitrust law - think Big Oil!", but most look more confused.

Little do they know that Competition + Regulation law is the coolest kind of law.

Whether you're keen to work on complex commercial arrangements, delve into fascinating public policy, or be at the heart of headline-grabbing matters - Competition + Regulation law is the place to be.

For those who have no idea what competition law is (like I didn't) here's a quick rundown. Competition law is based on a fundamental principle that society as a whole benefits where there is competition in markets. The theory goes that competition incentivises businesses to try to out-perform each other to provide the best outcomes to consumers, and to create economic efficiency.

Competition principles are also used to regulate markets where there isn't any effective competition, or markets which may have natural monopolies, so as to limit powerful companies' ability to act without restraint, and to protect fair conditions for customers or emergent competitors.

Competition is also often paired with consumer protection law (you will know the ACL all too well from Obs and Contracts), which enforces fair conditions between market participants and consumers.

In Australia, this is all set down in the behemoth Competition and Consumer Act 2010 (Cth) (or the CCA), and is enforced and regulated by the Australian Competition and Consumer Commission (or the ACCC).

As a competition lawyer, our job is to grapple with the policy and economic principles at the heart of competition law, and apply them in a practical way to the unique circumstances of an enormous (maybe infinite) range of markets in Australia. For me, this has meant applying one set of principles to competition between social media sites, petrol stations, telecommunication providers, beer brewers - among many others!

In practice, the "C+R"-signal will go up in the sky when businesses seek to engage in conduct which will affect competitors, or competition in a related market. Some of the more common circumstances where competition lawyers are called in are:

- mergers and acquisitions, where the ACCC considers the effect of a transaction on competition;
- dealings between suppliers and customers, particularly

where suppliers or customers are also competitors in an upstream or downstream market;

- decisions on pricing of products or services to consumers, or special deals and promotions of products (e.g. conditional discounts); and
- any business activity in concentrated markets (i.e. with few participants, or a group of disproportionately powerful participants).

Competition lawyers will analyse whether what the company is planning to do (or has done) amounts to one of the specific prohibited behaviours. These prohibitions include:

- cartel conduct, where firms who should be competing actually collude in various ways, such as by price-fixing or allocating customers;
- resale price maintenance, where companies restrict others from reselling products below a certain price; and
- various behaviours, if they substantially lessen competition, where parties lessen competition by entering into contracts, arrangements or understandings, by merging with or acquiring another company, by misusing market power, or by engaging in exclusive dealing.

The huge diversity of work tends to be linked by one very common mission: assisting clients navigate the oversight of the ACCC. This can mean everything from working with the ACCC to shepherd a deal through without ACCC opposition, to facing the ACCC in Federal Court, when they have decided to sue under the CCA for one of the types of conduct which breach the competition rules.

At G+T, competition lawyers and grads are expected to work across the breadth of competition practice, which includes acting across merger clearance matters, enforcement matters, disputes and strategic advice to firms on competition law. Because of this, C+R is a rare and fascinating team to be in to grow in both transactional and litigious expertise.

Unlike some other firms, our Competition team is also a Regulation team. In this, "C+R" also assists firms to engage with regulators and regimes specifically designed specifically for certain markets. Examples of this non-competition regulatory work I've worked on include assisting telecommunication companies engage with the ACMA, energy companies engage with the AER, down to providing advice on the regimes requiring licences to sell second-hand cars!

So - when you're at that party in two years time, and you're a hot shot competition lawyer, you can look into those confused faces at the party and give a big smile! You now know there's no more exciting and interesting place to be than in a Competition + Regulation team!

**GUS VIOLA**  
Lawyer  
Gilbert + Tobin



# 10 THINGS WE WISH WE KNEW ABOUT THE CLERKSHIP PROCESS

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## THERE'S NO MAGIC NUMBER

There is no perfect number of clerkships to apply for, as this will change from person to person. You may want to cast a wide net, or you may choose to narrow your focus to a few firms that you're really keen on. Just do what works for you and remember, you only need one.

## USE YOUR NETWORK

Chatting to people at the firm you're applying to will give you a good insight into the work they do, what their clerkship program is like, and give you an overall sense of the firm's culture. A great way to meet people is by attending networking events at uni, but don't be afraid to also reach out to people on LinkedIn for a coffee catch up - the worst they can say is no!

## GET ONTO IT EARLY

Give yourself enough time to not only write your applications but have them reviewed and proofread by someone you trust. Also, be prepared to manually enter every grade you've ever received for multiple firms (and then be asked to upload your transcript) and complete psychometric testing as part of your application.

## TAILOR YOUR APPLICATIONS

Make sure that you tailor every single application. HR can tell when you've copy/pasted your cover letter, and it can sometimes lead to embarrassing errors. Research the firms to understand what matters they've worked on and why that genuinely interests you. You need to be prepared to answer interview questions about your application, so don't just copy someone else's answer.

## BE YOURSELF

The most clichéd advice on this list - but it's true! Prepare as much as you can, but don't recite scripted answers that you think the firm wants to hear. Really try to engage and converse organically with the interviewer and remember that you have to like the firm too! Candidates might be able to keep up a charade for the length of an interview (or maybe a clerkship), but over an extended career this would be exhausting!

## DON'T COMPARE YOURSELF TO FRIENDS

There's no use worrying about what you can't control. Someone having twelve interviews when you have two doesn't lessen your success! Wherever you end up, stay in your own lane and you'll be fine!

## DON'T STRESS ABOUT YOUR GRADES!

We wish this was talked about more! Your work experience, extracurriculars and hobbies will all speak to the kind of person you are. Don't discount these because you wish your WAM was a few points higher. Working as a [sales assistant/bartender/paralegal], volunteering at a [CLC/charity/football club], competing in [mooting/negotiations], or enjoying [bouldering/pilates/netball] on the weekends - whilst also studying law(!!!) - will provide you with plenty of things to talk about in an interview. There's no need to explain why you weren't happy about a grade unless the firm asks.

## GET READY TO ORGANISE YOUR CALENDAR

We won't lie - having even a few interviews will take up a substantial part of your time. Many firms also organise pre-interview cocktail events and coffee catch ups. These are valuable initiatives, but you will likely be balancing these alongside study, booking in and preparing for the interviews themselves and navigating your nerves about this whole process! Try and stay organised, but don't worry - it will end sooner than you think.

## DON'T TAKE REJECTIONS PERSONALLY

Being rejected from a corporate law firm is not a reflection of you as a person. Each interviewer has a different personality, and you are going to get along with some more than others. You don't know what "type" of candidate each firm is looking for, and this can change year to year.

## TREAT IT AS A LEARNING EXERCISE

We had no idea that by the end of this process, we would become experts at writing job applications. It was like completing a winter intensive subject at uni!

### ZOE STATHIS

Graduate Lawyer  
Gilbert + Tobin

### HARRY WAITE

Graduate Lawyer  
Gilbert + Tobin



# WE'RE BIG ON BOLD

Standing up for what you believe in and standing out in the crowd. Having the confidence to take risks and the courage to say no. Trusting in the tradition of embracing innovation. Being adventurous, spirited and unexpected. At Gilbert + Tobin, we believe in being bold.



## WHO ARE WE LOOKING FOR?

The G+T clerkship experience is open to students in their penultimate year of study, as well as final year for our Melbourne and Sydney offices. We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. We also hold ambition, creativity and entrepreneurial spirit in high regard. Our people are collaborative, passionate and dedicated – but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates who will complement our practice groups and don't feel the need to take themselves too seriously.

## WHAT WILL YOU EXPERIENCE?

You will complete a four week clerkship in one practice group in either summer or winter. All clerks are assigned to a supervising partner, mentor, buddy and neighbour to assist with on-the-job training. This is an immediate support network to help smooth the transition from university and assist with your professional development. While your main focus will be corporate work, everyone has the opportunity to assist on pro bono matters, innovation projects and participate in firm-wide activities.

## HOW WILL YOU LEARN?

During the clerkship you'll take part in our customised in-house training, and cover topics such as research, analysis, drafting, developing technical skills, interpersonal effectiveness, teamwork, business development and client orientation. As you progress through your rotations you'll develop invaluable skills and knowledge and gain first-hand experience of our various practice groups. Understanding the mechanics of legal practice through research, drafting memos, attending court and meeting clients will all help to build your confidence. And we'll encourage you to contribute ideas and your own fresh perspective.

## GRADUATE PROGRAM

Our clerkship program is the primary pathway for graduates at G+T, however we also invite interest from graduating students who may have clerked elsewhere or taken up other opportunities in their penultimate or final year of studies. Keep an eye on our website for active graduate vacancies.

## KEY DATES

OFFICE	APPLICATIONS OPEN	APPLICATIONS CLOSE
Sydney	6 June 2022	10 July 2022
Perth	27 June 2022	31 July 2022
Melbourne	4 July 2022	14 August 2022

## CONTACT

### EMILY DESMIER


Campus Recruitment Consultant  
+61 3 8656 3433 | [edesmier@gtlaw.com.au](mailto:edesmier@gtlaw.com.au)



[gtlaw.com.au/careers](https://gtlaw.com.au/careers)

# K&L GATES

## CLERKSHIP REPRESENTATIVE

 Mark Enright  
Manager, Human Resources  
mark.enright@klgates.com  
(03) 9640 4263

## CONTACT INFORMATION

 <https://www.klgates.com/>

 Level 25 South Tower, 525 Collins Street Melbourne VIC 3000

 Melbourne, Sydney, Brisbane, Perth

 <https://www.linkedin.com/company/k&l-gates/mycompany/>

 <https://www.facebook.com/klgatesgraduaterecruitingau>

 <https://twitter.com/KLGates>

## LIV SIGNATORY



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HERBERT  
SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON GEER



# ETHICAL SPONSORSHIP STATEMENT

A strong focus for our firm is in providing a safe working environment which is free from discrimination and harassment as well as maintaining a diverse culture that responds effectively to both the physical and psychological needs of our people.

At K&L Gates, our commitment to providing a safe and enjoyable workplace supported by a range of health and wellbeing initiatives is shared throughout the firm, and driven passionately by our Australian Managing Partner and our Global Managing Partner.

## MENTAL HEALTH AND WELLBEING

It is also recognised that mental health is a major issue within the legal industry so a strong focus has been on ensuring our staff have a broad range of support services and health and wellbeing options available to them. We also provide access to regular education sessions on a range of health and wellbeing topics including topics on mental health.

## ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

K&L Gates adheres to the LIV Clerkship and Traineeship guidelines and we apply a consistent and fair approach to all of our legal recruitment processes. We expect that all of our employees and partners carry out their business and perform their duties to the highest ethical standards whilst maintaining respect for all stakeholders.

## DIVERSITY WITHIN THE LEGAL PROFESSION

K&L Gates is an equal opportunity employer and promotes the safety, wellbeing and inclusion of all people, regardless of background or disability. We acknowledge that diversity within our workforce adds enormous value to our firm and we benefit from the broad depth of skills, knowledge and experience it brings. Our diversity committee is actively involved in a range of initiatives to promote an inclusive workplace where all people are valued and where everyone can make a contribution.

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

We acknowledge that in particular, sexual harassment has been identified as an issue within the legal industry. We ensure that all of our staff attends regular and comprehensive training on this topic and that they are familiar with our Workplace Behaviour policy and our zero tolerance approach to sexual harassment in the workplace.



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# CLERK WITH US

## WHO ARE WE?

K&L Gates is one of the largest law firms in the world with more than 40 offices located in key capital cities and world commercial and financial centres across five continents. Our broad platform offers clients local market knowledge and access to both national and international capabilities. With the combined talent, experience, and resources of nearly 1,800 lawyers, our global reach extends beyond our 4 Australian office locations to assist clients around the world.

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.

We represent a broad array of ASX, Global 500, Fortune 100, and FTSE 100 corporations in nearly every major industry, including consumer, energy, financial services, health care, life sciences, infrastructure, manufacturing, sustainable development, technology, telecommunications and transportation amongst others.

Are you looking for a law firm that really is different? Then join our global community of talented visionaries.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Energy, Infrastructure and Resources
- Finance - Banking and Restructuring & Insolvency
- Corporate - M&A, IT, Health, Capital Markets & Sports
- Asset Management and Investment Funds
- Intellectual Property
- Labour, Employment and Workplace Safety
- Litigation and Dispute Resolution
- Policy and Regulatory
- Real Estate

## PRO BONO

A key component of our firm's success is the focus on corporate social responsibility (CSR). We have pro bono leads who coordinate our work with clients providing pro bono legal support. We also encourage lawyers to undertake over 50 hours of pro bono work.

For example, K&L Gates participated in the Centre for Legal Innovation's inaugural Legalpreneurs Lab Innovation Incubator program with our project 'Tech4Justice'. This was a combined initiative of the Australian Innovation and Pro Bono Committees, which we teamed up with the National Justice Project, Macquarie University and Josef legal technology, to help create a new approach to bringing pro bono support to vulnerable communities.

## WHAT IS OUR FIRM CULTURE?

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. We thrive in an inclusive and socially conscious environment that embraces our diversity and takes a holistic approach to the career evolution of all our professionals, an approach that ultimately enables us to serve clients more effectively. We are all in it together - a global community of entrepreneurs and self-starters. We are nimble and ambitious with a high level of integrity, resolve, and strength of character. Although we take pride in our willingness to run through walls for clients, we also value the importance of laughing with clients, colleagues, or friends. We genuinely enjoy working with each other and for our clients. We expect you to work hard, but we don't want you to be a robot.

## WHAT ARE OUR KEY VALUES?

K&L Gates is one of the largest firms in the world, but it did not start out that way. Over the course of the firm's strategic growth, we have remained mindful of what matters most - serving our clients and treating our people with respect, dignity and care. Here you will find a place where you can shine while being part of a team of highly respected professionals, where you will have access to the tools and resources to help you do your best work, where you will expand your horizons professionally and geographically, and where you will be inspired to make a positive difference for the common good. While we steadfastly maintain the values of our humble roots, our aspirations to be a leading, global law firm are no less important. As our economic world becomes more closely connected, our size and footprint affords us the ability to provide the utmost value in counsel and representation to our clients.

## HOW MUCH WORK FLEXIBILITY IS THERE?

K&L Gates endeavours to assist staff to achieve their personal, family and relationship goals by facilitating flexible work

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arrangement to achieve the optimum balance between work and personal responsibilities. K&L Gates is committed to supporting employees with family or caring responsibilities, including elder and disability care. There is a Flexible Work Arrangement Policy and a Remote Working - Flexibility Within a Framework Policy available to staff.

**WHAT MAKES US DIFFERENT?**

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, and method with passion. We seek and welcome the talents of those from different age groups, genders, identities, races, or cultural backgrounds. These are the threads that make up the fabric of our firm.

**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	~28
Number of clerkship positions per intake	~14
Application open and close dates	Opens: 9:00 AM AEDT 4 July 2022 Closes: 11:45 PM AEDT, 14 August 2022
Interview period dates	August - October 2022
Clerkship period dates	Jan - Feb 2023 (4 weeks) Jun - Jul 2023 (4 weeks)
Rotations	None

Eligibility	We will accept applications from penultimate year students, final year students or graduates. To be eligible for a clerkship you must be able to commence a graduate position in March 2024
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**THE APPLICATION PROCESS**

Applications for our clerkship program should be made online, via our website. Please refer to application dates. Applications should include a cover letter, CV and academic transcript. We will also ask you a few short answer questions as part of our application process. You will experience a two stage interview process with us. Your first interview will be with one of our senior lawyers that are part of our recruitment team, as well as a member of our Human Resources team. The first interview is our opportunity to get to know you and will expand on your application, your interest in K&L Gates and will be a chance for you to get to know us. The second round interview will consist of a group activity. You will work through a series of legal scenarios with a group of candidates and two members from our recruitment team. The group interview is aimed at assessing your ability to demonstrate your analytical skills and to think critically and commercially as well as your teamwork skills (an essential skill for our lawyers!). As part of our second interview, we also host an information session, giving you another opportunity to meet our people and get to know more about life at K&L Gates. Offers for a clerkship role will be made in accordance with the LIV guidelines.

**THE CLERKSHIP PROGRAM**

A clerkship program is the ideal opportunity for you to experience firsthand what it is like to work as a lawyer in our firm. As a clerk you will be embedded into one of our practice areas and be involved in real legal work right from the start, giving you in-depth experience and providing real insight into life as a corporate lawyer at K&L Gates.

Not only will you get to experience what it is like to work in a global corporate law firm firsthand, you will have the chance to enjoy our down to earth culture we are known for. Your

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## PLATINUM SPONSORS

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.

In conjunction with on-the-job experience, we provide formal training. 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.

### HOW TO ACE YOUR APPLICATION

We look to recruit well-rounded, talented people, to provide the opportunities and support for them to achieve their best. It sounds simple, and to us it is. Our aim is to develop commercially orientated and entrepreneurial lawyers. Solid academic results are important but to be a future lawyer in our firm you need to demonstrate talent and skill in a variety of areas.

We are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. We seek out clerks who have a variety of experiences both personally and professionally. We want to see that you have the ability to be able to manage the balance between your university studies, work and personal life. Whilst experience in a legal and/or commercial environment is advantageous, it does not mean that your experience in retail is not! Showcasing these experiences and how they have enabled you to understand the commercial issues our clients face is just as important.

Remember, first impressions really do count, so make sure you consider this when preparing for your interview. BE YOURSELF. Know your CV and application back to front. Be honest in your responses and don't be afraid to ask questions about us that are specific to what you are looking for in an employer.

### WHAT WORK CAN YOU EXPECT?

During your clerkship at K&L Gates, you will benefit from being involved in real legal work. This will include the participation in client and practice group meetings, court visits, research and drafting of advice and general support within one our nine practice areas.

Ideally, you will be involved in pro bono matters. This will be dependent on the nature of the work that is available in the practice area during your clerkship.

## OTHER OPPORTUNITIES AND EXPERIENCES

On top of our commitment to our clients and the legal profession, we are dedicated to working together for the common good. As a clerk, you will be invited to get involved in pro-bono work as well as participate in community, charitable, social and sporting activities. There will also be opportunities to join in on some of the work our Diversity Committee does to create an inclusive, diverse and supportive working environment. We also offer our clerks an interactive, collaborative and fun Hackathon Day. The day encourages innovative thinking, using design thinking principles, to consider new ways of working.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	~12
Number of graduates recruited from clerking pool	~12
Application process	Clerkship pool
Pathways to obtaining a graduate position	Priority Offers
Rotations	As a graduate you will complete 3 practice area rotations which run for four months over a 12 month period.
Can you defer an offer?	Considered on a case-by-case basis

### THE GRADUATE PROGRAM

Our graduate program is designed to give you the technical capability and commercial context to succeed. You will be exposed to a variety of areas of corporate law in all your rotations. Throughout the year you are supported by a buddy, supervisor and mentor. Partners and senior lawyers will support and guide you through each rotation and ensure you get the necessary development. Your buddy—a junior lawyer—will help you transition into your new role.

Your professional development program runs weekly. It combines Practical Legal Training (delivered in-house by the College of Law), with sessions presented by partners, lawyers, external presenters and our professional development team.

You will have many opportunities to be involved in an array of firm events and activities to match your interests, whether they are social, sporting, business or community-focused.

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Maddocks

MinterEllison

Allens & Linklaters

200

Arnold Bloch Leibler  
Lawyers and Advisers

CORRS  
CHAMBERS  
WESTGARTH

Hall & Wilcox  
smarter law

HERBERT  
SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON  
GEER



The background of the advertisement features a silhouette of a person looking through a telescope against a sunset sky. The telescope is mounted on a tripod. In the top left corner, there is a solid orange rectangle containing the K&L Gates logo. A semi-transparent grey box contains the main text of the advertisement.

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).

# TECHNOLOGY, SOURCING AND PRIVACY

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The Australian Technology, Sourcing and Privacy group (or “TS&P”, “Tech Law” or “IT/IP”) at K&L Gates is an exciting and dynamic team led by partners Cameron Abbott in Melbourne and Richard Chew in Sydney. These partners are supported by a team of 8 experienced lawyers split across the Melbourne and Sydney offices, with colleagues in Dallas, Pittsburgh, Portland, Hong Kong and Paris.

The Australian TS&P team acts for a range of clients varying in size and industry. Key industries in which we work include utilities, energy and resources, health, education, government, aged care and insurance. We assist our clients on a range of matters - from providing strategic advice and negotiation assistance on complex outsourcing and technology procurement projects or to how to navigate a remediation or an exit from a troubled project. We also provide advice on managing data breaches under the mandatory data breach notification scheme.

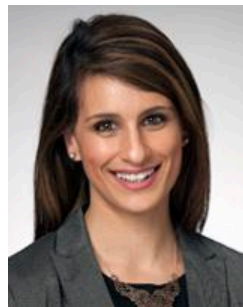
Our team has a collegiate, all-hands-on-deck approach which gives junior lawyers, graduates and seasonal clerks the opportunity to have real and meaningful input into assisting clients. Our group provides a broad range of assistance to clients and members of the team get a wide range of experience very early on in their career. During your time as a junior in our team, you will get exposed to (and involved in) negotiations ranging from a single software licence to an entire procurement project, drafting of various kinds of agreements and licences, and handling clients’ privacy and data security queries. You will also assist in advising on their practices, and helping them assess and respond to data breaches. While our work can often be fast-paced with short deadlines, we always work together to make sure the work gets done, and no one person is left bearing the load.

Graduates and seasonal clerks are involved in all aspects of our practice, and common tasks may include:

- participating in client meetings and teleconferences;
- attending negotiations and assisting in preparing “issues lists” or “playbooks”;
- drafting emails and other short advices to clients;
- drafting privacy policies and collection statements;
- writing blog posts for our CyberWatch website as well as articles for LinkedIn;
- conducting legal research;
- drafting website or app terms and conditions;
- preparing data breach response plans;
- assisting in drafting longer agreements or licences;

- assisting in the development of training materials for delivery to clients; and
- writing presentations on privacy and cybersecurity issues for external use.

There are no university subjects that are a prerequisite for clerking in or rotating through our team - although, an interest in contracts, negotiations, privacy and cybersecurity, or a background in computer science or technology does help. Our practice area is a little different to others as while the stakes can be very high, our clients need to work with their opponents for many years after the deal is done. That doesn’t mean that everyone is always friendly, but it creates quite a different dynamic to other practice areas. If you like being challenged, rapidly developing your drafting skills and working with a team of dedicated but fun lawyers (and a regular puppy visitor!), then our team may just be the one for you.



**ALLISON WALLACE**  
Senior Associate  
K&L Gates





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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.

## OUR PRESENCE

With a strong presence in key capital cities and world commercial and financial centres, we represent a broad array of ASX, 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.

## INNOVATION

We define innovation as change that adds value, making innovation everyone's business.

No matter the innovation, a human-centred approach focuses our efforts on our clients and our people. We produce tailored solutions that consider the outcomes that meet human needs.

Our Australian Innovation Committee cultivates our innovative culture.

## 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.

## DIVERSITY & INCLUSION

We are committed to creating a diverse and inclusive working environment. Our firm wide Diversity and Inclusion Committee focuses on increasing the representation of women in leadership roles, increasing the representation of Asian Australian lawyers and raising LGBTQ awareness and inclusion in the workplace. We are proud members of the Diversity Council of Australia, Pride in Diversity, Asian Australian Lawyers Association and Victorian Women Lawyers.

## 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.

## 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 corporate 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.**

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: [/klgatesgraduate recruiting au](https://www.facebook.com/klgatesgraduate recruiting au)

Check out our brand video on YouTube: [/klgateslaw](https://www.youtube.com/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)

# THROUGH THE EYES OF A JUNIOR LAWYER



As might be the case for some of you reading this guide, my penultimate year at Monash University hit me like a bucket of cold water. While I'd been content studying away at an Arts/Law undergraduate degree, a year of cover letters, networking events and case study interviews had been quietly creeping up on me! Thankfully, the K&L Gates clerkship process was relaxed - apply with the usual cover letter and CV, followed by a casual first round interview with HR and a senior associate or partner, followed by a second round group interview. The group interview wasn't as daunting as it sounds and was more focused on problem solving and teamwork skills than whether you could recite section 191 of the Corporations Act! Ultimately, once those hurdles were cleared, I used my clerkship and graduate year experience (and I think you should too) to properly consider 2 big questions at an early stage of my legal career: (a) what sort of work I wanted to do; and (b) how I wanted to do that work.

## WHAT SORT OF WORK DO YOU WANT TO DO?

Clerking at K&L Gates gives you a nice entrée to what is done in practice. I clerked in commercial litigation, and was pleasantly surprised by the quality of work delegated to me. To be honest, I had expected to be working on blog posts or more run-of-the-mill review work. Instead, I was thrown into client interviews, exciting billable matters (including a client seeking urgent defamation advice over a story airing on national television), calls with overseas clients and colleagues, and several trips to the Supreme Court - remember to take your lunch fork out of your bag before going through the metal detector!

I found this was also the case for my graduate year, during which I underwent 3 rotations in Real Estate, Insolvency and Intellectual Property. During my Real Estate rotation I drafted leases and contracts of sale for property developer clients, helped negotiate with tenants for large commercial landlords and worked niche planning and development matters for local councils. In the Insolvency rotation I was involved in the recovery and sale of a significant manufacturing plant, drafted routine court documents such as forms and affidavits alongside more unique court documents. I also undertook pro bono work during my Insolvency rotation, which is an important part of each practice area at K&L Gates. Finally, in Intellectual Property I helped draft trade mark applications with IP Australia and overseas registries for a range of major Australian and international clients, and compiled court and registry documents for trade mark and domain name enforcement.

I was encouraged to get the most out of each rotation by going out of my comfort zone and taking on work of real substance that allowed me to properly assess where I wanted to focus my career. This is especially helpful if (like me) you finish university with no strong ideas about which sort of area of law would suit you. Perhaps the strongest example of the effectiveness of the rotation program at K&L Gates is that Real Estate was not on my

clerkship preferences initially - but by the end of my graduate year it was my top pick and where I am now happily settled!

## HOW DO YOU WANT TO DO THE WORK?

To help you hit the ground running in both your clerkship and your graduate year, K&L Gates provide intensive in-house training to get you up to speed. Throughout your graduate year you will have access to regular internal technical training sessions run by external and internal experts.

Another important aspect for me, and one of the first things I noticed about K&L Gates, is the social and relaxed atmosphere. Right from the interview process I found the environment was more down to earth than I expected for a large international firm. There was never a moment during my experience as a clerk and graduate where I felt unsupported. From having a junior lawyer as a 'buddy' in every rotation, to being assigned a senior associate mentor for the duration of my graduate year.

Sitting on the other side of a clerkship and graduate year at K&L Gates, I can safely say that any stresses, doubts or concerns I had throughout the process were all worthwhile.



**NICHOLAS FELLOWS**

Lawyer  
K&L Gates



A person in silhouette is looking through a telescope mounted on a tripod. The background is a sunset sky with a gradient from blue to orange. The person is on the left side of the frame, and the telescope is on the right. The text is overlaid on the image in white and orange boxes.

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# BANKING AND FINANCE



K&L Gates has a full-service banking and finance practice advising a wide ranging client base that includes banks, alternative lenders, ASX listed corporates and debt funds. The firm's global footprint enables the team to advise on deals with a cross border element, including capitalising on legal expertise to advise on deals in a more coordinated manner with US lawyers knowledgeable of local markets and Australian law. The group has project finance capability and regularly assists the energy, infrastructure and resources practice with its transactions.

Our team is supported by dedicated partners and special counsel in our Australian offices that advise on the full spectrum of banking and finance transactions, including:

- fund finance, including for private equity and other funds
- property investment and development finance
- project, public-private partnerships (PPP) and infrastructure finance
- corporate finance
- acquisition and leveraged finance
- structured asset finance; and
- financial services and regulatory advice.

Our finance practice in Australia has a reputation for handling large, cross-border and innovation transactions, such as the US\$3 billion subordinated hybrid note issuance by Scentre Group (which has been nominated for Asia Pacific "Deal of the Year" by the International Financial Law Review).

We deal with transactions involving a variety of structures and terms, including secured and unsecured, syndicated, bank club and bilateral, security trust and security management arrangements, intercreditor arrangements, and more complex stamp duty and tax driven structures.

Our team also provides advice on merchant facilities, trade finance, bank guarantees, payment systems regulations and privacy and confidentiality.

A major strength of the team is in handling complex and bespoke mid-market real estate finance transactions. Our experience ranges from land acquisition, development and construction facilities, both at the senior and mezzanine level (often involving complex intercreditor rights) to transactions involving bankruptcy remote vehicles and securitized financing techniques. Our experience extends to all facets of development and investment financing in the commercial property market acting for senior and mezzanine financiers and developers.

Graduates and seasonal clerks are involved in all aspects of our practice, and common tasks may include:

- drafting finance contracts;
- drafting correspondence, including letters of advice and letters of demand;
- drafting pleadings, witness statements and other court documents;
- conducting legal research;
- assisting in the development of training materials for delivery to clients;
- writing eAlerts, research papers and presentations on finance law topics.

To prepare yourself to undertake a graduate rotation or seasonal clerk placement in the Australian Finance team, it would assist if you have completed a finance law subject at university. However, this is definitely not a requirement, and much of the knowledge and skills that make a great finance lawyer can be gained by having an active interest in current affairs and keeping abreast of finance issues that inevitably appear in the press on a daily basis.



**ALAN MACLEAN**  
Partner  
K&L Gates

WATCH: K&L GATES  
K&L GATES IN AUSTRALIA



# KING & WOOD MALLESONS 金杜律师事务所

MASTERY OF THE LAW, FROM ASIA FOR THE WORLD

## CLERKSHIP REPRESENTATIVE



Georgia Bowden  
People & Development Advisor  
georgia.bowden@au.kwm.com  
(03) 9643 5543

## CONTACT INFORMATION



<https://www.kwm.com/au/en/careers/graduates/graduates-australia.html>



447 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Brisbane, Perth, Canberra



[melgraduaterecruitment@au.kwm.com](mailto:melgraduaterecruitment@au.kwm.com)



<https://www.linkedin.com/company/king-and-wood-mallesons/>

## LIV SIGNATORY



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smarter law

HERBERT  
SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON GEER

# ETHICAL SPONSORSHIP STATEMENT

King & Wood Mallesons, as a signatory to the LIV Seasonal Clerkship and Traineeship Guidelines, supports and adheres to the agreed framework and recognises its value in providing consistency and fairness through the legal recruitment process.

## DIVERSITY AND INCLUSION

At KWM, we think of diversity as being the unique differences between people as to how they identify in relation to a range of factors and traits including cultural background, gender identity, sexual orientation, age, caring status, disability status and socio-economic background. We recognise though that having a diverse workforce is only one part of the equation. Inclusion is critical. Inclusion and inclusive leadership empower our people to feel valued, respected, and safe, and unlock the value of their diverse perspectives and skills.

We also recognise that our approach to Diversity & Inclusion has a significant impact on wellbeing, which has driven our focus on prioritising wellbeing for our people. By harnessing a broad range of views, experiences, and ways of working, we improve the wellbeing of our people - empowering them to perform to their fullest potential which strengthens our business, and the legal service excellence we deliver to our clients.

Our diversity and inclusion strategy aligns directly with our 'Great Place to Work and Grow' strategy. Our Great Place to Work and Grow strategy is supported by a framework of foundation initiatives & policies, including: Enhanced focus on wellbeing | Flexible working | Elimination of inappropriate workplace behaviours | Unconscious bias awareness.

Our diversity & inclusion agenda supports our affinity groups & initiatives including: Gender equality & inclusion | LGBTIQ+ inclusion | Cultural diversity & inclusion | Aboriginal & Torres Strait Islander reconciliation & empowerment.

## MENTAL HEALTH AND WELLBEING

At KWM, we consider the mental health and wellbeing of our people, and those we work with across the legal profession, to be an issue of critical importance. Alongside our focus on diversity and inclusion, we also recognise our responsibility for providing a healthy and safe workplace for our people.

We recognise that wellbeing is multi-faceted and holistic, and covers physical and psychological wellbeing, intellectual wellbeing (professional growth) and social connections, interactions, and support. KWM has a range of initiatives that are embedded in the way we do things at KWM at both team level and individual level.

Among the several initiatives that we have embedded to support positive mental health and wellbeing, a few examples include:

- Our KWM Graduate Program includes a Graduate Wellbeing Series, comprising five modules on taking control in uncertainty, emotional literacy as an antidote to uncertainty, mindfulness, receiving feedback well, strengths
- For the duration of their 18-month Graduate Program, our graduates do not have a billable target. This is to reduce anxiety and support them to develop the skills and capabilities they need to be successful in their careers.
- The KWM Practical Legal Training includes an upfront intensive component. This means that our graduates complete a significant proportion of their PLT before commencing the KWM Graduate Program. This is to reduce their overall load during their first rotation. Graduates are paid during their upfront intensive PLT.
- We are a founding member of the Corporate Mental Health Alliance Australia, a business-led and expert-guided alliance which aims to create a culture of good mental health for workers, where everyone

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can talk about mental health without fear of stigma and share good practice. Two of our lawyers are members of the CMHAA Early in Careers Committee and Thriving From the Start network. They will shortly be convening the King & Wood Mallesons Thriving From the Start Network to support the mental health and wellbeing of KWM people who are early in their careers.

- Our COVID-19 response has included a comprehensive focus on wellbeing and has been informed by leading experts across the fields of medicine, science, and psychology.
- Our commitment to flexible working arrangements actively supports a variety of formal and informal flexible working options, accessible to all irrespective of personal circumstances.
- We're smoothing workloads and creating more equal work distribution. Flexible resource planning is a focus for our great place to work and grow priority.
- We're enabling rest and recovery, including through our Time Back Policy and continually monitoring and improving our systems to monitor workloads and wellbeing.

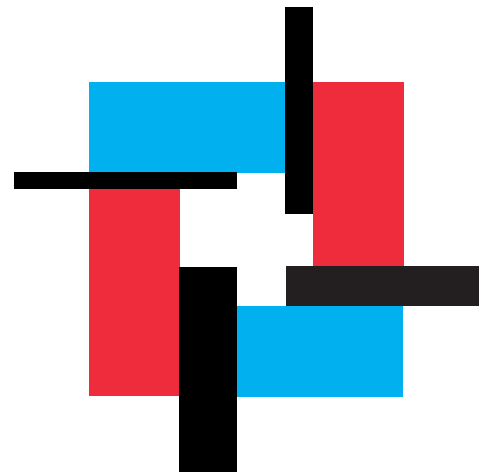
Looking forward, further development opportunities will be made available to our partners, and across the whole firm to increase awareness and understanding of what a fair, safe, and respectful workplace looks like, and to support a "speak up" culture at KWM.

In 2022, we will be offering all KWM people an opportunity to develop their knowledge and ability to be effective and inclusive Allies, and their confidence and capability to be effective Upstanders against inappropriate workplace behaviours.

### ELIMINATION OF INAPPROPRIATE WORKPLACE BEHAVIOURS

We foster a workplace that is fair, safe, and based on respect and integrity. We are taking a very intentional approach to raise awareness around sexual harassment and inappropriate workplace behaviours. Our Equal Employment Opportunity (EEO) commitment is to foster a workplace that is fair, safe, and based on respect and integrity. Inappropriate behaviours such as harassment, sexual harassment, discrimination and bullying have no place at KWM.

We have commenced a comprehensive Respect@KWM program of work, which focuses specifically on KWM's response to preventing sexual harassment and gender inequality, harassment and bullying in the workplace. Our mandatory EEO compliance module is delivered every two years at a minimum across all levels within the firm. In its most recent delivery in 2021, we had a completion rate of 100%.



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# CLERK WITH US

## WHO ARE WE?

King & Wood Mallesons is known for our legal excellence where our people have the opportunity to do challenging and cutting-edge work for market leading clients, in Australia and around the world.

Our global footprint and unique depth and breadth in Asia give our people exciting cross-border and cross-cultural experiences. We enable our people to build their cultural intelligence and international skills by working with each other across regions and collaborating around shared opportunities.

## WHAT ARE OUR KEY PRACTICE AREAS?

Banking & Finance, Dispute Resolution, Mergers & Acquisitions, Projects & Real Estate, Tax

## SOME RECENT DEALS WE'VE WORKED ON

Square on its \$39 billion takeover of Buy Now Pay Later success story Afterpay (Australia's biggest deal of the year)

Woodside on its proposed merger with BHP Petroleum - creating the largest energy company to be listed on the ASX with an anticipated market capitalisation of more than \$40 billion.

Transurban and Sydney Transport Partners consortium of super and pension funds \$10 billion purchase of Westconnex.

## WHAT ARE OUR KEY VALUES?

Across our international firm, we have values that guide us and that we aspire to live up to:

Client centric

Putting our clients (inside and outside the firm) at the centre of everything we say and do

Dynamic and entrepreneurial

We are passionate about challenging the market to create a shared future, together. Bold in our aspirations and confident in our execution  
One team. One firm

Our belief in the power of together delivers the best results for our people, our clients, and the firm. We operate as one family, one firm working collaboratively and supporting each other across all cultures.

Excellence and innovation

We combine quality and creativity, with the ability to get the right results through innovative solutions.

Stewardship

We will build a stronger firm for the future generations by nurturing clients and our colleagues to excel at everything they do.

International perspective

Connecting learning and understanding to open doors and unlock opportunities in our local and international markets.

## HOW MUCH WORK FLEXIBILITY IS THERE?

We fully support our people to work flexibly, and actively foster a culture of trust and autonomy. Decisions around what that flexibility looks like is made at a team and client level, and often involves a combination of time together in the office to collaborate, learn and engage and time at home.

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**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	75-90
Number of clerkship positions per intake	25-30
Application open and close dates	Opens: 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	Mid-September 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	None

**ELIGIBILITY**

Clerkship applications are open to penultimate year law students. To be eligible to apply for our clerkship program, you must be an Australian citizen, or permanent resident or hold, or be able to obtain, all other approvals necessary for you to work for the firm in Australia for the clerkship and the graduate program. By submitting an application, you confirm that you meet, or are reasonably able to meet, the eligibility requirements.

We do accept and welcome applications for the King & Wood Mallesons clerkship program from international students in their penultimate year of their Australian or New Zealand law degree, provided that you have unrestricted legal rights to work in Australia when you commence your clerkship and you are able to apply for a visa to continue to work unrestricted in Australia upon graduation. Graduates are responsible for independently obtaining the correct visa.

**THE APPLICATION PROCESS**

All applications are made through our recruitment system which is accessed via our careers website and are in line with the local law society recruitment guidelines.

In your application, we want to get to you know, we will ask a series of short answer questions, information

on your employment and academic history and any extracurricular activities and volunteering work. If you are applying for clerkships, the application process will also involve completion of an online strengths based assessment.

We hold one round of interviews and you will also have the chance to attend our Clerkship Information Night to meet our people and find out more about life at KWM.

**THE CLERKSHIP PROGRAM**

Clerkships give you a clearer picture of what it's like to be a lawyer at KWM. You'll get to know our people, our work, our culture, practice areas, clients and much more. For many, the Clerkship Program is the first stage of continuous professional development at KWM.

**HOW TO ACE YOUR APPLICATION**

- Intellectual curiosity - to us, intelligence is not measured by your WAM or GPA. We want deep thinkers who seek out information and diverse views to reach a practical and efficient solution to business problems.
- Client centricity - we work in our clients' worlds and partner with them to achieve their business goals. We need people who can stand in the shoes of the client and experience things from their perspective.
- Learning agility - the international legal landscape is changing every day. We need people who demonstrate personal flexibility and an openness to dealing with change.
- Growth mindset - we are growing the international law firm for the future. We look for people who seek out learning opportunities and embrace challenges.
- Teamwork - we operate as one family, one firm working together and supporting each other across cultures. We want people who build relationships and empathise with others

**WHAT WORK CAN YOU EXPECT?**

- We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:
- The day-to-day skills to get you started - taking instructions, drafting memos and documents, managing your practice and professional relationships.

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PLATINUM SPONSORS

- The core practice teams at KWM - who they are, what they do, how they're structured and the clients they work for.
- Our culture - working within your team, you'll be exposed to (and encouraged) to gain an insight into our unique culture.
- Our people - you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.
- You will also participate in a clerkship innovation course which will provide you with fundamental learning on the LegalTech KWM uses.

Rotations	3 x 6 month rotations. Graduates are offered the opportunity to apply to complete one of their rotations either at one of our Pro-Bono partners, clients or in one of our other offices (domestic, Hong Kong or Singapore).
Can you defer an offer?	Considered on a case-by-case basis

OTHER OPPORTUNITIES AND EXPERIENCES

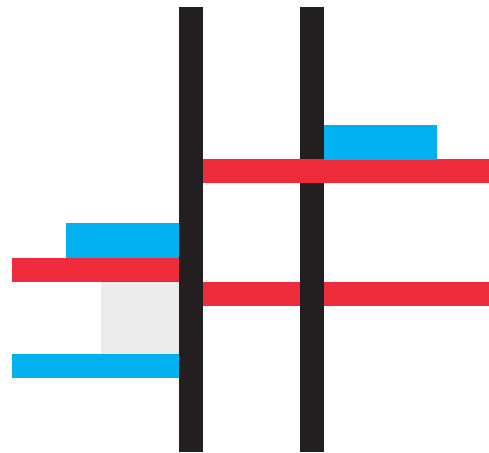
Many graduates tell us one of the main reasons they joined the firm was the people. We work hard together but we also enjoy spending time with each other outside the office. The Melbourne office has social and sporting committees to help organise a wide range of activities for you to enjoy alongside your clerkship - it's a busy three weeks!

GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	25-30
Number of graduates recruited from clerking pool	25-30
Application process	If you're interested in being considered for a priority offer graduate position, we will ask for an updated CV and transcript.
Pathways to obtaining a graduate position	Priority offers

THE GRADUATE PROGRAM

Our Graduate Program complements formal training and development with on-the-job learning through a training schedule aligned to the graduates' six-month rotations. All graduates attend an intensive induction when they join the firm. In each rotation graduates attend a comprehensive Practice Group Induction, specific to their team. All graduates come together again throughout the rotations for the Graduate Series sessions, which build on the foundations covered in Induction. As part of the Graduate Program, we also offer Practical Legal Training (PLT) for our Australian Law graduates. Our KWM Graduates also participate in our Digital Bootcamps, designed to upskill our lawyers of the future across our suite of LegalTech tools.



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# TAKE CHARGE OF YOUR CAREER PATH

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We are redefining what a law firm can be. Working for some of the world's most innovative organisations, our people go beyond the law. They are inventors, designers, and pioneers – translating smart ideas into ground-breaking solutions.

Grow and thrive with KWM.

## WE OFFER

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Culture of innovation, collaboration and high performance.

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Multiple career pathways where you can shape your future.

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World-class training and coaching to unleash your full potential.

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High impact work for the world's leading organisations.

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Relationships that last a lifetime.

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

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# CLERKSHIP PROFILE



## CHARLOTTE KININMONT

SEASONAL CLERK INTAKE: 2020/2021

Area/s of rotation: Competition

University: Monash University

Degree: Arts/Law

### What kind of work did you complete during your clerkship?

In the Competition team I completed a lot of research tasks. This included both traditional legal research and market research to feed into competition analyses. Before the clerkship, the prospect of doing research was super daunting, but the subject matter was so varied, and I wasn't necessarily having to produce full-blown memos each time (which was a relief!).

### What was the application and interview process like?

It was quite arduous, to be 100% honest! As with most other firms, there was a cover letter and a series of short form questions to answer. There was also a short task to complete, which mimicked the kinds of task you'd be given as a clerk. If successful, the next step was a video interview, and then finally an in-person interview. As daunting as that all sounds, don't be put off! The interview itself was very conversational (definitely no curveball behavioural questions) - I think we talked about travel for half of it!

### What kind of support did you receive as a clerk?

There was no shortage of support during my clerkship. Everybody in my team was so generous with their time, walking me through different tasks, difficult concepts or otherwise helping me to problem solve. One grad spent multiple hours with me doing a 'Good Will Hunting' / murder suspect style diagram on one of the break-out room whiteboards as I tried to wrap my head around a discreet research question.

### What is the culture like at KWM?

There's a great culture of knowledge-sharing at KWM. I first had exposure to this during the KWM-Monash clinical externship - Will Heath and Joe Muraca dedicated every Friday for 12 weeks to teaching corporate governance and guiding us through a live corporate governance analysis. I get the sense that everyone wants to teach, and everyone in turn wants to learn.

### Why did you choose King & Wood Malleasons?

I think the main reason was that I just felt at ease when I was at KWM. Everyone was so approachable and willing to have a chat and a laugh. I also felt that the firm was really committed to improving staff wellbeing and ensuring that a career at KWM was sustainable. I didn't want to start at a firm where I would burn out after two years and end up resenting the law.

### What was the highlight of your clerkship?

I was fortunate to do some work on the Square / Afterpay deal. Specifically, I was doing market research to determine whether there might be any competition concerns with the takeover. It was all super confidential at the time and so felt quite cool.

### Do you have any advice to give prospective clerks?

Be enthusiastic and have a go.



# WHAT TO EXPECT AS A GRADUATE AT KING & WOOD MALLESONS



## WHAT WILL YOUR FIRST TWO MONTHS AS A GRAD LOOK LIKE?

### PRACTICAL LEGAL TRAINING (PLT)

In 2022, in a Melbourne-wide first, KWM reconfigured its graduate program by frontloading a significant part of our Practical Legal Training (PLT) into the first month of our time as grads. We completed this month in hybrid form - partly at the College of Law and partly online. After two years of online university, studying and meeting the other graduates in person was a hoot. Although there was more than enough PLT work to keep us busy, the hours were manageable, meaning there was plenty of time to enjoy the Melbourne summer at post-PLT drinks in the afternoons.

This month-long PLT program gave us a great opportunity to get to know all the other grads outside the office environment before we started at the firm - having 20 friendly faces around the office during our first weeks in the office certainly made the experience easier. Knocking a bunch of PLT out of the way early also meant that by the time we started, our PLT workloads were reduced, and we had more time to spend getting involved with work in our practice teams.

### FIRMWIDE INDUCTION

After a month at the College of Law, we moved a block down William St to kick off our Firmwide Induction in the office. The two-week program combined in-person sessions with national online sessions with all of the other KWM grads from around Australia.

In addition to the classic tech, legal writing and time recording training, we had 'coffee roulette' with the 2021 grads, made terrariums for our desks, and participated in a national trivia competition. The firm also provided us with free coffee and lunch every day at Archie's, our café on level 27 where Justin and Annie will know your name and order by your third day at the firm!

During our induction, KWM held the first firm-wide Friday night drinks since Covid-19 began. Held on our very own rooftop terrace, it was a great opportunity to mingle with people from around the firm with a great view (and on the firm's dime). Given most of the firm has been working from home the past two years, the mood around the office has been vibrant with everyone eager to catch-up with new and old colleagues.

In these two weeks the grads also formed the footy tipping and netball committees, respectively responsible for organising the firm-wide tipping competition and Thursday night Malley's Magic netball team.

### PRACTICE TEAM INDUCTION

After six weeks we finally got to carry our terrariums down to our desks and meet our teams for our first rotations. The schedule for the Practice Team Induction differed slightly from team to team, but days for most of the grads involved a few hours of national training sessions every morning or afternoon. These sessions dove into the ins and outs of each practice area, providing us with crash courses on the areas of law we will be spending the next 6 months getting our heads around.

We built on the generalist training courses conducted during the firm induction with practice-specific legal training, covering the key legal and commercial concepts, skills, and procedures relevant to the team.

Between these sessions we were tasked with our first work responsibilities as graduate lawyers. The initial rush of nervous excitement from getting your first task as a graduate is helped by the careful support of your supervisors and other junior lawyers in the team, who are all attuned to your lack of knowledge and experience. As the weeks progress, the flow of work gradually picks up as your team delegates more responsibility and your confidence to complete the work grows.

### CONCLUSION

The first two months as a graduate were a whirlwind of new people, places, ideas, and abbreviations (get used to hearing lots of unknown abbreviations!) But everyone at the firm and the College of Law is incredibly generous with their time and will do everything they can to help and make you feel comfortable.

*Jessica Flatters and George Osti are 2022 Law Graduates in the King & Wood Malleasons Melbourne Office.*



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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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Use this experience in your CV in-line with our policy

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#### IMMERSE YOURSELF IN THE KWM EXPERIENCE



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

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

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



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# LEGAL TECHNOLOGY: WHAT IS IT, AND WHY DOES IT MATTER?



There's no question technology enhances what we do, the way we do it and improves the accuracy of what we deliver each day. But it's not just the obvious technology tools that enable us - the emails, Zoom meetings, Slack messages, and Teams channels. It's the industry-specific ones that are the secret sauce that help us thrive.

Enter LegalTech. The technologies that support lawyers and law firms to do things differently and deliver optimally. In recent years there has been a rolling eruption of technologies launched, and increasingly we are seeing the creation of new ways to solve old problems using emerging technologies combined with new processes.

LegalTech is key to advancement and critical to the industry's digital transformation. This is the future of law. Lawyers now more than ever need to be adept at embracing technologies to augment their specialist expertise.

## SO WHAT?

In short, LegalTech helps us to do what we currently do better, faster and/or cheaper. It also helps us to creatively solve client challenges and builds our knowledge and capabilities for the future.

At KWM, LegalTech is engrained in how we work. We constantly analyse, experiment with and launch technologies and other productivity tools that support our people, improve our processes and enhance our client's experiences. We are a tech-enabled firm that focuses on the growth of our people's digital literacy and their skills of the future.

## HOW DOES LEGALTECH CHANGE THE DAY TO DAY?

Thanks to LegalTech, time-consuming, manual and historically paper based activities are replaced with digitised, auditable, collaborative systems that provide more efficient and transparent communication.

What does this mean for lawyers? It means that technologies remove friction points, boosting productivity and giving time back to focus on the things that matter most. Creatively solving problems, building knowledge, and delivering exceptional outcomes for clients.

Some recent examples of how our LegalTech tools are used in the delivery of client work include:

- Automated processes to generate high-volume, pro-forma documents;
- Online platforms to allow clients and lawyers to track conditions precedents for deals;
- AI tools to review contracts for key provisions or values.

## LEGALTECH, GRADS, AND KWM

"When digital transformation is done right, it's like a caterpillar turning into a butterfly, but when done wrong, all you have is a really fast caterpillar." (George Westerman, MIT Sloan Initiative on the Digital Economy.)

As great as a speedy caterpillar is, butterflies can soar to new heights. At KWM we want our grads to develop into butterflies. To do this, we have a dedicated program that is focused on building the digital literacy and LegalTech proficiencies of our grads - Digital LegalTech Bootcamp.

Our grads are trained across our suite of LegalTech tools and encouraged to test and learn with these new skills. By removing billable targets from graduates, we further support the learning and development of our grads as they build future-ready skills in this formative stage of their careers. KWM graduates are encouraged to pursue their curiosity and develop their confidence to explore different ways of utilising technology to deliver changes that have a positive impact, for themselves, the firm and our clients.

These are just a few of the reasons we regularly feature as a Top Graduate Employer (AFR Top 100 Graduate Employers 2022, Most Popular Law Employer Award winner).

## WATCH: KING AND WOOD MALLESONS DARE TO GROW



# GRADUATE PROFILE



## JONATHAN LE

GRADUATE INTAKE YEAR: 2021

Area/s of rotation: Banking & Finance, Real Estate, Tech Law

University: Monash University

Degree: Bachelor of Laws (Hons) / Bachelor of Commerce (Accounting)

**What skills do you consider important to succeed in your role as a graduate? Is this different to your initial expectations?**

One quality that I think is important to succeeding as a graduate at KWM is being able to show good initiative. It will often be the case that your supervisor will be managing multiple matters at any one time, and may not have the same visibility that you might have over a particular matter. Taking steps to progress the matter (through, for example, preparing a draft email responding to the client's inquiries) even when you're not explicitly told to do so by your supervisor, will help save time and build your supervisor's confidence in you as someone who is able to handle additional responsibility.

**How would you describe the social aspect of the graduate program?**

I found the social aspect of beginning at KWM alongside 21 other individuals to be one of the highlights of the graduate program. Going through the graduate program alongside each other naturally means that we have become a tight-knit group, to the point where we are organising regular catch-ups and events outside of work.

**What kind of training did you receive on the graduate program?**

KWM adopts the "70/20/10" model to learning and development, which means that the training that we have received during the graduate program has manifested in a variety of 'formal' and 'informal' experiences, ranging from learning directly from partners, senior associates and solicitors while working with them on matters through to the more traditional graduate induction sessions we participate in at the start of each new rotation. As a result of KWM's strong emphasis on innovation and technology, the firm has also introduced "graduate digital bootcamps" sessions. I found these sessions in particular to be incredibly useful, as they introduced us to a suite of LegalTech tools that we didn't know existed and how they could be used in practice to make our lives easier.

**What is the culture like at KWM?**

KWM's culture is one of the main things that really attracted me to the firm. Despite the complex nature of the work that the firm does, I found everyone to be down-to-earth, friendly and extremely generous with their time, especially towards juniors. This was the case regardless of seniority, practice area or department.

**Why did you choose King & Wood Mallesons?**

I chose KWM because I knew it would be able to offer a depth and breadth in work that I wouldn't experience anywhere else, by virtue of being the only global law firm headquartered in Asia. KWM's collegiate firm culture was also one of the things that stood out to me when I was going through the clerkship application process. Everyone I met was genuinely interested in my development and that really set the tone for my experience coming into KWM as a seasonal clerk, and later, as a graduate.

**Who would you recommend KWM to:**

I would recommend KWM to someone who wants to be part of a firm that is taking active steps to prepare its employees for the future. The firm's commitment to upskilling its graduates and junior lawyers in the use of legal technology is seriously second to none, and so if you enjoy experimenting with different software platforms to improve ways of working, KWM is the perfect match for you!





# Maddocks

YOUR CAREER BEGINS ON DAY ONE AT MADDOCKS

## CLERKSHIP REPRESENTATIVE



Monica Barrett  
People & Culture Advisor  
monica.barrett@maddocks.com.au  
(03) 9258 3029

## CONTACT INFORMATION



www.maddocks.com.au



Collins Square, Tower Two, Level 25  
727 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Canberra



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# ETHICAL SPONSORSHIP STATEMENT

Maddocks is a signatory to the LIV Seasonal Clerkship and Traineeship guidelines in 2022, which ensures consistency and fairness throughout the legal recruitment process.

We consider a vibrant, diverse and inclusive workforce to be a strategic asset for our business and critical to achieving our vision to be 'a great Australian law firm - engaged and successful'.

Diversity includes gender, ethnicity, culture, language, education, disability, age, family/relationship status, sexual orientation, socio economic background and religious beliefs. Diversity also encompasses the many ways people are different in terms of their life experience, education, job function, work experience, ways of thinking and working, personality, location, marital status and caring responsibilities. We are committed to providing an inclusive, safe and supportive work environment where everyone feels comfortable to be their authentic selves. We strive to achieve equality for all of our people and to provide a culture that celebrates diversity and is respectful of each individual. We want to achieve a workforce that reflects the diversity of our clients and the communities we operate in, which forms part of our commitment to understanding our clients and their needs better than anyone else.

We have a strong commitment to fostering an inclusive workplace. This is encapsulated in our Maddocks Women, Maddocks Pride and Maddocks Culturally and Linguistically Diverse Groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities.

Maddocks has been named as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency every year since 2004. This award is continued recognition that we offer equal opportunity to all our people at Maddocks. We were also named a Bronze Employer at the Australian Workplace Equality Index's 2021 LGBTQ Inclusion Awards for our second consecutive year. We were recognised for the initiatives

we have implemented to create a safe and inclusive workplace for our LGBTQ allies.

Flexible working practices have long been part of our culture. We recognise that work is what people do, not a place where you go. As an employee you will have access to market-leading working and parental leave arrangements.

All partners and staff are entitled to work in a safe environment that is free from unlawful discrimination, harassment (including sexual harassment), bullying, occupational violence and victimisation. All partners and staff are expected to behave in a professional manner in the workplace and treat each other with dignity and respect.

Your wellbeing is our priority. We know that being fit, healthy and happy improves work performance and morale. Our Be Well Work Well initiatives shine the light on ways to keep you happy, healthy and productive. In a high performance culture, feeling a sense of achievement is important and when you're well at work it also means that your time with friends, family and your community will be more enjoyable.

One of the most important parts of Be Well Work Well is the Maddocks Employee Assistance Program (EAP). We partner with the Centre for Corporate Health to deliver our EAP, which is designed to support your health and wellbeing by offering free, confidential counselling to support you and your family when needed.

As part of the Maddocks EAP you will have access to the Resilience Box®, a digital platform with tools, videos, podcasts and online learning modules that you can access at any time to help to support your wellbeing. Flu vaccinations, discounted health insurance, superannuation consultations and an ongoing focus on mental health and wellbeing are just some of the benefits you will receive while at Maddocks.

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# CLERK WITH US

## WHO ARE WE?

Established in 1885, Maddocks is one of Australia's oldest independent law firms. Founded in the boom years of the last 19th century, when gold brought prosperity and architectural grandeur to Melbourne, Maddocks has grown into one of Australia's largest firms. Maddocks now has 84 partners, who work alongside more than 550 people to assist public and private sector clients across offices in Canberra, Melbourne and Sydney.

We offer a wide range of legal services with a focus on areas of specialist expertise and industry sectors where we have built experience and capability. Our particular areas of focus are in the Infrastructure, Development, Education, Government, Healthcare and Technology sectors. We offer specialist legal expertise in the areas of:

- Employment, Safety & People
- Corporate & Commercial
- Government Advisory
- Property, Development and Construction & Projects
- Dispute Resolution & Litigation

Our mission at Maddocks is to make a difference for clients, the communities in which we operate and each other. We are known for our collaborative approach and high service standards, and for being accessible, transparent and responsive to our clients commercial needs. It is why some of our client relationships go back more than 100 years.

We give back to the communities in which we operate through our pro bono program, grants programs for community organisation and our staff volunteering initiatives.

We are committed to attracting the best people and to build a workplace in which all of our people feel they can bring all of themselves to work.

## WHO ARE OUR KEY CLIENTS?

Maddocks works with a diverse client base ranging from medium to large private clients, high net worth individuals and families, ASX 200 companies and all levels of government. We work with our clients to understand their goals and then provide our skills and experience to achieve those goals. Our links with some sectors go back to our very beginnings in 1885. For example, we have worked with Victorian local government since our very first days and have built a reputation as the go-to firm for a range of local government matters, from planning and environment issues, policy and processes through to infrastructure projects.

We continue to have a national focus, leveraging trusted Australian and international referral relationships that support our offices in Canberra, Melbourne and Sydney.

## WHAT IS OUR FIRM CULTURE?

A firm's culture describes how things are done and what is valued in the firm. We are proud of our culture, where all of our people have a vital contribution to make towards the success of the firm and are given opportunities to get the most out of their careers.

Clients are at the heart of everything that we do. At Maddocks, we champion true collaboration between our lawyers, our secretaries and our shared services teams. Unified, skilled teams mean stronger outcomes for our clients.

Flexible working practices have long been a part of our culture. We recognise that work is what people do, not a place where you go. As an employee you will have access to market-leading working and parental leave arrangements.

All of our employees can take advantage of our great learning and development programs, mentoring and networking opportunities. Our people are encouraged to participate in seminars and training programs, with partners dedicated to continuing legal education.

We also run a number of social and sporting activities, from fun runs and triathlons to regular social functions, where everyone is invited to participate.

## WHAT ARE OUR KEY VALUES?

Our values outline the expectations we have for the way we interact with each other, our clients and the community. Our culture is built on a foundation of five core values that are promoted and observed across the firm. These values are:

- Integrity
- Collaboration
- Commitment to doing things better
- Respect for the individual and diversity
- Stewardship

## HOW MUCH WORK FLEXIBILITY IS THERE?

Flexible working practices have long been a part of our culture. We recognise that work is what people do, not a place where you go. As an employee you will have access to market-leading working and parental leave arrangements.

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## PLATINUM SPONSORS

### WHAT MAKES US DIFFERENT?

What distinguishes Maddocks is the diversity of our client base and our people.

Our commitment to diversity and inclusion, and to making a difference in the communities in which we operate, means there are opportunities for you to play a greater role than your everyday role.

Alongside our extensive mentoring program, applicable to all our people, we have a strong commitment to fostering an inclusive workplace. This is encapsulated in the work that is undertaken by our Maddocks Women, Maddocks Pride and Maddocks CALD (Culturally & Linguistically Diverse) groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities for women, LGBTQ and culturally diverse employees and their allies.

We provide pro bono legal services and financial assistance to community organisations and individuals in need. There are opportunities for all of our people to complete pro bono work, assist community groups to receive crucial funding and volunteer with community organisations.

We take the fun of creativity seriously. Law firms need to be constantly evolving, so we train and encourage our people to closely examine the way we work with each other, for our clients and improve by empowering our people to create ideas and drive change.

Clerkship period dates	Starting Nov 2022 (4 weeks) Starting Jan 2023 (4 weeks) Starting Jun 2023 (4 weeks)
Rotations	During the clerkship program you will have the opportunity to rotate through two practice groups of your preference. You will be supported in each rotation by a coordinator and buddy.
Eligibility	We welcome students who are in their penultimate or final year of a combined degree, undergraduate law or the JD. International students are not eligible to apply.

### CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	36
Number of clerkship positions per intake	12
Application open and close dates	Opens: 9:00am, 4 July 2022 Closes: 11:59pm AEDT, 14 August 2022
Interview period dates	Mid-September 2022 (over 2 weeks)

### THE APPLICATION PROCESS

The Maddocks application process involves submitting your CV, cover letter, transcript and responding to short answer questions. We do not require psychometric or other testing. We host an information and networking evening prior to the interview and a networking evening following the interview. Interviews are conducted with a Partner and a member of the People & Culture team.

### THE CLERKSHIP PROGRAM

Our clerkship program is the first step for students seeking graduate positions.

From Day One you will experience what it's like to work at Maddocks. This means you will have challenging, meaningful work, gain exposure to clients, be given a good level of responsibility, work in a supportive and collaborative team and have regular access to our Partners. The training you receive throughout your clerkship will ensure you are thoroughly prepared and ready to get involved in and contribute to client work straight away.

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The program begins with a comprehensive orientation which includes training and development activities. You will also meet the people you will be working with. During the program you will rotate through two practice groups of your preference and be supported in each rotation by a buddy and coordinator. You will receive feedback from Partners and others you work with, and a feedback review at the completion of each rotation. It is important to have fun too, and you will have plenty of opportunities to experience life at Maddocks through a range of social activities.

### HOW TO ACE YOUR APPLICATION

We are looking for talented and ambitious students to join our clerkship program. Students who have well-rounded experience and who not only have a strong academic ability but who also fit within our firm culture and values. Our comprehensive application and recruitment process enables us to get to know our candidates so we can effectively assess their suitability to join Maddocks. The clerkship program is the first step for students seeking graduate positions.

### WHAT WORK CAN YOU EXPECT?

As a seasonal clerk at Maddocks, you will be involved in a variety of work. Some of these tasks can include:

- Drafting correspondence, including letters of advice;
- Conducting legal research and drafting memorandums on novel points of law;
- Assist in the drafting of submissions;
- Drafting affidavits and other court documents;
- Attending tribunals such as VCAT, Supreme Court and assisting with the required preparation; and
- Writing eAlerts and other articles.
- A seasonal clerk can stand out at Maddocks by being your authentic self, being enthusiastic and engaged. It is important to ask questions about tasks and to proactively seek work from a range of lawyers.

### OTHER OPPORTUNITIES AND EXPERIENCES

A seasonal clerkship at Maddocks offers a number of experiences including social activities with graduates, opportunities to join sporting teams and to socialise with a number of partners, lawyers and employees across the firm.

We have a comprehensive orientation program in your first few weeks as clerks which includes;

- Practice team overviews from partners and senior lawyers to learn about each practice team, their clients and the work they undertake;
- Meet the CEO where you can ask any questions about Maddocks, careers for junior lawyers or our strategy for the future;

- Development sessions including; effective business writing, managing your career and building resilience.

Our commitment to an inclusive workplace is anchored in the firm's value of respect for the individual and diversity. Everyone at Maddocks is responsible for creating an inclusive workplace and there are opportunities for you to be involved as a seasonal clerk from Day One with our Maddocks Pride, Maddocks Women and Maddocks CALD employee groups.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	14
Number of graduates recruited from clerking pool	14
Application process	We carefully select our seasonal clerks with the intention that they will become our graduate lawyers.
Pathways to obtaining a graduate position	Priority offers
Rotations	Working at Maddocks will mean access to a range of programs that will allow you to develop beyond the work that you do. To help you find your passion in the law you will rotate through 3 practice teams over the course of the 12 month program, giving you the opportunity to explore different areas of the law and help find the right match for you.
Can you defer an offer?	Considered on a case-by-case basis

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## THE GRADUATE PROGRAM

Our graduate program is the next step in your career at Maddocks. You will be mentored and supported at every stage of your career. This will enable you to develop both your technical legal skills and business acumen on a diverse range of complex and interesting projects.

Working autonomously and collaboratively, you will be supervised, mentored and supported by recognised experts in their respective fields at every stage of your career as it progresses. In addition to completing Practical Legal Training through your enrolment at the College of Law, the firm offers a significant range of outstanding training and development programs and continuing legal education tailored to a wide variety of needs and interests.

You will be allocated a coordinator and buddy during each practice team rotation to help you navigate through your graduate year.

MADDOCKS  
CLERKSHIP AND  
GRADUATE PROGRAM



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# Your career begins on Day One

## Finding the practice area that's right for you

So, you've landed your clerkship and are thinking "okay, now what?". Firstly, congratulations! For those of you who may not yet have an idea of what practice areas you are interested in, or what to preference for your clerkships, my advice would be not to panic. For those of you that do have an idea, or already have specific interests, I would also extend this advice to you.

Throughout your time as a clerk and as a graduate, it is imperative to keep an open mind to all practice areas and any type of work that is allocated to you. Based on my own experience, where I thought I would "settle" based on my clerkship preferences, and where I have actually settled as a lawyer is completely different to what I had initially thought.

There may be some teams or practice areas that you may know little about, and that is perfectly fine. There is no expectation to have a detailed running sheet of all practice teams, with a specific knowledge in all of those areas (you should at the very least, know what areas or sectors the firm practices in).

For me, I settled as a lawyer in the Employment, Safety and People team at Maddocks (**ESP**). During my clerkship, I rotated through the Commercial and Development teams. I chose the Commercial team as that is where I thought I would always settle, with a view to be a front-end lawyer after working in Litigation for the last 10 years. Development was my second preference as it felt a little more familiar (other than litigation) and had little to no knowledge of other practice areas.

During our clerkship, we had information sessions with senior lawyers and partners from each practice area, who provided an overview of their team and the type of work you could expect to be involved in.

I did not have an extensive understanding of what a lawyer in the ESP team did, outside of unfair dismissal claims or drafting employment contracts. After listening to the partner speak, I instantly questioned "why didn't I preference that team" and was intrigued by the kind of work that ESP did. Following that information session, and after my clerkship had finished, I took on Employment Law as an elective at University.

Despite this, I was still convinced I wanted to step away from litigation entirely and would become a commercial lawyer, specialising in Mergers & Acquisitions.

After accepting a graduate position at Maddocks, I was fortunate enough to receive my top 3 preferences: Commercial, Dispute Resolution and Litigation, and ESP. While I thoroughly enjoyed all of my rotations, I soon came to realise that all along I was a back-end lawyer, reigniting my interest in litigious work. Even though it was an area I never saw myself practising in, it was ESP that stole my heart, despite knowing very little about employment law.

Looking back, ESP gave me the compromise of having both front-end and back-end work, ultimately allowing my weeks to be full of variety. The seasonal clerkship program at Maddocks is a fantastic way to get a feel for what life is really like as a lawyer, which as I'm sure you'll come to find, is very different from a text book.

I reiterate that this is why it is so pertinent to keep an open mind, and be open to all tasks that fall across your desk. You may just surprise yourself by how much you enjoy something that you had never turned your mind to; conversely, the same applies for something that you had your heart set on for such a long time only to realise, after that experience, it may not be for you.

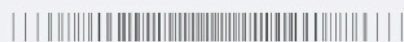
If there is a practice area that you never turned your mind to, consider listing it higher in your preferences as that may just be your calling. Trying something new or outside of your comfort zone is what your clerkship and graduate year is all about, and is certainly a time to embrace all experiences Maddocks has to offer!



**Lyndel David**  
Lawyer  
Employment, Safety & People



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## Your career begins on **Day One**

From Day One you will have challenging, meaningful work, gain exposure to clients, be given a good level of responsibility, work in a supportive and collaborative team and have regular access to our partners.

The training you receive throughout your clerkship will ensure you are thoroughly prepared and ready to get involved in and contribute to client work straight away.

The program begins with a comprehensive orientation which includes training and development activities.

Join our clerkship program and become part of a firm where you're involved from Day One.



Scan this QR code to find out what it's like to work at Maddocks.

# CONSTRUCTION AND PROJECTS



The Melbourne Construction and Projects Team comprises a group of motivated, delightful, engaging, friendly and intelligent lawyers working on some of Victoria's biggest infrastructure projects.

## WHO DO WE WORK FOR?

The Melbourne Maddocks Construction and Projects Team is well known for having the perfect mix of work. We provide legal services to the Government sector, such as Local Government and State Government, Statutory Authorities including Water Authorities and the private sector. We represent Owners of sites, Developers, Contractors and Consultants which means the team has a unique insight into all the challenges each client faces when dealing with an infrastructure project.

## WHAT SORT OF WORK DO WE DO?

The Melbourne Maddocks Construction and Project Team is involved in the whole life cycle of a project.

For example, we:

- draft and negotiate all types of construction and infrastructure contracts for large residential developments, commercial projects such as shopping centres, stadiums, swimming pools and roads and renewables projects including wind and solar farms;
- draft and negotiate consultancy agreements, civil works contracts, facilities management contracts, cost sharing agreements and licences;
- provide advice to clients on building regulation and act in regulatory proceedings; and
- advise clients on the management of claims during a construction and infrastructure project and dispute avoidance; and
- act for our clients in formal disputes including litigation, arbitration, expert determination, mediation and negotiation and statutory schemes including adjudication applications under the Security of Payment Act schemes.

## WHAT WORK CAN YOU EXPECT TO DO AS A CLERK, GRADUATE OR JUNIOR LAWYER?

In the Construction and Projects Team, you will be involved in a wide variety of tasks given the breadth of clients we work with.

Common tasks undertaken in the Maddocks Construction and Projects Team include:

- contract drafting;
- reviewing and amending contracts under negotiation;
- interpreting legislation and policy;
- drafting emails and letters of advice to clients;
- carrying out legal research and drafting research memoranda;
- attending client meetings and legal proceedings; and
- assisting in the development and presentation of training materials to clients.

## BILLY GIALAMAS

Senior Associate  
Maddocks

## NATALIE BURGESS

Senior Associate (Construction & Projects)  
Maddocks



# Your career begins on Day One

We asked Benita Williams and Amelia French, two of our lawyers what advice they would give to students as they prepare their clerkship applications:



1. It doesn't matter how many clerkships you get. Being offered one clerkship is a huge achievement.
2. Applying to firms you have a genuine interest in and spending more time on these applications will be more beneficial than rushing through multiple applications. You are more likely to have a successful application, and clerkship, at a firm that suits you.
3. Whilst you have probably heard this numerous times, and in numerous contexts, it is incredibly important that you be yourself during the clerkship application process. The things that are unique about you will distinguish you from the other applicants, whilst also ensuring that you end up at the right firm for you.
4. Attending networking events to meet people working in the legal industry is very beneficial. These events are great if you want to build connections with law firm representatives and work out whether firms align with your interests.
5. Stay in touch with your fellow University students and start reaching out to anyone you may know working in the industry while you're at University as early as you can. It is amazing how just one person can shape your career in the future, even when you don't expect it!
6. If you can, choose at least one practical law elective at University. Some Universities give students the opportunity to work at their Law Clinics. This experience is invaluable. You will learn a lot of practical legal skills which will complement any other legal experience you may have during your degree and you will build strong relationships with your peers which you will likely have long after you have completed the Clinic!

7. Make an early start on applications. Leaving applications to the last minute may impact on the quality of your application. Each firm's application has different requirements, some only require a resume, cover letter and transcript, whilst others will have aptitude testing and questions, in addition to this, and therefore it will be important to start early.
8. Research what each firm specialises in and tailor your applications accordingly. It's helpful to know which firms focus on the kinds of areas you are interested in. As well as understanding what a firm does, it is important to understand the values of the firm. Whilst a firm wants to make sure you are capable and interested in the work they do, they also want to ensure you will fit in culturally with the firm. Similarly, doing research will help you decide which firm is the right fit for you.
9. Different firms suit different people. Not every firm will want to hire you, and you shouldn't feel like you need to suit every firm! Don't take rejection personally, as you can never be sure what qualities a firm is searching for in its applicants.
10. It is important to remember that there are other many different pathways to becoming a lawyer and the clerkship process is just one avenue to start your legal career.



**Benita Williams**  
Lawyer  
Commercial



**Amelia French**  
Lawyer  
Commercial



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## Your career begins on **Day One**

During Maddocks clerkship program you will rotate through two practice groups of your preference, with support in each rotation from a buddy and coordinator. You will receive feedback from partners and others you work with, and a feedback review at the end of each rotation.

Of course it's important to have some fun too and you will have plenty of opportunities to experience life at Maddocks through a range of social and sporting activities.

Join our clerkship program and become part of a firm where you're involved from Day One.



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# MinterEllison

YOUR FUTURE. YOUR CHOICE. CHOOSE TO MAKE AN IMPACT.

## CLERKSHIP REPRESENTATIVE



Callum O'Connor Cox  
Graduate Resourcing Consultant  
callum.oconnor-cox@minterellison.com  
(03) 8608 2810

## CONTACT INFORMATION



<https://www.minterellison.com/>



Collins Arch, 447 Collins Street, Melbourne VIC 3000



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# ETHICAL SPONSORSHIP STATEMENT

At MinterEllison, our purpose is to create lasting impacts with our clients, our people and our communities. Our culture is built on the foundations of trust, integrity and fairness. We create lasting impacts when we consistently live and work in the MinterEllison Way:

- We build authentic and enduring relationships;
- We deliver excellence without attitude;
- We are curious and innovative;
- We make diversity, in all its forms, central to collaboration;
- We support sustainable ways of working.

Our Board’s strategic Diversity & Inclusion priorities recognise that Diversity in all its forms is central to collaboration and that inclusive leadership capability is the key underpinning of our Firm’s future success. MinterEllison’s Diversity & Inclusion strategy covers the full spectrum of diversity in its broadest sense - Gender Equality, LGBTQ+ Inclusion, Disability Inclusion, Cultural Diversity and Reconciliation. We recognise the importance of intersectionality and consciously work to ensure that those of our people who identify with more than one element of the Diversity & Inclusion agenda are engaged and supported by the programs.

MinterEllison does not tolerate sexual harassment, discrimination, or bullying and has several workplace policies in place as well as mandatory training for all staff in order to address and prevent this kind of behaviour. The Firm also has policies relating to Domestic & Family Violence, Gender Affirmation in the Workplace, Parental Leave, Emergency Childcare and Agile & Alternative Work Arrangements.

MinterEllison is committed to the health and wellbeing of our people and the community, recognising that overall wellness is the cornerstone of sustained high performance. Our health and wellbeing program takes a holistic approach to wellness, by employing a wide range of initiatives designed to equip our people with health, safety and wellbeing strategies. Our people benefit from free gym membership, financial wellbeing information sessions, access to Employee Assistance Programs (also available to their families), and more.

MinterEllison has a comprehensive Learning and Development program, with Firm-wide initiatives at each career milestone designed to build the capability required to support our people to develop to their full potential within an inclusive and collaborative workplace culture. Mental health and wellbeing content included in all our career milestone programs for Vacation Clerks, Graduates, Associates, Senior Associates, new Partners and Business Operations teams. We also provide mental health management training to our Talent team annually.

We appreciate that it is a challenging time for students as they navigate the recruitment process in pursuit of graduate roles, particularly amidst the unusual circumstances resulting from the COVID-19 pandemic this year. We fully support and remain ongoing signatories to the LIV Clerkship and Traineeship Guidelines, which provide consistency and transparency in the graduate legal recruitment process and afford students the opportunity to make an informed decision when choosing between priority offers.



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# CLERK WITH US

## WHO ARE WE?

MinterEllison is Australia's largest law firm providing legal and consulting services through a global network of affiliated firms and associated companies.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Banking and Finservices
- Capital Markets
- Class Actions
- Competition Regulation and Trade
- Corporate
- Dispute Resolution
- Education
- Energy
- Environment and Planning
- Infrastructure Construction Property
- Insurance
- Mergers & Acquisitions
- Real Estate
- Restructuring and Insolvency
- Sustainability & climate change
- Tax and Superannuation
- TMT
- Workplace/Employment

## WHO ARE OUR KEY CLIENTS?

Our work with clients delivers real impact. In a fast-paced, fast-changing business environment, our focus on building authentic and enduring relationships across industries and sectors enabled us to help our clients embrace the opportunities and navigate the challenges in the market.

Some recent work for the firm includes:

- Advising Klarna, one of Europe's largest banks, on its 'buy now, pay later' joint venture with CBA, which increased its equity stake to US\$300m.
- We are a strategic adviser to SingTel Optus on its joint venture with Vodafone for the rollout of the 5G network.
- MinterEllison's Commonwealth Government team has been the long-term legal advisers to the Great Barrier Reef Marine Park Authority (GBRMPA) on the environmentally critical Douglas Shoal Remediation Project.

## WHAT IS OUR FIRM CULTURE?

At MinterEllison, we're driven by a strong sense of purpose. We create lasting impacts with our clients, our people and our communities.

We know, in a world of relentless disruption, we also need to think beyond the law. We're driving digital transformation and embedding a culture of curiosity and innovation. We're investing in adjacent consulting capabilities that enable us to provide seamlessly integrated solutions to our clients. And our people are committed to making a meaningful difference in the communities they live and work in.

## WHAT ARE OUR KEY VALUES?

Our purpose is to create lasting impacts with our clients, our people and our communities. Our partners and staff provide clients with clear, strategic and commercial solutions that create lasting impacts to their business. Our teams collaborate and deliver to our Purpose, and consistently work to embed our values into their everyday actions.

## HOW MUCH WORK FLEXIBILITY IS THERE?

We support a range of flexible and agile working arrangements including part-time, job-sharing, variable start and finish times and working from home. We also offer unpaid leave opportunities for special requirements not covered by our usual leave policies. Typically this may cover study, overseas work experience and judges associateships.

## WHAT MAKES US DIFFERENT?

What is your firm doing about gender equality in the workplace?

At MinterEllison diversity and inclusion is about creating a high-performance culture that values individual contribution, teamwork, innovation and productivity regardless of background, race, ethnicity, disability, gender, faith, sexual orientation or family structures. Inclusion is at the core of our values and we firmly believe our people will be more successful and happier in their careers if they are able to bring their whole selves to work. We are committed to leveraging the advantage of a diverse and inclusive workforce through our Pride Respect & Inclusion at MinterEllison (PRiME) network, and our Innovate Reconciliation Action Plan. In 2020 MinterEllison was proud to be a WGEA Employer of Choice for Women for the 12th year in a row. We were also awarded a Silver AWEI Employer for the LGBTI+ community.

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Is there support for the LGBTI community at your firm?

Our LGBTQ+ inclusion efforts are led by our PRiME (Pride, Respect and Inclusion at MinterEllison) Committee and our Diversity and Inclusion team. In May 2020, we were proud to be named an AWEI Silver Employer and recognised. In 2020 we were the first law firm to have a float in the Sydney Mardi Gras and continued our participation with marchers in this year's Mardi Gras!

We have:

- Partnered with Pride in Diversity to deliver face-to-face LGBTQ+ Awareness & Engaging Allies development sessions (available to all of our people)
- Launched our new Transitioning in the Workplace Policy, which supports our gender diverse and transgender colleagues who are affirming their gender identity. The policy provides 5 additional days of paid leave, as well as other vital support and resources
- Celebrated LGBTQ+ dates of significance with national events across the firm including IDAHOBIT Day, Mardi Gras and Wear it Purple Day
- Provided pro bono legal advice to our long-standing client Sydney Gay & Lesbian Mardi Gras
- Raised funds for LGBTQ+ charities including The Pinnacle Foundation and Minus18

### CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	55-60
Number of clerkship positions per intake	25-30
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jun - Jul 2023
Rotations	We have two rotations on our four week clerkship
Eligibility	Penultimate and final year law students

### THE APPLICATION PROCESS

Keep an eye on our graduate recruitment website: <https://graduates.minterellison.com/> and apply through the above when applications open.

For our application we require a CV, Cover Letter and Academic Transcript. You will also be asked to complete a small short answer as part of your application. We also have a short Games Based Assessment as part of the process as well as a Video assessment.

Here at MinterEllison we also have a two stage interview process for you to meet as many people from the firm as possible.

### THE CLERKSHIP PROGRAM

Our clerkship program is 4 weeks in duration and you will rotate between two teams. You will be allocated to two practice groups during this time, where you will have a Mentor, who is a partner, a Supervisor, who is of Senior Associate or Special Counsel level and a buddy, who tends to be a graduate or junior lawyer. This opportunity to spend two weeks with two different areas of the business is an excellent time for you to get involved in real work and join meetings with your team, as well as participating in a variety of clerkship activities and networking events designed to enable you to get to know our firm and our culture.

### HOW TO ACE YOUR APPLICATION

At MinterEllison we are not looking for people to fit a mould. Academics are just one piece of the puzzle and we recognise the strength that diversity can bring to a team. Work experience, extra-curricular activities, sporting participation, music and travel are all important criteria to us. We want you to bring your whole self to work - individual strengths and diversity are what build our teams up to be the successes they are.

### WHAT WORK CAN YOU EXPECT?

Our clerkship program offers meaningful work experience, structured by a comprehensive orientation program and learning on the job to build both technical skills and commercial knowhow.

During our program you will:

- work closely with partners and lawyers on active matters to meet deadlines
- produce quality and meaningful work
- participate in tangible learning & development activities and
- attend social and networking events

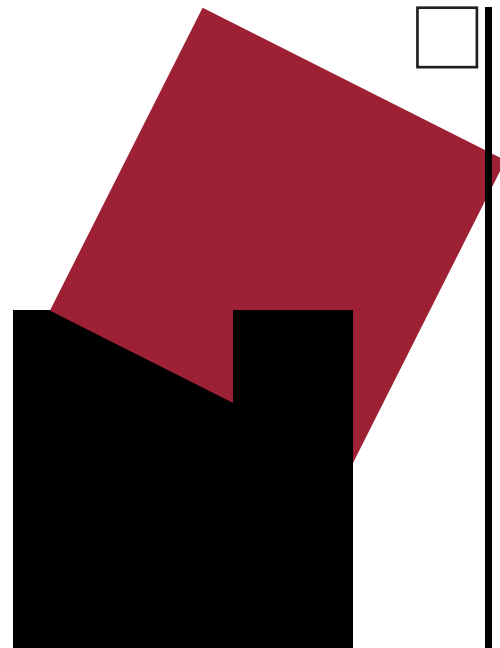
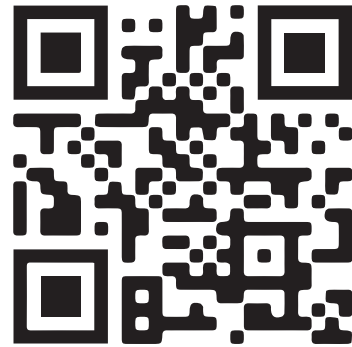
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GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	25-30
Number of graduates recruited from clerking pool	100% of our graduates are hired through our clerking pool.
Application process	There is no separate application process for our graduate program. Those who join our clerkship programs are automatically considered for graduate positions starting the following year.
Pathways to obtaining a graduate position	Priority offers
Rotations	Our graduate program is 18 months in total, split into three 6 month rotations.
Can you defer an offer?	Considered on a case-by-case basis

VIDEO: MINTERELLISON  
GRADUATE RECRUITMENT  
2022



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DISCOVER

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## ASPIRE

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



### Pavan Swamy, Lawyer, Melbourne shares his career journey, hints and tips.

#### Tell us a bit about yourself?

I started at MinterEllison in 2021 as a graduate. I have a Bachelor of Biomedicine (Neuroscience) and previously worked at the Royal Children's Hospital for 9 years in various positions. Whilst working at RCH, I decided to study law on a whim and never had any real intention of practising commercial law until I did my clerkship at MinterEllison in 2019. Happy to say that the universe has taken me on a path I very much enjoy.

#### What rotations have you done?

My first rotation was in the Office of the General Counsel. This rotation is only offered in the Melbourne office and is unique to MinterEllison in general! The team comprises the lawyers for the law firm, and you develop an appreciation for the inner legal and commercial workings of a large corporate law firm. I am currently rotating in the Competition, Risk and Regulatory (CRR) team. Working in this team has allowed me to stay connected with my health and tech backgrounds and to see different perspectives of problems I encountered in my previous working life.

#### What was it that attracted you to MinterEllison?

When applying for clerkships I researched law firms that had an established health law practice (my interest area). Having looked through several law firm sites, I found that Minters had a strong presence in the sector. I then spoke to some friends in the industry about their experience working at or with Minters and it left an impression on me that this is where I wanted to start my legal career.

#### What has been a highlight at work for you?

We worked with the Department of Health (VIC) on Covid-19 Directions and Orders. It was incredible.

#### Do you have any advice for those going through the clerkship process this year?

Be yourself. It is something that gets repeated often, but there is no cookie cutter cut-out of what a law firm is looking for in a clerk/graduate. Everyone brings something unique to Minters and you can see that on display when you walk around the office and chat to people from the different teams.

Be humble and always willing to learn from others. Everyone brings different skill sets to the table. MinterEllison provides numerous formal opportunities to learn, but it's the informal ones that often stay with you.

Be comfortable saying no. An important skill required to be a good junior lawyer is having great time-management skills, which requires you to say no to some tasks or to prioritise the work you already have. Just remember there is often a more palatable way of saying no - you can't always oblige, but you can always speak obligingly!



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?





# TOP TIPS FOR YOUR CV AND COVER LETTER



## TOP TIPS FOR YOUR COVER LETTER

### Know what you are selling

Before you even put pen to paper (fingers to keyboard) you need to decide what you bring to the table. Have a clear idea of 3 - 5 key values, that are the basis of your business case that you will deliver to the organisation. You need to be able to communicate these values clearly and confidently so get comfortable with them in preparation for your interview!

### Yes, it is a letter...

This means you need to address your letter to the dedicated recruiter at the firm. All it takes is a quick review of the Clerkship Guide or a Google search to make sure that your cover letter looks well researched. After you have their name you might even want to look them up on LinkedIn, a little extra knowledge here can be useful down the track.

### Keep it simple

A significant number of great candidates fall down on this section. The clerkship recruitment process is one of the highest (if not the highest) volume recruitment processes that you will ever be exposed to. You need to make sure that the recruiter is able to distil the most pertinent information as fast as possible. A great way to check this is to have someone who has never read your cover letter to look it over, then ask them what they thought were the key takeaway messages.

### Structure, Structure, Structure

Aim to split your cover letter in to three main paragraphs: Initially clarify what role you are applying for and any critical logistical details that are important for the role: "penultimate student, Bachelor of Law etc".

If you are applying to a number of firms this is your chance to tailor your message. Have you interacted with anyone inside the organisation? What specific matters are the organisation working on that resonates with you (and why)?

This last section is your call to action, the goal is to have the recruiter turn the page to read through your CV. It is time to use the key values that you defined earlier and support them with accomplishment statements.

**TOP TIP:** Make sure your cover letter isn't a regurgitation of your CV. Use this Cover Letter as a way to contextualise your current experience into a legal career, in particular a clerkship. How has this previous experience brought you to this career choice? How is it transferable? But, most importantly, what can you bring to the table that makes you stand out in comparison to other candidates?

## TOP TIPS FOR YOUR CV

### What's relevant?

Remember that you don't want your best achievements to get lost in the noise! If your academic achievements list goes back to "Dux of year 6" it's likely time to find some more recent ones! Again a 3 - 5 rule is useful for these areas of your CV and will help make sure the recruiter won't skim over that section and miss that you won the Dean's Award in your second year.

### Professional!

Photos... are unnecessary, as what you look like is not relevant to your ability to do the job and it takes up space that you can use for more useful information. The same goes for other information that we just don't need to know (age, height, marital status etc).

Email addresses should ideally be kept to first and last name or university addresses, this is your chance to update from the email account you signed up to when you were younger. Your voicemail message should also be active and professional.

### Employment entries

These are vital and you need to make sure the recruiter can pick out all the information that they need:

- Organisation and job title (include area ie. Paralegal - Commercial Disputes).
- Clearly defined start and finish dates, along with the number of days you work per week.
- Responsibilities - These are your overarching operational duties (bullet points are good here).
- Development - At this point in your career it is important to list what you gained from that period of employment... What skills do you have now that you did not have when you commenced that role?

References... on request? Outside of a clerkship application "References available on request" is an entirely reasonable entry for this section. However, put yourself in the recruiters shoes and picture gathering referee names and phone numbers for every clerkship applicant (it's a sizable job). We won't make contact with your referee's without checking in with you first, but making things as easy as possible can only work in your favour!

### Keep to one page

This is non-negotiable (and don't try to circumvent the rules by adjusting the margins on your page). You need to be concise when listing your achievements, this may mean being ruthless when cutting out certain entries. Keep it punchy!



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Your choice.  
Choose to make  
an impact.



The biggest impact I want to have as a lawyer is working with our clients to deliver a solution that not only meets their goals now, but also creates long-term, meaningful impacts for the future.”

**Emily Hill**  
Lawyer

MinterEllison is a leading law firm.  
But we think beyond the law.

Why? Because we have big ambitions to grow our firm in a world of relentless disruption. Because now is the time to reimagine the future so that we can create lasting impacts with our clients, our people and our communities.

Never underestimate the power in you to make an impact.







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# ASPIRE

Never underestimate the power in you to make an impact.

This year instead of Careers Fair merchandise we're donating to bushfire and drought relief efforts, as well as non-profits close to our hearts.

**Scan the QR code above to make an impact for one of the following charities**



Together, we can create lasting impacts with our community.

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





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## ASPIRE

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



**Clare McAuley, Lawyer, Melbourne shares her career journey, hints and tips.**

### **Tell us a bit about yourself?**

I commenced as a graduate with MinterEllison in February 2021. I started with the firm as a clerk in the IP Dispute Resolution team, and am now a lawyer in my second rotation of the graduate program. I studied Science and Arts in my undergraduate degree, before studying law as a postgraduate degree.

### **What rotations have you done?**

My first rotation was through the Competition, Risk and Regulatory team which encompasses Competition, front-end IP, Technology, Climate, Energy and Health Industry law. I'm currently rotating through the General Insurance team, which involves advising on and managing litigated claims (predominantly major torts) for large insurers, government agencies and other clients. It has been really valuable getting both front-end and back-end experience in such varied areas of law, and the six-month rotations have really allowed me to get a good sense of the practice areas I've rotated through and the kind of work involved. I have also been involved in ongoing pro-bono work during my time at the firm.

### **What was it that attracted you to MinterEllison?**

The culture. The people at MinterEllison always stood out to me through the clerkship process as friendly, interested, down to earth and supportive. It's a high performing top tier firm, but the working environment is welcoming, and people are always willing to chat. It was important for me to find a firm that had that balance, especially as a junior when everything is new and can be challenging. It was also important to me to have the option of 3 rotations across a broad range of practice areas.

### **Do you have any advice for those going through the clerkship process this year?**

Remember that it's not everything. It's a great opportunity to get exposure to firms and areas of law that you're interested in, but offer day isn't the end of the road. Put yourself out there, be open, and take everything that you can from the experience, but remember that it's just a small part of your legal career. Follow your intuition when it comes to firms, and try to meet as many people as you can so that you can form the best opinion possible.

### **What do you love most about your job?**

I love the variety that a career in legal practice offers - no two matters are ever the same. The work is always stimulating and I enjoy learning about, and seeing the inner workings of areas of work and organisations that you otherwise would never know about. I love that alongside this varied commercial practice there is also the opportunity to work with pro bono clients, which develops an entirely different set of skills and perspectives.

### **What are 3 words you would use to describe MinterEllison as a firm?**

Open minded  
Down-to-earth  
Driven





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## CLERKSHIP REPRESENTATIVE



Manreet Singh  
National Manager - Early Careers  
manreet.singh@allens.com.au  
(03) 9613 8642

Melissa Lim  
Early Careers Consultant  
melissa.lim@allens.com  
(03) 9613 8892

## CONTACT INFORMATION



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



L37, 101 Collins St, Melbourne VIC 3000



Melbourne, Sydney, Brisbane & Perth



[student.careers@allens.com.au](mailto:student.careers@allens.com.au)



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## LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

## DIVERSITY AND INCLUSION

Allens sees enormous strength in the unique backgrounds and life experiences our people bring to the firm. Harnessing the many talents of our people helps us connect with clients, solve complex problems, innovate and attract more great people.

Allens people may have many different stories, but we stand side-by-side in delivering exceptional outcomes for our clients and communities.

Allens' inclusion and diversity strategy focuses on driving inclusive behaviour, transforming practices and structures, and building 'hearts and minds' commitment across a range of pillars, including gender, parents and carers, LGBTQ+, First Nations, cultural and social diversity. We're looking to build on inclusion as a strength, mainstream flexible work and actively support our talented people throughout their careers.

Our inclusion and diversity strategy is supported by the work of our employee networks, Inclusion and Diversity Council, and Culture and Conduct Advisory Board. The four employee network groups actively foster gender, LGBTQ+, cultural and linguistic, and First Nations inclusion.

## MENTAL HEALTH AND WELLBEING

Allens is making the health and energy of our people a front-of-mind, shared priority. We know wellbeing is a combination of mental, physical, emotional and social health factors, and our approach to wellbeing reflects this.

Our wellbeing framework has four key areas:

- Mind: developing healthy minds, encompassing mental health and resilience
- Body: recognising the importance of physical health and fitness
- Culture: appreciating the role of leadership and the impact of our work environment on wellbeing

- Connection: acknowledging the necessity of purpose and relationships that sustain and support us.

Our team-based principles align with this wellbeing framework and promote conscious inclusion. They are purpose and clarity; conversation and connection; care and support; and trust and transparency.

We work to promote wellbeing through a range of initiatives, including a hybrid working approach, offering mental health and resilience training, professional counselling and wellbeing coaching, focus on work allocation and capacity management, gym memberships, flu vaccines, skin checks, healthy catering, carer referral services, and local wellness campaigns such as fitness challenges, yoga, Pilates, stretching and nutritional workshops. We have also appointed an in-house Consulting Psychologist to help us create the right conditions, conversations and actions for ongoing mental health and wellbeing. In addition, each lawyer is assigned a Performance Coach who supports their wellbeing and assists with workload management. Other employees are supported by their managers.

Our focus on mental health and wellbeing was recognised at the 2021 Australian Law Awards with the Excellence in Employee Health & Wellbeing award.

## RESPECT AND FAIRNESS AT ALLENS

We want everyone who works at Allens to have a fulfilling experience, characterised by respect, fairness and equal opportunity. We are saddened that some people across society and the legal profession do not always have that experience, and we are absolutely committed to making our workplace a safe and respectful environment for all our people.

Our Respect and Fairness policy sets out our commitments and expectations for how we work together, and with our clients and stakeholders.. Providing a safe and supportive workplace is critical.

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## GOLD SPONSORS

We value the diversity of our workforce, respect the differences between individuals, and recognise that each person has individual talents and skills to bring to their role.

We have developed a new program called 'Leading a New Standard' to explore culture and conduct at Allens and empower our people to support one another and address problematic behaviours when they occur. We've called it Leading a New Standard to help highlight the leadership role we all play in building and maintaining a safe, inclusive and respectful culture. All employees must also complete online training when they commence and refresher training during their employment.

We are a firm that listens, learns and strives to improve. When we become aware of misconduct, it is investigated swiftly and we work to ensure any action taken is appropriate and takes into account the wellbeing and wishes of the aggrieved person. We encourage our people to speak up if they experience or witness this behaviour. We have multiple escalation channels for anyone to raise a workplace concern, including via our externally-hosted platform 'Elker', which our people can use to share what's on their mind, and get support, advice or action in a simple, confidential way. Our Employee Assistance Program can also help with strategies and advice on how to raise an issue.

### ADHERENCE TO LIV CLERKSHIP AND TRAINEESHIP GUIDELINES

In 2022, we are once again signatories to the LIV guidelines for clerkship and traineeship (graduate) roles and will be strictly adhering to the guidelines. We are mindful of the candidate experience and pride ourselves on keeping our candidates informed at each step of the recruitment process, as well as providing transparency throughout the process and on offer day.

We recognise that recruitment processes can be particularly challenging for some groups including trans and gender diverse applicants, First Nations people, neurodiverse people and people living with disability. We encourage candidates to reach out to Manreet.Singh@allens.com.au if they have any questions on our process: your wellbeing and experience – particularly during this process—is vital.



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# CLERK WITH US

## WHO ARE WE?

Allens is a leading international law firm with offices across Australia and Asia:

- Australia: Brisbane, Melbourne, Perth, Sydney
- Papua New Guinea: Port Moresby
- Asia: Hanoi, Ho Chi Minh City

We are one of the largest law firms in Australasia and are celebrating our 200th anniversary in July 2022. Allens has approximately 864 legal staff including around 152 partners working in the region. Allens specialises in handling complex and difficult transactions that require exceptional legal, negotiation and project management skills.

Allens has some of the world's longest ongoing client relationships, stretching back almost 170 years. We work with many of the world's leading organisations - including 55 of the world's top 100 companies and more than 75 of Australia's top 100 companies.

We bring lawyers from different teams together to provide a wide range of expertise and experience across seven practice groups. We're also business partners as well as lawyers. This means we're committed to understanding sector-specific commercial challenges as well as legal requirements.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Banking & Finance
- Competition, Consumer & Regulatory
- Corporate
- Disputes & Investigations
- Intellectual Property
- Projects & Development
- Tax

## WHO ARE OUR KEY CLIENTS?

In 2021, we worked alongside our clients on some of the largest, most complex and urgent transactions and disputes in Australia, including:

- Advising and representing Crown on several matters related to its Australian casino operations, including issues relating to anti-money laundering and counter-terrorism financing (AML/CTF) compliance, AUSTRAC engagement and financial crime issues
- KKR, Ontario Teachers' Pension Plan Board and Public Sector Pension Investment Board's \$5.2 billion acquisition of Spark Infrastructure
- Oil Search's \$22 billion merger with Santo

- AusNet's proposed \$10.2 billion acquisition by Brookfield
- AustralianSuper's \$1.9 billion investment in Optus Tower
- Salesforce in obtaining ACCC clearance on its US\$27.7 billion acquisition of Slack Technologies
- Morgan Stanley Infrastructure Partners' \$3.3 billion PEXA initial public offering
- Morrison & Co and Future Fund consortium's \$2.8 billion investment in Telstra's InfraCo Towers
- Vocus Group's \$3.5 billion acquisition by Macquarie Infrastructure and Real Assets and Aware Super
- Multiplex's successful bid to deliver the \$5.3 billion Western Sydney International Airport Terminal
- Multiplex's successful close of the \$1.5 billion New Foothscray Hospital Project

## WHAT IS OUR FIRM CULTURE?

Shaping the future is in our DNA - whether it's helping our clients see around corners and take advantage of new opportunities; fostering growth and opportunity so our people can thrive, make a difference and be their very best; or contributing to the development of sustainable, diverse, equitable and just communities where everyone is recognised and included.

Continuing to shape the future means committing to a truly purpose-led culture, built on values that reflect who we are, where we've come from and who we want to be.

## WHAT ARE OUR KEY VALUES?

- Driven by excellence
- Eyes on the horizon
- In it together
- Courageous and creative
- Fostering greatness

## HOW MUCH WORK FLEXIBILITY IS THERE?

Flexible work is for everyone at Allens. Our hybrid working principles recognise there is no 'one size fits all' approach to flexible work, instead promoting choice, balance, trust, accountability and change. We empower our people to work in a way that balances their needs and preferences with those of the team and our clients.

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**WHAT MAKES US DIFFERENT?**

Shaping the future is in our DNA - whether it's helping our clients see around corners and take advantage of new opportunities; fostering growth and opportunity so our people can thrive, make a difference and be their very best; or contributing to the development of sustainable, diverse, equitable and just communities where everyone is recognised and included.

Continuing to shape the future means committing to a truly purpose-led culture, built on values that reflect who we are, where we've come from and who we want to be.

**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	~85-95
Number of clerkship positions per intake	~28-32
Application open and close dates	Opens: 9:00am, 4 July 2022 Closes: 11:55pm, 14 August 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	As a clerk, you will be allocated to one practice group for the duration of the program which will show you the type of work we do and the range of clients we work for.
Eligibility	Applications are welcomed from penultimate and final year law students, including international students provided you have the relevant working rights in Australia.

**THE APPLICATION PROCESS**

- An online application - you will need to provide us with a copy of your CV, cover letter, academic transcript and other supporting documents, such as your visa if applicable.
- Rare (optional component)- an optional recruitment survey that helps us to increase diversity in our workforce. The Contextual Recruitment System uses your educational, socioeconomic and personal information to provide us with a more complete picture of your background. It allows us to better understand your achievements, and the context in which they have been gained, beyond what we may see on your resume. The CRS is a 'screen in' tool, not a 'screen out' tool - candidates can provide as much or as little information as they would like to and under no circumstances are candidates ever marked down for supplying or not supplying this information. The P&D team are the only people who see the data and it is treated with the strictest confidence.
- Assessment - all applicants are required to complete an strengths based online assessment, through Cappfinity. You'll be presented with a series of scenarios that you are likely to encounter as a lawyer at Allens, and asked to indicate how you would respond in those situations. The assessment is not timed and you can complete it at your own pace. Upon completion, you will be provided with a development report, which indicates your strengths in light of the assessment, along with any development areas. The assessment is used as an additional data point in the screening process.
- Pre-interview cocktail event (Allens Insider Access).
- One interview

You will be allocated a junior lawyer to act as your buddy throughout the recruitment process.

**THE CLERKSHIP PROGRAM**

Allens offer clerkship programs in each of our Australian offices. In Melbourne, we offer two summer and one winter clerkship programs each year, coinciding with university holidays. The program is designed to give students first-hand exposure to life as a lawyer at Allens. Our clerks get involved in real work as soon as they arrive and have the opportunity to work alongside our highly-experienced lawyers. You will be allocated a dedicated supervisor, performance coach and buddy to support you and help you grow. We view our clerkship program as a stepping stone as we recruit the majority of our graduates from this program.

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## HOW TO ACE YOUR APPLICATION

Allens are proud that there isn't an 'Allens' type. We know that diverse perspectives help solve complex problems, strengthen teams and enrich client relationships.

Ultimately, we are looking for students who are driven and ambitious, not only about the law, but have interests outside their university life and career. If you can demonstrate your ability to balance priorities, and exhibit that you're a dedicated budding commercial lawyer, we would love to hear from you.

And finally, as cliché as it sounds, be yourself. Allens value authenticity. We want to work with clerks and graduates who value this too; we believe you're able to build better relationships if you are true to yourself.

## WHAT WORK CAN YOU EXPECT?

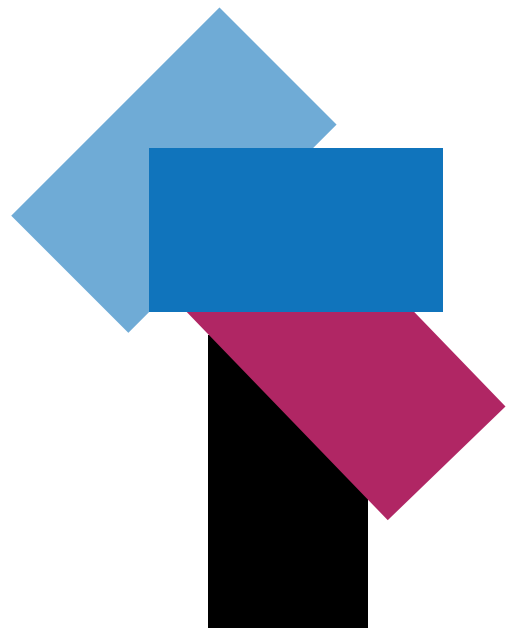
Our clerks' daily responsibilities are similar to those of a junior lawyer. They include but are not limited to drafting memos, attending court hearings and client meetings.

While we celebrate our differences, it's important to understand what unites us. The following attributes contribute to Allens' success and are what our people have in common:

- **Initiative:** a curious mind is vital. The more adaptable you're able to be and the more energy you bring with you, the more you'll get out of a career at Allens.
- **Excellence:** it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn.
- **Commerciality:** law is more than an academic pursuit; it's about understanding the client - their objectives and the challenges they face - as well as the wider commercial environment in which we operate.
- **Flexibility:** a key priority for the firm is to ensure our people feel they are trusted to work in a way that allows them to balance the needs of the firm alongside the pursuit of their own career and life goals irrespective of gender, age or life stage.
- **Commitment:** positive people thrive in our environment. We look for people who can build sustainable careers with us, and successfully juggle work and a personal life while maintaining their wellbeing.

## OTHER OPPORTUNITIES AND EXPERIENCES

Our clerks are encouraged to immerse themselves in life at Allens and get involved in the firm's pro bono work, committee activities and social events.



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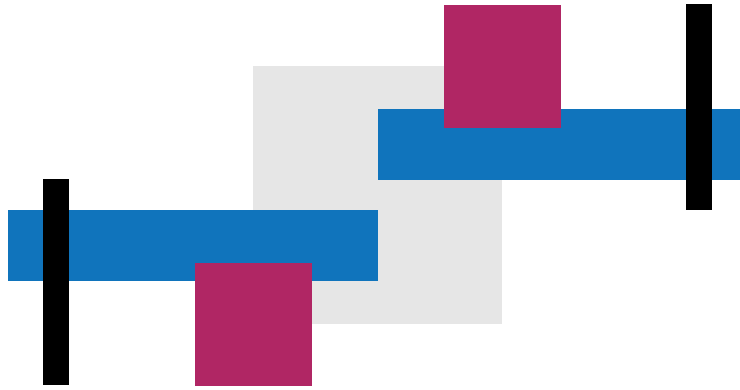
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GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	~35-40
Number of graduates recruited from clerking pool	We typically recruit all of our graduates from our clerkship pool however if we do have a need for additional graduates, we will recruit graduates directly.
Application process	If you have completed a clerkship with Allens, you will be required to submit an expression of interest to be considered for a priority offer and provide an updated CV. Previous clerks are not required to interview for a graduate position. Pathways to obtaining a graduate position
Pathways to obtaining a graduate position	Priority offers
Rotations	As a Graduate at Allens, you'll complete two 12 month rotations in different practice areas.
Can you defer an offer?	Considered on a case-by-case basis

THE GRADUATE PROGRAM

As a Graduate at Allens, you'll complete two 12 month rotations in different practice areas. We don't work in silos, so you won't be limited to working with only one partner or by your practice areas. There's no substitute for the depth of insight that comes from working with different teams. You'll work on complex transactions with leading organisations. And, you'll have the opportunity to apply for a client or international secondment to London or Asia via our Linklaters alliance.

During our graduate program, you'll learn from some of the sharpest legal minds in Australia. We'll work with you to build a strong foundation of skills and develop the agility needed to become an excellent lawyer and thrive in our ever changing world.

You'll engage with our Allens Academy, which means you'll benefit from a range of personalised tools and training to unlock your potential, including:

- The Graduate Diploma in Legal Practice program
- Practical legal seminars during our Cornerstone program
- Online learning portal
- Personalised one week induction program
- On the job training
- Ongoing supervision, coaching and mentoring

During your graduate program you'll be in control of your own learning and you'll have the flexibility to drive your career with support from your development supervisor and performance coach. We encourage our graduates to pursue their interests and we support our people so they can succeed with us and in their future endeavours.

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## Real Estate & Development

### JAMES KEIR ASSOCIATE

#### How would you describe Real Estate & Development?

The RED team is a bit of a hybrid. It's split in two, comprising the property (or 'real estate' team) and the environment and planning (or 'development' team). The property team is a true front-end transactional team (ie the acquisition, sale, development and leasing of commercial, industrial and retail property). The environment and planning team (E&P) does a mixture of back-end disputes work (in planning, environment and land courts) and front-end advisory work in relation to the approvals that clients need to undertake major projects. As a junior in the RED team, you're able to work across both streams, giving you a unique opportunity to work on transactions while also dipping your toes in the advisory and litigation space.

#### What work do we do in RED?

Property, environment and planning law are fairly specialised areas and clients look to us for our understanding of the market and the industry in giving advice (not just our ability to draft documents or interpret legislation/case law). As a junior in the property stream, on any given day, I might find myself working on:

- **General property acquisitions** – a matter acting for an investment fund manager looking to expand their portfolio of real estate assets (or 'seed' a new fund). These acquisitions typically involve some due diligence on the asset, preparation of transaction documents (which can range from a fairly standard suite of contract and leasing documents, to bespoke documents giving

effect to the 'one-of-a-kind' deals that the clients have cut), negotiation of those documents and eventually, completion of the acquisition; or

- **Development and tenure structuring** – a matter acting for a developer client acquiring and developing a greenfield project (or redeveloping an existing asset). A couple of recent examples include the development of new retail/commercial precincts in the vicinity of major pieces of (new) infrastructure and the redevelopment of prime (coastal) real estate for brand new retail/commercial/residential/marina developments. These transactions are complex and often require us to structure the 'tenure' and 'sequence' the development (to use, just a few, buzzwords).

As a junior in the team, you'll have the first cut at the transaction documents. You'll be in the meetings with the clients and lawyers on the other side, negotiating the documents, and you'll have the responsibility for closing the transaction. The team typically have multiple projects on the go, at any one time, so juniors get a lot of client contact and responsibility from day one (but senior lawyers and partners are always there to help!)

#### What do you enjoy most about your practice group (and what experience can juniors get)?

Clients give us the opportunity to get in on the ground floor (sorry, bad pun) of many of their projects (particularly, the major developments). You really feel part of the client's team and given the number of projects that can be on the go at any one time, as a junior, you'll have a relationship with those clients (with and without partner oversight) from day one.



There isn't a cookie-cutter approach to what we do. And this is what I really enjoy.

RED is a diverse practice group. We work with a variety of clients (and teams within the firm itself) on a range of different kinds of projects. We get to consider and implement what we think will work best for each particular transaction. And, in my opinion, that kind of opportunity, given on a regular basis, gives junior lawyers that come through our team the critical thinking skills that stand them in good stead wherever they decide to specialise.

#### Support for juniors

The RED team, nationally, has a number of senior lawyers and partners that are experts in their field. You'll have the opportunity to learn from them on a day to day basis, which is the best training you can ever receive. In terms of formal training, the RED team holds sessions monthly, which supplements the Cornerstone training that all grads receive. However it's the on the job training that will be most beneficial for junior lawyers joining the team.



# 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** 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.*



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



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Find out more at [graduates.allens.com.au](https://graduates.allens.com.au)



# 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 mooted 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.



# 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.*



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# Arnold Bloch Leibler

Lawyers and Advisers

GREAT MINDS THINK DIFFERENTLY

## CLERKSHIP REPRESENTATIVE



Hayley Brown  
Human Resources Manager  
hbrown@abl.com.au  
(03) 9229 9802

## CONTACT INFORMATION



<https://www.abl.com.au/careers>



Level 21, 333 Collins Street, Melbourne VIC 3000



Melbourne & Sydney



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# ETHICAL SPONSORSHIP STATEMENT

Arnold Bloch Leibler is committed to protecting the health and well-being of our people.

## SEASONAL CLERKSHIP AND LAW GRADUATE RECRUITMENT

We are a proud signatory to the LIV Clerkship & Traineeship guidelines and follow the guidelines throughout the seasonal clerkship and law graduate recruitment processes to ensure a fair and equitable process for students.

Our recruitment process is uncomplicated. We ask students to submit their CV, cover letter and their academic transcript via cvMail, with no additional questions, case studies, aptitude testing or psychometric assessments. Our interview process is also very straightforward, with a single interview. This is then followed by a coffee with a law graduate or junior lawyer for an informal discussion/opportunity to ask further questions about the firm. Prior to their interview, we email candidates with some additional tips and information to help them prepare.

## MENTAL HEALTH & WELL-BEING

Arnold Bloch Leibler has a range of practices and procedures in place to prevent negative behaviour and we are committed to fostering a workplace that is inclusive, open and solutions-focused. For example, we offer a confidential EAP program, regular health & well-being initiatives focused on prevention, resilience and mental first aid training, mindfulness sessions, a mentoring program, participation in events like R U OK Day, and have a cultural focus on both flexibility and mental health awareness. A critical component of our mental health and well-being program involves our partners speaking openly about the topic. They share their approach to managing professional life and its challenges and the ways in which they focus on staying mentally and physically fit. We offer our people a significant amount of support from our skilled human resources professionals so that should an individual

have a condition or if challenges arise for them, our high touch approach ensures close monitoring and full support. We also run dedicated leadership training focused on the emotional intelligence skills required to support open conversations and healthy work habits.

## AVOIDING SEXUAL HARASSMENT

Arnold Bloch Leibler is committed to maintaining an environment that is free from harassment and inappropriate conduct. The firm does not tolerate sexual harassment of any kind in the workplace and is committed to taking a victim-centric approach to complaints should they ever happen to arise.

Arnold Bloch Leibler is committed to:

- creating a working environment where all people are treated with dignity, courtesy and respect;
- ensuring people know their rights and responsibilities;
- providing an effective procedure for complaints;
- treating complaints in a sensitive, timely and confidential manner; and
- protecting against victimisation or reprisals.

Our primary focus is on prevention. We hold regular training sessions so that every member of the firm is aware of expected standards of behaviour and the avenues of support available to them should they ever encounter behaviour that is incongruent with our behavioural standards and expectations.

## DIVERSITY AND INCLUSION

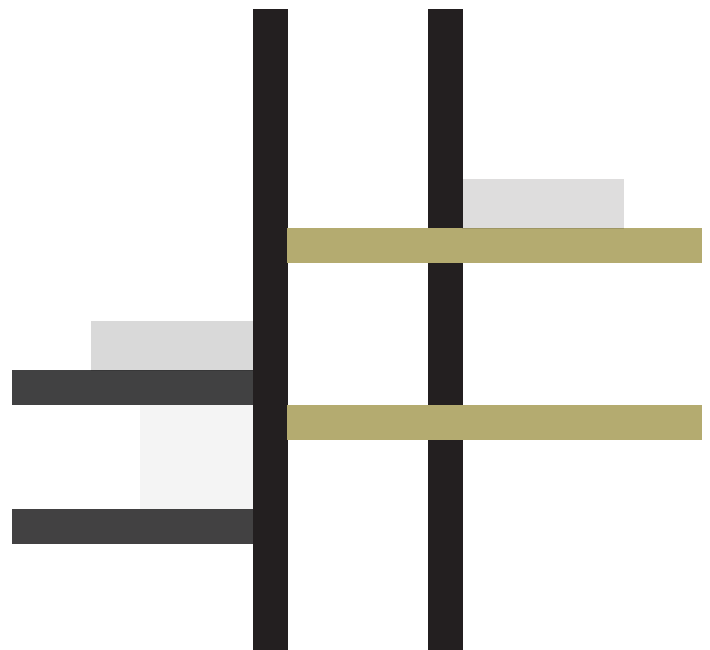
Our approach and longstanding deep commitment to diversity and inclusion has been, and will always be, a clear and significant aspect of the firm's culture and a key contributor to our enduring success. We never want to become complacent about this quality, which sets us apart from firms that promote diversity and inclusion as a passing trend.

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Broadly, we have identified three key priority areas in relation to diversity and inclusion activity at ABL and have a range of initiatives within each area. We are in no way limited to these three areas of diversity, and aim to be a workplace where everyone has a sense of inclusion, where their differences are celebrated and where our shared values and a common sense of purpose unite us.

- Gender (initiatives include flexible work practices, a commitment to gender pay equality, generous parental leave, inclusive recruitment processes, career progression, mentoring, transition coaching for lawyers returning from parental leave, equitable briefing policy, public advocacy and more);
- Inclusion and unconscious bias (initiatives include policy information and education, cultural awareness training, ABL Pride (our LGBTQIA+ group), external initiatives to demonstrate public support and test case litigation); and
- Reconciliation and Indigenous empowerment (initiatives include being the first law firm to develop a Reconciliation Action Plan (RAP), our internal ABL Indigenous Solidarity Network, creating opportunities for Indigenous Australians who have an interest in developing a career in the service professions, prominent leadership from Senior Partner Mark Leibler AC and Public Interest Law Partner Peter Seidel, regular internal events and activism).



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# CLERK WITH US

## WHO ARE WE?

Arnold Bloch Leibler (ABL) is a premium Australian commercial law firm 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.

## WHAT ARE OUR KEY PRACTICE AREAS?

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.

## WHO ARE OUR KEY CLIENTS?

Zip Co: acted for ASX-listed Zip Co on its \$491 million agreement to acquire US-based buy-now-pay-later provider, Sezzle. The ABL team also advised on a \$198.7 million equity capital raising to help strengthen Zip's balance sheet and capitalise on potential synergies from the acquisition.

SEEK: advised ASX listed SEEK Group on the separation of its investment business from its core operating recruitment and job search business, and the creation of the new \$1.7 billion SEEK Growth Fund.

Global Citizen: acted in securing a significant win for the Australian arm of the international anti-poverty charity Global Citizen, in its registration dispute with charities regulator the Australian Charities and Not-for-profits Commission (ACNC).

Gurner™ and Qualitas: advised luxury property developer Gurner™ and real estate investment manager Qualitas in connection with their \$1.2 billion build-to-rent development fund, which includes a cornerstone investment from a global sovereign wealth fund, is expected to fund development projects in Sydney and Melbourne.

Charter Hall and Host Plus: advised a consortium comprising Charter Hall Long WALE REIT and super fund Host Plus on its \$1.68 billion cash and scrip buyout proposal of one of Australia's biggest freehold pub property owners, ALE Property Group.

ME Bank: acted for ME Bank in its \$1.325 billion sale to the Bank of Queensland, one of Australia's leading regional banks. The cross-practice team involved lawyers advising on various aspects of the transaction including corporate/M&A, regulatory, banking, competition, employment and tax.

## WHAT IS OUR FIRM CULTURE?

At ABL, we don't expect people to remain in the office at the end of the day for the sake of being seen. We want our people to enjoy their life outside work – after all it's our diversity of thought and experience that binds us, produces our collegiate culture and ensures our success. We support a variety of health & wellbeing events and initiatives, which include sponsoring fun runs and sports teams, providing fresh fruit daily, an onsite cafe, our fully subsidised gym membership, flexible work practices among many more.

## WHAT ARE OUR KEY VALUES?

### 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

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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.

### WHAT MAKES US DIFFERENT?

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.

### CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	45
Number of clerkship positions per intake	~15
Application open and close dates	Opens: 9:00am, 4 July 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	See below
Eligibility	Penultimate students

#### Rotations

We find the best way to make the most of your clerkship is to get you involved in matters in a meaningful way – and the most effective way to do this is to place you in one team, with a dedicated supervisor and buddy to get you involved in hands-on work from day one. You'll be treated as part of the team and have the opportunity to make a real contribution. Of course, there will also be scope to try out taking on some work for matters outside of your allocated practice group, to ensure you explore all of the opportunities that exist at ABL.

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THE APPLICATION PROCESS

We keep things simple in the application process - you're asked to upload your CV, transcript and a covering letter. 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.

THE CLERKSHIP PROGRAM

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. The program includes a mix of training sessions, interactive activities and workshops, getting involved in meaningful work with partners, lawyers and clients across the firm. 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.

HOW TO ACE YOUR APPLICATION

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 extracurricular 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.

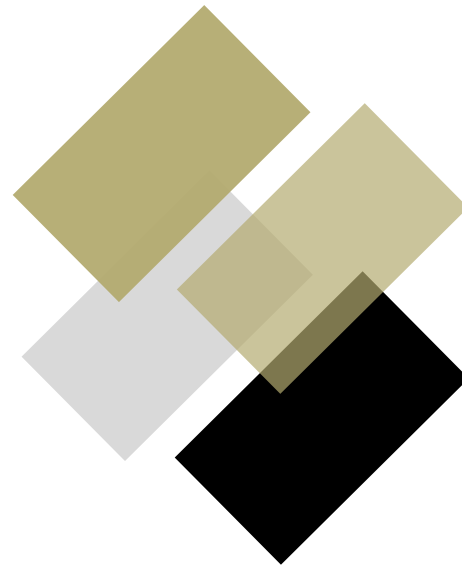
WHAT WORK CAN YOU EXPECT?

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. 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. While you will be placed in one team for your clerkship, our teams work together fluidly, and we work closely with our colleagues in our Sydney office. You'll also have the opportunity to try out working for other practice groups.

OTHER OPPORTUNITIES AND EXPERIENCES

During your clerkship, we arrange a number of extra-curricular activities such as lunches with our current grads and an 'Amazing Race' event around the Melbourne CBD. Another popular event 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. The clerkship program is also filled with many other social and networking opportunities to meet and connect with as many people at the firm at all levels.



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GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	20-25
Number of graduates recruited from clerking pool	20-25
Application process	We initially use the "priority offer" system set out by the LIV to provide offers to candidates who have clerked with us, however we may also advertise market law graduate roles on our website which would be open to any final year student or recent law graduate to apply.
Pathways to obtaining a graduate position	Priority offers and market offers
Rotations	See below
Can you defer an offer?	Yes

THE GRADUATE PROGRAM

When you join ABL as a graduate, you will immediately experience our firm's point of difference.

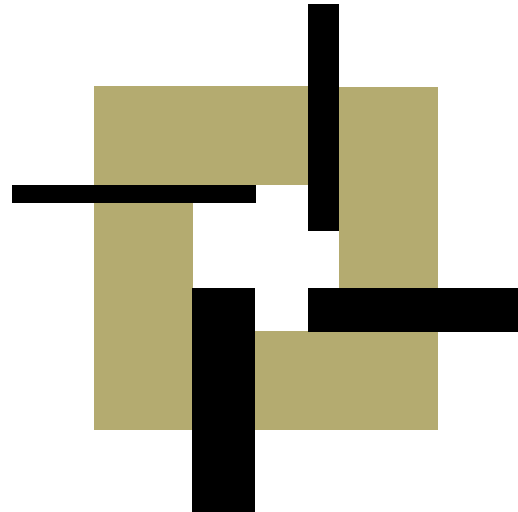
From your very first day, you will work alongside thought leaders in the profession on important and complex cases that will provide opportunities to flex your thinking, offer direct input and gain in-depth knowledge. Your opinions will be respected and you'll be given autonomy to progress matters. Your contribution will be valued and you will be supported in your personal and professional growth.

At ABL, we are very proud of our in-house graduate training program. Our grads don't go offsite to PLT (Leo Cussen or College of Law) – instead they learn from our best and brightest Partners and Senior Associates from around the firm, who are leaders in their respective fields. The SLT (supervised legal training) program is run to be practical, engaging and designed to upskill our lawyers for practice.

The training program is a real point of difference, and something our graduates genuinely enjoy about their overall graduate experience. Training is scheduled (usually) once a week. This means that you aren't away from the office for long periods of time, and can be involved in matters throughout the duration of your graduate year.

Rotations

If the idea of rotations makes you dizzy, our single practice group experience provides you with not only a breadth of experience but also the depth of investment in your development. For instance, a placement in our commercial group will see you exposed to joint ventures, share sale agreements, equity capital markets, takeovers and much more. The placement means you'll be treated as a permanent member of the team and have genuine investment in your development - being immersed in current matters, being exposed to clients, and making a real and meaningful contribution.



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Lawyers and Advisers

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## 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)



# NEGOTIATION: WORKING AS A FRONT-END LAWYER



All litigation starts with disagreement, but not all disagreements end with litigation. And when there are competing interests and money on the table, a disagreement can start to look intractable. Stakeholders can become immovable and disagreements mired in stubborn acrimony.

As a species of lawyer, litigators are the problem solvers. Our arsenal is our specialist knowledge of the law, and our strength is in strategically deploying it. This can mean pursuing a settlement through private negotiation or mediation. It can also mean achieving an outcome through arbitration or through a Court process.

The Dispute Resolution & Litigation department at Arnold Bloch Leibler has a track record of resolving complex and multi-faceted disputes traversing every area of the law. Our approach to litigation is different to that of other firms. Our advice is highly commercial, strategic, outcomes-focussed and creative. Clients come to Arnold Bloch Leibler where there is potential harm to their personal or professional reputation. Our advice is always bespoke and fit for purpose.

Working at Arnold Bloch Leibler is also different to working at other firms. We are pragmatic and typically work in small teams, no matter the size of the dispute. This structure allows our graduates and junior lawyers to work closely with leaders in their respective field. The exposure you get will give you an excellent training ground and expedites the learning of key skills, putting you miles ahead of your peers at other firms.

As a Seasonal Clerk in the Arnold Bloch Leibler Dispute Resolution & Litigation department, you will have the opportunity to work on matters that capture the attention of the nation on a daily basis. You won't be doing hypothetical tasks. Instead, you'll be working directly with our partners and senior associates, meeting clients, attending conferences with counsel, going to Court and making a genuine contribution to the work we do.

Some of the work you may be exposed to in the Dispute Resolution & Litigation department includes:

- Commercial dispute resolution;
- Media and communications advice;
- Regulatory inquiries, corporate governance and fraud-related issues;
- Takeovers;
- Reconstruction and insolvency;
- Administrative and public law;
- Competition;
- Construction and building disputes;
- Intellectual property disputes; and
- Taxation disputes.

Our client base is diverse and includes:

- Financial institutions;
- Government (providing strategic advice on major projects);
- Leading accounting and business advisory firms;
- Major corporations: public, private, domestic and international;
- Private equity firms;
- Hedge funds;
- Sporting clubs and organisations;
- High net worth individuals; and
- Political leaders on both sides of the political spectrum.

Our time at ABL has been supportive, rewarding and more than we could have anticipated. Join us for a Seasonal Clerkship and experience the ABL difference.



**RAPHAEL LEIBLER**  
Senior Associate  
Arnold Bloch Leibler



**HARRIET CRAIG**  
Lawyer  
Arnold Bloch Leibler





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.



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

# DAY IN THE LIFE OF A COMMERCIAL LAWYER



A day in the life of a commercial lawyer is a tricky one to describe because it feels like no two days are the same. While there may be many similar elements in an average week, each day can be a little unpredictable and guaranteed to involve new challenges.

In the commercial team at Arnold Bloch Leibler we advise a diverse range of clients, including some of Australia's most powerful businesses and their executives, as well as some of our newest and most exciting start-up companies.

This means on any day I could be preparing transaction documents for a private business sale, advising one of our publicly listed clients on a capital markets deal, or providing strategic governance advice to a mid-size business.

Some of the things I can expect to do during an average day include:

## Client meetings and calls

Our approach to advising clients is to work closely with them to not only understand their business and what they are trying to achieve, but to also ensure they know we are working alongside them as a trusted partner in their endeavours. This means I am regularly attending meetings with clients with other lawyers and partners in our team. In a post-COVID working world many of these meetings are over zoom, with participants dialling in from the office or home. As I have progressed through the first few years of my career, I attend some of these meetings on my own, with guidance from the relevant partner, which has opened up a new challenge as a junior lawyer.

## Drafting transaction documents

Drafting is a big portion of my day, however this can take many forms. On any day, I may be drafting a commercial transaction document, such as an asset sale agreement for a client looking to sell their business, short and concise legal advice in emails, or longer form research memos. As someone who enjoys the challenge of working with the written word, this is an enjoyable and significant part of my work.

## The unexpected call

Although the average day will usually involve a mixture of drafting and reviewing documents, attending meetings and responding to client queries, what may also happen is the unexpected curveball issue. I am often called in to an unusual matter with colleagues from within the commercial team or from across the firm, such as assisting with commercial

queries in disputes, responding to an urgent client query, or working with a team to devise a solution to a curly problem. This may mean my best laid plans are upended as we urgently help a client meet an impending deadline, respond to an unexpected issue, or devise a strategic plan to address a matter that has arisen. These calls make the days exciting and interesting, and although they often leave my carefully prepared to-do list in shreds, they make my work in the ABL commercial team particularly rewarding.

## Team meetings and trainings

Our team works as one between our Sydney and Melbourne offices, so we enjoy regular team meetings with both states zooming in to catch up on interesting matters that colleagues may be working on. An average day is likely to include a short check-in team meeting or one of our lunchtime training meetings. For training we gather in one of our board meetings over lunch and team members present to each other on recent matters, or particularly interesting legal topics, to ensure we are keeping up with changes in the law. These sessions often involve lively debates between team members which are always enjoyable.

## Hallway banter and coffees

Chatting with colleagues in the hallway, or at our in-house coffee bar is a great way to check in with friends from within my team and across the firm. Our team is one that loves a bit of banter and there will always be chatter between colleagues, whether it be seeking help from others to answer a tricky question, discussing weekend plans or swapping book recommendations for those avid readers in the group.



**MICHELLE AINSWORTH**  
Lawyer (Corporate and M&A)  
Arnold Bloch Leibler

## CORRS CHAMBERS WESTGARTH

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### CLERKSHIP REPRESENTATIVE



Alarna Barling (she/her)  
People & Performance Consultant  
alarna.barling@corrs.com.au  
(03) 9672 3070

Lilah Flanigan (she/her)  
People & Performance Coordinator  
lilah.flanigan@corrs.com.au  
(03) 9672 3529

### CONTACT INFORMATION



<https://corrs.com.au/careers/graduates-and-clerks>



Level 25, 567 Collins Street, Melbourne VIC 3000



Sydney, Melbourne, Brisbane, Perth



<https://www.linkedin.com/company/corrs-chambers-westgarth/>



<https://www.facebook.com/CorrsLaw/>



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# ETHICAL SPONSORSHIP STATEMENT

Corrs respects and values the diversity of our workforce and we believe that all people have a right to be treated fairly. We expect all employees to contribute to making our workplace supportive, safe and fair.

Our success relies upon attracting, retaining and providing development opportunities to talented people with diverse ideas, backgrounds and experiences. We want everyone to feel connected, valued and supported, so that every individual can succeed and can contribute to our firm and client success. We strongly believe that diversity in all its forms should be embraced and celebrated. This benefits our people, our clients, our firm and the industry at large. Our commitment to diversity and inclusion is woven through all aspects of our firm - from our recruitment and people development strategies through to our wellbeing initiatives.

Our robust internal policies set out our firm's unwavering commitment to providing a healthy and safe working environment, free from discrimination, for all our people. We provide regular training for all people on our policies to ensure expectations relating to expected conduct at work are understood and met.

Corrs is a proud signatory to the Law Institute of Victoria's Seasonal Clerkship Guidelines and recognises the benefits of these guidelines when recruiting our future lawyers.

The wellbeing of our prospective clerks and graduates is a priority for Corrs. By adhering to these guidelines, we aim to provide a fair and positive experience for all students involved in our recruitment process and world-class clerkship and graduate programs.



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# CLERK WITH US

## WHO ARE WE?

Corrs Chambers Westgarth is Australia's leading independent Australian law firm. We're known for delivering legal excellence, exceptional client service and outstanding results.

Through our long-term relationships with leading law firms across the world, we advise on the most significant global matters and connect with the best lawyers internationally to provide our clients with the right team for every engagement.

At Corrs, you'll enjoy the benefits of working alongside a high-performing team with a shared commitment to our culture of excellence, collaboration, commitment and respect.

For almost two centuries, we've been advising our clients on their most complex challenges. We're the firm of choice for many of the world's most significant organisations – from large corporations to governments, banks and financial sponsors.

## WHAT ARE OUR KEY PRACTICE AREAS?

Nationally, we have practice groups which specialise in the following areas of law: Arbitration; Banking & Finance; Class Actions; Commercial Litigation; Competition; Corporate; Employment & Labour; Environment & Planning; Financial Sponsors; Intellectual Property; Projects; Property & Real Estate; Restructuring, Insolvency & Special Situations (RISS); Tax; Technology, Media & Telecommunications (TMT); and Responsible Business and ESG. We also have a dedicated Papua New Guinea practice based in Port Moresby.

## WHO ARE OUR KEY CLIENTS?

We let our work speak for itself. We're proud to work with some of the biggest organisations in the world on their most important matters.

Our clients include more than half of the top fifty ASX-listed companies, some of the largest privately owned companies in Australia and a number of global Fortune 500 companies. We work with well-known organisations like AGL, Amazon, BP, Blackstone, CBA, Coles, eBay, Google, Johnson & Johnson, Medibank, NAB, PayPal, TPG Telecom, Wesfarmers and Westpac.

We also work with governments, Federal and State, as well as on major transactions that make the news.

A few examples of our recent significant work can be found on our website: <https://corrs.com.au/deals>

## WHAT IS OUR FIRM CULTURE?

Our success relies upon attracting, retaining and providing development opportunities to talented people with diverse ideas, backgrounds and experiences.

We want everyone to feel connected, valued and supported, so that every individual can succeed and can contribute to our firm and client success.

We strongly believe that diversity in all its forms should be embraced and celebrated. This benefits our people, our clients, our firm and the industry at large.

Our lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it.

Our success is based on the success of our people. We encourage individuals to play to their strengths. And we bring our diverse and talented lawyers together to create top-performing teams.

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

## WHAT ARE OUR KEY VALUES?

At Corrs, our culture is defined by excellence, collaboration, commitment and respect.

## HOW MUCH WORK FLEXIBILITY IS THERE?

We've established flexibility as standard business practice and an option for all our people, including partners.

Our flexible work policy empowers individuals to fulfil their work and life responsibilities in a way that best suits them. Our continued focus on promoting formal and informal flexible work options has resulted in different types of work practices across the firm – from job sharing, to part-time work, to extended leave options.

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**WHAT MAKES US DIFFERENT?**

Accolades and awards

Corrs is consistently recognised as a leader in its field. We're proud of our many awards for world class service, client results and for being an employer of choice. This included being named Law Firm of the Year in the 2021 Lawyers Weekly Australian Law Awards.

Corrs is also consistently recognised as an employer of choice for graduate lawyers, and in 2022, we were one of only four firms recognised in all Australia-wide graduate rankings -Australian Association of Graduate Employers (AAGE), GradAustralia, and GradConnection with AFR.

From Global Guides, to Chambers Asia Pacific and Best Lawyers, Corrs lawyers are called out for legal excellence across our practice areas.

International opportunities

Through our long-term relationships with leading law firms and institutions across the world, we offer a wide range of outstanding international opportunities for personal and professional growth.

Our international program will allow you to gain experience, skills and relationships that will provide enduring benefits throughout your career. In addition to our roles advising on significant global matters, connecting with the best law firms and lawyers internationally, we offer:

- International secondment opportunities to premium independent firms in locations such as New York, London, Paris, Frankfurt, Hong Kong, Singapore and Tokyo.
- Scholarships to study masters programs at leading institutions including Oxford, Cambridge and Harvard.

**CLERKSHIP INFORMATION**

Total number of clerkship positions available in Melbourne	~60
Number of clerkship positions per intake	~20

Application process	1. Application Online application form CV & Academic Transcript Short answer questions 2. Interview One round of interviews with a Partner, Senior Associate and a member from the People & Performance team 3. Networking Evening A Taste of Corrs
Application open and close dates	Open: 4 July 2022 Close: 14 August 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	Our clerks spend 3.5 weeks in one practice group.
Eligibility	All penultimate, final year and international students are eligible.

**THE CLERKSHIP PROGRAM**

At Corrs, you'll enjoy the benefits of working alongside a high-performing team with a shared commitment to our culture of excellence, collaboration, commitment and respect.

The Corrs seasonal clerkship program gives you the opportunity to work alongside some of Australia's leading lawyers on high-profile work for major Australian and international clients.

Our three and a half week clerkships give you the opportunity to connect with partners and lawyers across the firm, learn what a career at Corrs is like, and experience the type of work we do.

**HOW TO ACE YOUR APPLICATION**

We look for clerks who can make a positive contribution to the firm and help us in delivering legal excellence and outstanding client service. In exchange for your energy and commitment, we'll provide extraordinary learning and work opportunities.

Our success is based on the success of our people. We encourage individuals to play to their strengths and we bring our diverse and talented lawyers together to create top-performing teams.

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## GOLD SPONSORS

We want people who bring out the best in those around them, work well in a team, and take pride in their work and achievements.

### WHAT WORK CAN YOU EXPECT?

Following two days of orientation, you'll be exposed to a range of interesting matters. You'll also have the chance to complete a broad range of tasks, such as conducting research, reviewing and presenting documents, attending client meetings, court hearings, mediations and settlements, as well as shadowing partners and lawyers in client meetings and business development activities.

A clerk can stand out by being enthusiastic and making the most out of all the opportunities the firm has to offer. We want our clerks to be proactive, have strong attention to detail, take pride in their work and be cooperative team players.

### OTHER OPPORTUNITIES AND EXPERIENCES

We provide opportunities for professional and personal growth.

We encourage clerks to be socially active and participate in social and sporting events, as well as learning and development activities.

Activities:

Some of our activities include social team building with our graduates, practice group insight sessions, partner connection sessions, pro bono work, sport activities, Friday night drinks, family days, trivia nights, End of Financial Year and Christmas parties.

Corrs recognises the importance of health and wellbeing and is committed to providing a safe and healthy workplace through a variety of programs and policies. Our wellbeing program provides a range of initiatives to assist people in maintaining good overall health.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	~20
Number of graduates recruited from clerking pool	TBA
Application process	Priority Offers
Pathways to obtaining a graduate position	Priority Offers

Rotations	The first practice group rotation is 12-months to ensure graduates have time to learn on the job and build strong capabilities and relationships in their first year. In the second year, when graduates have an increased level of experience and confidence, they will complete two 6-month rotations in order to gain exposure and build relationships across different groups.
Can you defer an offer?	Considered on a case-by-case basis

### THE GRADUATE PROGRAM

The Lawyer Development Program is designed for graduates in the formative stage of their career. It aims to build the capabilities and relationships that will drive career progression and underpin future successes, as rapidly as possible. Unique features of the program include:

- Mentor partner - Each graduate is allocated a mentor partner (in most cases their supervising partner in their first rotation) who remains in this role throughout the program and potentially beyond. This will build a personal and enduring relationship that transcends everyday transactional work. Graduates will also be supported in each rotation by a supervising partner and SA/SC who will source meaningful and challenging work.
- 12 x 6 x 6 rotation structure - The first practice group rotation is 12-months to ensure graduates have time to learn on the job and build strong capabilities and relationships in their first year. In the second year, when graduates have an increased level of experience and confidence, they will complete two 6-month rotations in order to gain exposure and build relationships across different groups.
- Formal learning - The program incorporates comprehensive formal learning opportunities including our national Graduate Academy, local Graduate Orientation, practical legal training with the College of Law, practice group induction sessions, and the national Legal Excellence program.

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# M&A CORPORATE ADVISORY

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A career in the corporate/mergers & acquisitions (M&A) team was not on the top of my list when I started at Corrs. Having thoroughly enjoyed my first two rotations, I preferenced M&A for my third (and final) rotation because it is a key practice group in the firm and I thought I would gain skills that would serve me well no matter where I ended up settling.

I soon realised that M&A would be a serious contender when it came to choosing where I wanted to settle...

... and, spoiler alert (!), I did settle in the M&A team.

## WHAT MAKES M&A GREAT FOR JUNIOR LAWYERS?

There are a few reasons why I think that M&A provides such a great experience for junior lawyers:

1. Being involved from start to finish: Junior lawyers are involved in every stage of an M&A transaction - from due diligence, to drafting transaction documents, and finally, to completion. With this comes a real sense of reward and accomplishment when a deal comes to a successful close.
2. Tasks are varied: I can safely say that after more than a year in the M&A team, there is not one day that goes past when I am not doing something new. I think this is the best way to learn a lot, and quickly!
3. Autonomy: As a junior lawyer in M&A, I was amazed by how much autonomy was given to me. There is so much scope for taking ownership of tasks and progressing transactions without being asked to do so. Once you prove yourself, your responsibilities grow.
4. The other lawyers: Large M&A transactions require so much more than good corporate lawyers. I have worked closely with lawyers in almost all of Corrs' practice groups: technology, intellectual property, employment, competition, property, litigation (to name a few). I have learnt a little about a lot of different areas of law, all the while learning a lot about M&A.

## WHAT MAKES M&A DIFFERENT FROM OTHER PRACTICE GROUPS?

During my time in the M&A team, I have been fortunate enough to work with clients from all over the world, who work in very different industries. I have loved learning about what drives a transaction in different sectors and the risks that are involved. M&A lawyers get great insights into corporate decision-making and thinking.

M&A is extremely fast-paced and complex, and lawyers who work in this space need to be able to adapt at short notice. Emails received overnight change the tasks for the day before stepping foot into the office (especially in our team, where we have a largely global practice). I have learnt invaluable skills about planning, prioritising and managing my work day.

## THINKING ABOUT M&A?

I hope this article has been of some use to you, and has given you an idea of what life could be like in the M&A team at a top law firm. We work on interesting and significant transactions, and the skills we learn along the way are necessary for every lawyer (no matter what area of law they practice).

**NADIA GASBARRO**

Lawyer

Corrs Chambers Westgarth



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Corrs clerkship 2022



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# EARLY CAREER DEVELOPMENT

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I chose to begin my career at Corrs Chambers Westgarth (Corrs) because of the people I met during my clerkship. From this initial interaction, I knew that I would receive the support and opportunities I needed to become an excellent lawyer. I'm currently in the Technology, Media and Telecommunications (TMT) team for the first of three rotations in different practice groups. The TMT group is a cross-disciplinary team that advises on complex technology transactions (e.g. contracts for the sale or licensing of software platforms), privacy and cyber security risks and consumer law issues facing clients in the sector.

My role offers a variety of tasks to challenge and learn from, for example this morning I started my day by drafting an initial advice to a client regarding product safety standards under the Australian Consumer Law. To be given this level of responsibility at such an early stage in my career is a fantastic way to learn and develop.

As part of Corrs' 24-month Lawyer Development Program, Corrs graduates complete a structured training program which includes practical legal training with the College of Law, practice group specific training and a Legal Excellence program focused on core legal skills and knowledge. So far I have attended training sessions on core legal topics for the TMT practice area, including technology contracting and IP legislation. These sessions are designed to bring graduates up to speed in our rotations and are invaluable when working on technically complicated matters.

At Corrs, partners play a primary role in teaching and mentoring lawyers. Each graduate is assigned a mentor partner who remains in this role throughout the Lawyer Development Program and beyond. For me, regularly catching up with my mentor partner has played an important role in my growth and development, both professionally and personally. I use these meetings to ask questions about legal practice, seek advice and discuss current client matters. The mentor partner role is also supported by a supervising senior associate or special counsel in each rotation who regularly instructs me with tasks and provides feedback. This network has ensured that I feel supported every step of the way.

Corrs graduates and junior lawyers also have the opportunity to work shadow partners and senior lawyers. This is a valuable opportunity to gain exposure to tasks that are undertaken by senior practitioners, such as drafting complex correspondence and attending negotiations or client meetings. This week, I attended an initial call with a not-for-profit organisation we are assisting with an IP commercialisation on a pro bono basis. I find these experiences to learn and shadow other lawyers really valuable because it allows me to see the whole spectrum of a legal matter and understand the work done by seniors

It is also important to have fun and experience life outside of work at the firm. Corrs makes time for people to connect with colleagues on a social level through regular staff drinks, community committee initiatives (like the morning tea held for the Epilepsy Foundation to recognise Purple Day) and other events. The Graduate Academy experience, which brings together graduates from the Melbourne, Sydney Brisbane and Perth offices for a multi-day learning experience in Melbourne, was a great opportunity to socialise, learn and have fun with my fellow graduates. A particular highlight discovering my talent (or lack thereof) for mini golfing at Holey Moley!

I am so glad to have started my career at Corrs. I encourage you to reach out to any junior lawyers at Corrs, or otherwise to the People and Performance team, to learn about their experiences. We are only too happy to chat!

**CLAIRE ALLEN**  
Corrs Chambers Westgarth



SMARTER LAW

CLERKSHIP REPRESENTATIVE



Gilda Carter  
gilda.carter@hallandwilcox.com.au

CONTACT INFORMATION



<https://hallandwilcox.com.au/careers/early-careers/>



Level 11 South Tower, Rialto Building, 525 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Brisbane, Newcastle, Perth, Canberra, Darwin, Adelaide



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# ETHICAL SPONSORSHIP STATEMENT

## MENTAL HEALTH AND WELLBEING

Hall & Wilcox is proud of its culture – one that is inclusive and progressive. It enables us to create a workplace environment in which both individuals and groups feel welcome, respected and valued every day and in every interaction.

We offer a range of benefits and initiatives to support all of our people both in and outside the workplace, with initiatives across five wellbeing focus areas - career, social, physical and psychological, financial and community.

Focus on these areas supports our people to bring their whole selves to work and to achieve their greatest potential. Our commitment to our inclusive workplace is reflected in our Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality citation.

In addition to our extensive employee benefits program, we are also committed to ensuring our people work reasonable hours and maintain a healthy work life balance. We have internal measures in place to ensure working hours are monitored and maintained.

We believe a sustained focus on mental health and wellbeing is critical, and we aim to achieve this by promoting awareness and support of mental health initiatives and programs, some of which include; Mindfulness in May, R U OK? Day, Mental Health Month and World Mental Health Day.

We have launched our Mental Health Framework initiative providing a series of information and competency-based seminars and skills-based training on a variety of topics relating to workplace mental health. The seminars focus on prevention, early intervention and recovery. The aim of these prevention strategies is to not only raise education and awareness in each of these areas, but also to embed frameworks and strategies for actions to take when a matter in the area of mental health and wellbeing arises.

The promotion of our EAP provider confirms our commitment to the wellbeing of all our people in everyday open, supportive conversations in managing mental health. We also fund health and fitness activities to reinforce our holistic approach to wellness.

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

Hall & Wilcox is committed to ensuring that all our people are treated fairly and equitably, and work in an environment free of sexual harassment, harassment, discrimination and victimisation. The firm is built on integrity and the highest ethical standards. Our Hallmarks emphasise respect for everyone.

All employees and partners are responsible for creating a safe and comfortable working environment. The firm acknowledges that it has a legal obligation to take all reasonable steps to ensure that the workplace is free of any form of harassment, sexual harassment, discrimination and victimisation.

Prior to commencing with Hall & Wilcox, new starters are provided with the firm’s Anti-discrimination and sexual harassment, Anti-Bullying and Complaint resolution policies. They must read these policies and acknowledge they have by signature. Additionally, all employees and partners are required to complete mandatory training on sexual harassment. Our people also complete refresher training every two years.

We have internal procedures in place to ensure that if any employee or partner feels they have been subjected to any form of harassment, sexual harassment, discrimination, or victimisation that it is dealt with in a professional and appropriate manner.

Please refer to relevant LinkedIn posts from our Managing Partner:

<https://www.linkedin.com/pulse/sexual-harassment-bullying-legal-profession-what-more-tony-macvean/>  
<https://www.linkedin.com/pulse/mental-health-legal-profession-what-can-we-do-help-tony-macvean/>

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**DIVERSITY WITHIN THE LEGAL PROFESSION**

Australian society is culturally and socially diverse and this is reflected in both the demographics of legal practitioners and their clients. Law firms are increasing efforts to progress workplaces inclusion by targeting diversity initiatives such as gender equality, cultural diversity, flexible working, First Nation Australians, accessibility and people living with disability and LGBTQIA+ ally inclusion.

At Hall & Wilcox, we are committed to creating and maintaining a diverse and inclusive workforce that reflects our community and our clients. We understand that workplace diversity involves recognising and celebrating the characteristics that make each individual different. Equally, we understand that workplace inclusion requires strategies to create a workplace environment in which both individuals and groups feel welcome, respected and valued, by incorporating different ways of thinking, interacting and approaching business strategies to ensure that all individuals are valued and are able to meaningfully contribute to the firm.

Leveraging the diversity offered by our people to deliver Smarter Law to our clients is critical and supports us to being recognised externally as a firm that exemplifies diversity in its day-to-day practice. Key to our success is to attract, retain and engage the best talent; build stronger relationships with clients; and improve decision making, problem solving and innovation through diverse teams and diversity of thinking.

**ADHERENCE TO THE LIV CLERKSHIP & TRAINEESHIP GUIDELINES**

Hall & Wilcox is a signatory to the LIV Seasonal Clerkship and LIV Traineeship Guidelines 2022. The firm has followed the guidelines put in place by the LIV for several years to ensure consistency and fairness throughout the recruitment process. All offers and communications regarding our Seasonal Clerkship and Graduate programs are made in line with these guidelines.



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# CLERK WITH US

## WHO ARE WE?

Hall & Wilcox is a leading independent Australian law firm. We are a firm of around 900 people, including over 100 partners, delivering outstanding legal services to corporate, public sector and private clients, both Australian-based and those offshore doing business in Australia.

We were recently named Winner: Australasian Lawyer Innovative Firms 2020; Winner: Australasian Lawyer Employer of Choice 2020 and also granted the Employer of Choice Gender Equality citation from the Workplace Gender Equality Agency (WGEA) for 2019, 2020 and 2021.

## WHAT ARE OUR KEY PRACTICE AREAS?

Hall & Wilcox offers expertise in a number of key areas of commercial practice, including:

- Banking and Financial Services
- Commercial Dispute Resolution
- Corporate and Commercial
- Employment
- Insurance (General and Statutory)
- Private Clients
- Property and Projects
- Public Sector
- Tax
- Pro Bono

## WHO ARE OUR KEY CLIENTS?

Hall & Wilcox act nationally for Australian-based clients and multinational clients with Australian interests. We work with clients across sectors who lead, challenge and reshape their own industries. We build strong and enduring client relationships. Clients tell us they value our commerciality, our responsive and personal service and our interest in their business and industry.

We act for more than 20% of Australia's top business and are Australia's largest workers' compensation employer firm. We are the only firm which is on the legal panels of WorkSafe Victoria, icare NSW and WorkCover Queensland.

## WHAT IS OUR FIRM CULTURE?

One way we live our culture is through our Hallmarks. Our Hallmarks are how we articulate the behaviours consistent with our culture.

Our inclusive culture enables us to recognise and celebrate the characteristics that make each individual different and create a workplace environment in which both individuals and groups feel welcome, respected and valued. Our commitment is reflected in our WGEA Employer of Choice for Gender Equality citation, participation in CareerTrackers for Indigenous Internships for Aboriginal and Torres Strait Islander students, recruitment opportunities for people living with disability and participation in LGBTIQ+ Interfirm Networks.

At Hall & Wilcox, we support flexible and agile working to assist our people to balance their professional, personal and family life, health and wellbeing.

## WHAT ARE OUR KEY VALUES?

Our Hallmarks reflect what we value as a firm and guide the way we work every day.

Stay true - Authentic to the core. Genuine, open and absolutely honest.

Be remarkable - Striving always to excel. Deep knowledge delivering the highest quality solutions.

Respect respect - Great to be around. Decent people, inclusive and empathetic.

Evolve always - Embracing disruption. Curious, imaginative and tech savvy, forever challenging the status quo.

Better together - Unleashing the potency of teamwork. Co-creating a rewarding future with each other, and with clients.

## HOW MUCH WORK FLEXIBILITY IS THERE?

'HW Evolve' is a hybrid workplace where our people are encouraged and empowered to work flexibly both remotely and in the office. HW Evolve provides our people with the opportunity to experience the benefits of remote working balanced with the great benefits of being in the office including opportunities to connect, collaborate, learn and have fun.

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## WHAT MAKES US DIFFERENT?

Hall & Wilcox is a unique employer for a number of reasons.

Firstly, we're renowned for our Smarter Law approach. Smarter Law means we look beyond the status quo to think differently and find solutions. This includes enabling technology, challenging business models, innovative pricing and creative resourcing.

Law graduates have the opportunity to participate in a structured and supported rotation in our Client Solution team. The rotation will build smarter law advocates from the ground up who are focused on delivering value to our clients and people. The rotation will see law graduates seconded to specific projects that will benefit our legal teams by fostering internal relationships and a broader understanding of Smarter Law.

Grads on Tour is a Smarter Law event that gives our Graduates an opportunity to get involved and experience the innovation journey by taking an idea to reality. It incorporates legal tech and innovation modules, business consultation, prototyping and specialist mentoring and culminates in national live streamed pitches.

Secondly, our culture is collaborative and innovative which is underpinned by our Smarter Law initiatives and our firm Hallmarks. As a Firm, we are proud of and value our culture. Our culture is described as warm and welcoming, collegial, authentic and supportive. We aim to strike a healthy balance between working hard and having fun.

The firm's ambition and growth are also factors in our culture. We are a progressive 'firm on the rise' and this helps us to provide fantastic opportunities for our people to grow and progress.

Eligibility	Penultimate or final year students are able to apply.  International students are eligible to apply provided they have appropriate legal rights to work in Australia.
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## THE APPLICATION PROCESS

Applications for Seasonal Clerkships should be submitted via our website. They should include a cover letter, details of your work experience, extracurricular activities and academic transcript. Candidates may also be required to complete pre-set questions as part of the application process.

The concept of "unconscious bias" or "hidden bias" is at the forefront of our work. We recognise that everybody has inherent biases and this means that at times, people are not as open-minded to difference as we'd like to believe. It is our goal to eliminate any unconscious or hidden bias that may exist in our review of clerkship applications. Candidate details such as name, address, gender and secondary school will remain anonymous to us while we review your application.

Shortlisted candidates will be invited to a first round interview and will meet with firm representatives including a Partner, Lawyer and People & Culture.

All candidates are also invited to attend an informative Q&A evening whereby applicants can find out more from Partners and Lawyers, and meet more firm representatives.

## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	30
Number of clerkship positions per intake	15
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	5 - 30 Sep 2022
Clerkship period dates	December 2022 July 2023
Rotations	2

## THE CLERKSHIP PROGRAM

In the Melbourne office, Hall & Wilcox runs two Seasonal Clerkship Programs each year - summer and winter. The Hall & Wilcox Seasonal Clerkship Program is a great way for clerks to experience life at the firm.

Our program includes:

- Four week placement in two of our practice areas taking into account your preferences.
- An induction program that provides an understanding of the firm's structure, the work we do, our clients, training in IT systems and office procedures.
- Exposure to real work on real files - this may include drafting correspondence and documents, attending client meetings, conferences and mediations, and undertaking research tasks.

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## GOLD SPONSORS

- An extensive support network including a buddy, mentor and supervising partner for guidance and support.
- Participation in practice group training sessions, workshops and development sessions.
- The opportunity to attend informative sessions with Partners and hear more about the work they do and their experiences.
- The chance to get involved in the firm's social and sporting activities.

## OTHER OPPORTUNITIES AND EXPERIENCES

You will have the opportunity to participate in practice group training sessions, workshops and development sessions. We also encourage our seasonal clerks to get involved in the firm's community, pro bono, social and sporting activities.

## HOW TO ACE YOUR APPLICATION

At Hall & Wilcox, we are committed to creating a diverse workforce and celebrate the characteristics that make each individual unique. There is no one "type" of clerk or graduate that we look for. Instead, we value people from different backgrounds, different experiences and with different perspectives.

Hall & Wilcox are interested in candidates with qualities which align with our Hallmarks and Smarter Law. Some of these include:

- A creative mind and a passion for technology and innovation.
- An understanding of the changing legal landscape.
- Varied life experiences including previous work experience (legal and/or non-legal) as well as outside interests.
- Strong and consistent academics and an involvement in extracurricular activities.
- Excellent communication skills, including language and interpersonal skills.

## WHAT WORK CAN YOU EXPECT?

As a Seasonal Clerk at Hall & Wilcox you will have an induction program that provides an understanding of the firm's structure, the work we do, our clients, training in IT systems and office procedures.

You will spend two weeks in each team you are allocated to. You will be provided with exposure to real work on real files - this may include drafting correspondence and documents, attending client meetings, conferences and mediations, and undertaking research tasks.

We offer an extensive support network including a buddy, mentor and supervising partner for guidance and support. The best way to stand out is by being yourself and getting involved in everything that Hall & Wilcox has to offer.



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## GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	18
Number of graduates recruited from clerking pool	15
Application process	Seasonal clerkship and paralegal pathway program
Pathways to obtaining a graduate position	Priority offers
Rotations	12 month program which includes three-four month rotations
Can you defer an offer?	Considered on a case-by-case basis

## THE GRADUATE PROGRAM

Our graduate program was included as one of the Fast Movers in GradAustralia's Top 100 Graduate Employers of 2022 and we were identified in the GradConnection Top100 category lists as one of the Most Popular Law Graduate Employers across Australia!

Our graduate program is a priority for us because we recognise that today's law graduates are tomorrow's leaders of the firm. Over the years, the program has proven to be highly successful - many of our current partners completed their graduate year with us.

As a Law Graduate you will be a part of a 12 month program which includes three, four month rotations. During your graduate year you will experience:

- A combination of on-the-job training and support in completing Practical Legal Training.
- A comprehensive induction with the national graduate cohort which lays the foundation for the year ahead.
- The opportunity to gain experience in several of the firm's practice areas.
- An extensive support network including a buddy, a mentor and supervising partner to provide guidance and support throughout the year.
- Regular learning opportunities through our Elevate program, designed to develop our graduates and provide them with the skills and expertise to excel.
- Opportunities to participate in Pro Bono, Industry group and Smarter Law initiatives.
- Ongoing feedback, both formal and informal.
- The opportunity to immerse yourself in our great culture and have fun!



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Think **innovation**  
Think **Hall & Wilcox**



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# A DAY IN THE LIFE OF AN INSURANCE GRADUATE



My name is Trevor Jones and I am a first-year lawyer in Hall & Wilcox's statutory insurance team based in Melbourne. I completed Hall & Wilcox's graduate program in 2021 after rotating through our pro bono, statutory insurance and general insurance teams. In this article, I hope to provide you with some insights about my experience as an insurance graduate.

Hall & Wilcox's statutory insurance team represents WorkSafe Victoria and self-insurers in statutory benefit disputes, common law claims, and in recoveries actions. Statutory benefits disputes are matters where weekly payments or medical and like expenses are in contention. The Magistrates' Court generally handles these matters. Common law claims are personal injuries matters in negligence, typically brought in the County and Supreme Courts. In recoveries actions, we represent WorkSafe as the plaintiff trying to recover money from third-party tortfeasors.

Our general insurance team acts for various large private and public insurers with respect to a variety of claims ranging from liability claims to property damage matters.

As a graduate, you are allocated a buddy, mentor, and supervising partner. Your buddy is your go to for questions that might feel a bit silly. Personally, my buddy helped with things like how to book a desk in the office, where to get my pass, or with workflow questions like how to generate documents. Your mentor is an experienced lawyer and will be your primary contact.

A typical day usually starts with an informal meeting with your mentor, who helps plan your day, tells you if there are any interesting matters, mediations, or hearings you might like to get involved with, and who will make sure your workload is manageable. After that, it is really up to you how you want to manage your time and approach your tasks.

In statutory insurance, my supervising partner allocated me five files to manage under her supervision. That meant I could follow the process from opening the files, gathering evidence, and drafting advice to our client about their risks and recommended steps. When not working on my files, and during my general insurance rotation, I tagged along to different types of hearings, mediations, statutory conferences, client meetings, attended site views, conferences with counsel, and witness conferences. Otherwise, I worked on research tasks for different lawyers or assisted with their file work. For instance, I prepared briefs to counsel, drafted letters of instruction to doctors, and helped prepare discovery.

One of the things I love about insurance law is that we usually take on the conduct of the insured's matter as instructed by the insurer. So, for example, in general insurance, where the insured holds a public liability policy and are agreeable to us acting, the insurer will usually instruct us to defend that matter on that insured's behalf. And in statutory insurance, we defend the employer's interests as well as WorkSafe's interests.

That means in our common law matters, at least where personal injury is a factor, we are always assessing liability, asking the questions you learn in torts 101: was it reasonably foreseeable that the incident would have taken place in the circumstances of the case? Is causation a factor? What steps could the insured have reasonably taken? Did the insured contribute to the incident? Did someone else contribute to the incident? Or was it just an unfortunate event without negligence?

Another thing I love about working in insurance law is that each case is unique. You deal with a wide range of professions, industries, locations, and scenarios. That meant, for instance, I learned how a rolling police road block works, how to manage risks associated with scissor lifts, or the production process in an aluminium smelter. You also get to understand the mechanism of particular injuries and illnesses. I am always learning new things in my role.

I really enjoyed my insurance rotations and recommend it to anyone who enjoyed torts at university and who wants to work on a diverse range of matters.

## TREVOR JONES

Lawyer  
Hall & Wilcox

# Graduate program



**Enjoy a one year structured program** with extensive on-the-job training and support in completing Practical Legal Training.



**Elevate Program** provides regular learning opportunities designed to develop graduates by providing skills and expertise to excel.



**A comprehensive national induction** program which lays the foundation for the year ahead.



**Multiple rotations** gives you the opportunity to gain experience in several of the firm's practice areas.



**A strong support network** including a buddy, mentor and supervising partner to provide guidance throughout the year.



**Opportunities** to participate in pro bono and Smarter Law initiatives.



**Life at Hall & Wilcox** offers a range of benefits and initiatives to support the holistic well-being all of our people.



**HW Evolve** is a hybrid workplace where our people are encouraged and empowered to work flexibly both remotely and in the office.



**Grads on Tour** is a Smarter Law event that allows graduates to experience the innovation journey by taking an idea to reality.



# MY JOURNEY TO BECOMING A PRO-BONO LAWYER



There aren't a lot of pro bono lawyers around. However, as commercial and government clients alike increasingly demand that law firms undertake pro bono legal work, many firms have started to grow dedicated, in-house pro bono teams to oversee and manage their pro bono practices. This means that there will likely be more and more lawyers like me floating around in coming years - which is great news for those with aspirations of making a social impact in their day job while also enjoying the many benefits that come with working in a large, commercial law firm.

Like most pro bono lawyers, I sort of fell into the role. I completed a clerkship at Hall & Wilcox in 2016, started as a Law Graduate in 2018, and, after completing four commercial rotations as part of my graduate year, was offered an opportunity to settle in our Pro Bono & Community practice as our (first ever) full-time pro bono lawyer. I was a bit hesitant at first, as I had spent the previous year tossing up whether to become a tax lawyer or a property lawyer, and quite simply had no idea what I was getting myself in for. But I decided to give it a go, and I am very glad I did!

Unlike most commercial lawyers, whose practices are restricted to a particular area of law (such as banking, financial services, or corporate law), my practice is not strictly governed by the area of law but by the type of client. I act for disadvantaged individuals, traditional not-for-profits, community legal centres, and social enterprises. My practice spans a few areas, including employment (mainly running underpayment of wages claims), and general public interest litigation assisting victims of elder abuse, refugees and other vulnerable groups. I am also involved in coordinating the large amount of pro bono work undertaken by lawyers from across the firm.

Outside of work, I am a co-founder of the legal start-up Anika Legal, which provides free legal advice to tenants in Victoria, and so I am also starting to build up a bit of a tenancy practice. I've also had lots of other great opportunities as a pro bono lawyer. For instance, I undertook a secondment at the Human Rights Law Centre, where I was part of the Medevac task force that succeeded in negotiating with the Federal Government to bring hundreds of refugees in offshore detention to Australia to obtain urgent medical treatment, some of whom were hours from a probable death.

None of the above would have been possible without the support of my firm, Hall & Wilcox. I truly believe it is the best law firm in Australia for those who are looking to forge a long-lasting career in the law. The people are great:

hard-working, decent, and fun-loving. There are ample opportunities to learn from and be mentored by some of the best lawyers around. Pro bono work is encouraged and celebrated. And the firm's culture is focused on ensuring that employees are happy and maintain a healthy work-life balance.

There are too many other perks to name them all, but to name just a few more: we don't wear suits unless we're heading to court or seeing a client (we have a 'dress for your day' policy), we have a generous parental leave policy and a huge recognition of the importance of supporting our people when they're starting a family, we get free breakfast every day at the firm, we are trusted to work flexibly and to work from home when it makes sense for us and the firm, and we even get the occasional massage at work by a qualified masseuse as part of our employee wellness program.

All in all, I love my job, and I can't see myself going anywhere else soon.

## DAN POOLE

Lawyer  
Hall & Wilcox



HERBERT  
SMITH  
FREEHILLS

ELEVATE YOUR EXPERIENCE

## CLERKSHIP REPRESENTATIVE



Hong Le  
Graduate Recruitment Consultant  
hong.le@hsf.com  
(03) 9288 1937

## CONTACT INFORMATION



<https://careers.herbertsmithfreehills.com/au/grads/>



Level 24, 80 Collins St, Melbourne VIC 3000



Melbourne, Sydney, Perth, Brisbane



<https://www.linkedin.com/company/herbert-smith-freehills/>



<https://www.facebook.com/pg/HSFGradsAustralia/posts/>



<https://www.instagram.com/hsfgraduatesau/>

## LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

At Herbert Smith Freehills we've committed to upholding the following values together; to connect, collaborate, lead and excel.

Allowing each member of our team to bring their best to work, by supporting and upholding our standards of engaging with one another, we're able to nurture those values and achieve great outcomes for our clients.

Our vision is to create a culture free from stigma, where our people feel that they can discuss their mental health, know how to support others, and where they can easily access support, not just in times of need, but to proactively build positive mental health. It's a journey, but we've already made significant progress. Highlights include our award-winning Mental Health Champions program, our mental health awareness training, our global health and wellbeing hub (providing access to support, information and further resources) and our How We Work guidelines, designed to promote more mindful ways of working and eliminate unnecessary stress.

As a firm, we are committed to creating an inclusive workplace culture - a culture that enables our colleagues to 'bring the best of themselves' to work and to progress whatever their background or identity. We do not tolerate sexual harassment in our firm and have taken strong action to ensure that it is challenged and addressed.

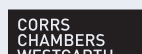
Finally, we'd like to make a commitment to you, the legal students approaching clerkship applications. We understand this is a difficult time, rife with decisions that will have a tangible impact on your early career.

To reduce that strain, and to ensure we're putting your wellbeing first, we are an ongoing signatory to the LIV Clerkship and Traineeship Guidelines. These guidelines allow students to make an informed decision around which priority offers to accept and removes the burden of receiving offers at differing times.

We feel it is incredibly important for that decision to rest with you, and that you are afforded the opportunity to explore the legal opportunities on offer here in Victoria and we will continue to support that freedom of choice.



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# CLERK WITH US

## WHO ARE WE?

With 26 offices spanning Asia, Europe, Australasia, and the Middle East, we can show you exactly what a world class commercial law firm has to offer, giving you the chance to work as part of an international team, on high-profile matters, for some of the most significant organisations in the market.

Our focus is on the future: the future needs of existing and new clients, the future of the legal profession and investing in our future lawyers. That's why we aim to attract the best talent from a broad range of backgrounds, ensuring we are optimising our position as a progressive, forward thinking professional services business. At Herbert Smith Freehills, you'll be given the opportunity to develop the skills you need to help solve our clients' most complex challenges in thoughtful and innovative ways.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Industrial Relations and Safety
- Finance
- Projects and Infrastructure
- Real Estate

## WHO ARE OUR KEY CLIENTS?

Our client base includes the majority of Australia's top 100 listed companies along with government organisations, major multinationals and large local corporations, who have trusted us to deliver on some of their most ambitious and complex projects.

Some of these clients include: ANZ, NAB, Coles, AGL Energy, Transurban, BAE Systems, Anglo American, BHP, Sanofi, Brookfield, Lendlease, Google, Uber.

## WHAT IS OUR FIRM CULTURE?

Our approach to diversity encompasses gender, ethnicity, age, religion, sexual orientation, disability and social inclusion. We want you to bring your whole self when you come to Herbert Smith Freehills. We place great value in our people's life experience and we're hiring more graduates from diverse backgrounds than ever before.

Working this way, we're able to attract and retain the very best talent and provide our clients with the most considered and innovative advice.

Our diversity networks are at the heart of our firm and our Leading for Inclusion strategy. They are a vibrant part of our inclusive culture, influencing key decisions, educating teams and driving change through innovative events, campaigns and initiatives.

## WHAT ARE OUR KEY VALUES?

- Connect
- Collaborate
- Lead
- Excel

## HOW MUCH WORK FLEXIBILITY IS THERE?

At HSF, we have adopted an agile working policy with an expectation that our people work in the office for an average of 60% of their working time. This is tailored to suit each individual, team and situation. Some people may well be in the office more, others less, while some may need to come to the office everyday depending on their role. This culture of working flexibly allows us to gain more time for families, health and other commitments.

## WHAT MAKES US DIFFERENT?

At HSF we offer our graduates the opportunity to apply for an international rotation as part of the graduate program. In 2019 we sent 14 Australian Graduates on international secondments. With a network around the world, you'll also have the opportunity to work with international clients, develop a global reputation and establish the career path that suits you. You'll gain experience on high-profile cases and deals involving some of the world's biggest clients, explore multi-cultural matters and receive first-class training. All the while, you'll be developing a global view of the law and building a resume with a legal firm that's widely recognised around the world.

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## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	~60-65
Number of clerkship positions per intake	30-35
Application process	Candidates are asked to submit a CV, Cover Letter, transcript and application form. Select applicants are then invited to attend an information evening, followed by a one on one interview with a Partner. Clerkship offers are based on feedback from our partners, and discussion among the recruitment panel.
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jun - July 2023
Rotations	No, clerks will be placed in one of our Practice Group teams for the duration of the four week program.
Eligibility	Penultimate and Final Year students We welcome applications for our Australian clerkship program from international penultimate year law students, provided that you have unrestricted legal working rights to work in Australia when you commence in your clerkship.

## THE CLERKSHIP PROGRAM

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

You will have the opportunity to sit within a specific team, delivering real work for key clients. You will attend our 3 day induction and training program, before you hit the practice group floor. Once you join the teams, you will have the opportunity to attend workshops and presentations covering all our practice areas, contribute to the pro-bono practice, experience our cutting edge technology through our innovation projects. You will be allocated a partner, supervisor and a buddy who is junior solicitor in the team, so you will have many points of contact and support within the team.

## HOW TO ACE YOUR APPLICATION

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. It's this growth mindset that creates opportunities for you and your clients. So, what exactly are we looking for?

There's no single path to becoming a commercial lawyer. We look beyond your academic record and your technical aptitude. We're focused on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes. Building great relationships takes a certain understanding and as our global village gets ever smaller, we look for graduates who think of themselves as citizens of the world.

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. We are not looking for the finished product and we know that gaining legal work experience is increasingly difficult. What we are looking for is your potential to become a Herbert Smith Freehills lawyer. Demonstrate the transferable skills you have gained through the experience you have, legal or non-legal.

## WHAT WORK CAN YOU EXPECT?

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 of our seasonal clerkship program include the opportunity to:

- attend client meetings, and be part of delivering real work to our key clients.
- Research tasks, BD work
- Attend workshops and presentations with your team
- contribute to the pro-bono team
- be part of our Digital Law Group and Innovation team by volunteering to work on their projects
- Attend networking events with clients and HSF staff

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**OTHER OPPORTUNITIES AND EXPERIENCES**

Our seasonal clerkship program offers an immersive 3 day induction where you'll have the opportunity to network with our graduate team, lawyers from across the firm and engage with our team on some of our community and pro-bono work.

In addition, our clerkship cohorts have a number of sessions to network with teams from every practice group across the four week program through informal networking events, both on and offsite.

**GRADUATE INFORMATION**

Total number of graduate positions available in Melbourne	25-30
Number of graduates recruited from clerking pool	30
Application process	Expressions of Interest following the clerkship program
Pathways to obtaining a graduate position	Priority offers
Rotations	3 x 6 month rotations
Can you defer an offer?	Considered on a case-by-case basis



**THE GRADUATE PROGRAM**

Our graduate program gives you the chance to start shaping your future and hone your skills in a range of practice areas, providing you with a broad-based training and ensuring that you are ready to become a qualified solicitor.

You'll rotate through three distinct practice areas for six months each and will be assigned a partner and buddy for support.

You will get the opportunity to submit practice area preferences before every rotation, including before your first rotation, enabling you to tailor your graduate program to your specific interests. You can also discuss your preferences with our dedicated Graduate Recruitment team. If you are interested in broadening your skills further, you can also apply to complete an international rotation or a rotation through our Digital Law Group or our Legal Operations team.

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# INSIGHTS FROM HSF - PRO-BONO

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I completed a vacation clerkship in Herbert Smith Freehills (HSF)'s commercial litigation team in November-December 2021. Over the four-week clerkship, myself and the other vacation clerks had numerous opportunities to contribute to HSF's pro bono initiatives. My involvement in pro bono work was a stimulating, challenging and extremely rewarding aspect of my clerkship experience.

I was involved in two large pro bono projects during my time as a clerk: the Homeless Law Clinic with Justice Connect, and the Specialist Disability Accommodation project with the Public Interest Advocacy Centre (PIAC). Both of these projects allowed me to collaborate with HSF lawyers, refine my skills and make meaningful contributions to client outcomes.

The Homeless Law Clinic is a partnership between Justice Connect and HSF's Melbourne office. Contributing lawyers provide legal advice and representation to people who are experiencing homelessness or at risk of homelessness, including responding to eviction notices. While lawyers at all levels of the firm are deeply involved in pro bono work, the homeless law clinic provides specific opportunities for juniors to strengthen their client engagement skills and manage their own matters. This gave me the unique chance to assist with the provision of advice and representation to clients during my clerkship. I was responsible for completing legal research, drafting letters to opposing parties, assisting with obtaining client instructions and attending VCAT hearings.

My involvement in the PIAC project was similarly rewarding. I had the privilege of assisting a team of lawyers of all seniority levels as they worked with PIAC to advise clients about their eligibility for specialist disability accommodation under the NDIS. This included creating visual advice to help clients with functional impairments to understand comprehensive written advice. Saying yes to pro bono work like the PIAC project allowed me to meet and collaborate with lawyers outside of my immediate team, all of whom were passionate about using their commercial skills to support vulnerable clients.

During my clerkship I was able to gain greater insight into pro bono at HSF by interviewing lawyers about their involvement in other initiatives, like the Towards Truth project spearheaded by PIAC and the Indigenous Law Centre. Chatting to these lawyers gave me an understanding of the wide variety of pro bono matters undertaken by the firm and the plentiful opportunities for juniors to get involved.

I would urge all students undertaking a clerkship at HSF to embrace the opportunity to contribute to pro bono work. My experience of pro bono was a highlight of my clerkship, particularly due to the level of responsibility and trust the firm places in vacation clerks and other juniors. Pro bono gave me hands-on experience of client work in a collaborative and supportive environment, all while supporting my passion for social justice. As a clerk at HSF, you will have the ability and autonomy to engage with a broad range of exciting, challenging and important pro bono initiatives - all you need to do is put your hand up.

## SALLY ELLER

Paralegal and Former Vacation Clerk  
Herbert Smith Freehills





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# PROJECTS - RENEWABLE ENERGY



I started the graduate program at Herbert Smith Freehills (HSF) in March 2021 and am currently working in Projects in the renewable energy team, as my second of three 6-month graduate rotations. The Projects team is an excellent team to rotate through, as you are guaranteed interesting, varied work that contributes to a tangible outcome for our clients – i.e. building something!

## WHAT DO WE DO IN PROJECTS?

The Projects team broadly spans across four main areas: construction & infrastructure, energy & renewables, transport and public private partnerships (PPPs). The work encompasses both domestic and international matters and is very varied; for example, in the renewables team, on any given day you could be drafting a contract for the construction of a large-scale battery energy storage system, running a due diligence process for the sale of a solar farm, and attending a seminar on a new hydrogen policy!

The renewables sub-team, which I am fortunate enough to be a part of, assists with drafting contracts for the construction and operation of solar farms, wind farms, battery storage and hydro projects. The construction & infrastructure practice typically involves work on different procurement models, property and commercial developments, manufacturing facilities and gas infrastructure. The energy work centres around gas and power stations, while on the transport front, the team works on trams and trains projects. Last but not least, the PPPs practice works with assets such as roads and rail, hospitals, schools and prisons.

## LIFE AS A JUNIOR

The work in the team for a junior is quite varied, which is great as it enables you to develop a wide range of skill sets. In terms of technical experience, I have been involved in drafting term sheets (think mini contracts with key commercial terms, used in the procurement process) and full-form contracts, preparing due diligence reports, and attending and assisting at closings. During the course of the above, I have had broad client exposure, from joining meetings, drafting correspondence and attending client functions.

In addition, juniors in the team often have responsibility for a particular work stream. This means that you are not only liaising with people in other teams (including interstate) within HSF, but also liaising directly with clients.

The team is also great at including juniors in all aspects of the life cycle of matters, from preparing pitches right through to managing clients' expectations on delivery. This has enabled me to develop a greater understanding of client needs and drivers. Juniors are also responsible for a variety of business development work, which can involve researching and writing articles on recent regulatory updates that may be of interest to clients (particularly within the renewable energy space, which is constantly evolving!).

## TEAM CULTURE AND WORK STYLE

The Projects team has a very non-hierarchical, non-siloed working style. As a grad, you often work directly with partners and senior associates, which is a great and easy way to learn, as you have visibility over the changes they make to your work. Whenever I have completed a piece of work for someone in the team, they have always called me to provide helpful feedback and have made a genuine effort to teach me about the particular area of construction law. I have also had the opportunity to work with teams in other HSF offices around Australia.

The Projects team is fantastic on every front: they are fun to work with, generous with their time, and particularly dedicated to investing in the training of their juniors.

## SARAH-ANNE BUTLER

Solicitor  
Herbert Smith Freehills



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CLERKSHIP REPRESENTATIVE



Wilma Lewis  
Senior People & Development Consultant  
wilma.lewis@jws.com.au  
(02) 8247 9630

CONTACT INFORMATION



<https://jws.com.au/en/firm/careers/jws-graduate-careers>



Level 34, 55 Collins Street, Melbourne VIC 3000



Brisbane, Sydney, Melbourne, Adelaide, Perth



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



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# ETHICAL SPONSORSHIP STATEMENT

People are our top priority at Johnson Winter & Slattery. We look after one another and provide a supportive environment where people can embrace their ambitions.

- wellbeing champions across the firm to increase the number of people with the skills and knowledge to support better mental health and wellbeing
- access to "The Resilience Box" - a resource that helps strengthen resilience through online learning modules, counselling and coaching appointments, videos, podcasts and factsheets.
- targeted health and wellbeing products including flu vaccination and access to discounted health insurance
- specific workplace programs and procedures that address many common lifestyle, health, fitness and safety issues

## DIVERSITY & INCLUSION

We are committed to providing a workplace where people are treated with respect and kindness, and have equal opportunity. We do not tolerate any form of discrimination, sexual harassment and bullying.

Creating a culture that fosters inclusion and belonging through diverse thinking, collaboration and growth for our people, clients and communities, is important to us.

We know that an inclusive workplace drives innovation and delivers better business outcomes. But most importantly, it allows everyone we work with to feel valued, respected and able to be themselves. Our diversity & inclusion strategy is focused on building awareness, inclusion and action across:

- Gender equality & advancement
- Cultural diversity & First Nations
- Flexible working
- LGBTQA+
- Disability and accessibility
- Inclusion in wellbeing

We adhere to the LIV Clerkship & Traineeship Guidelines to ensure consistency and fairness throughout our recruitment process.

## PRO BONO

We never lose sight of the responsibility of the legal profession in the broader community.

Our focus is on helping low income, disadvantaged or marginalised members of the Australian community and the organisations which support them. We work with many established and emerging charitable organisations taking over their legal issues so they are free to focus on helping the people and causes they support.

We are signed up to the National Pro Bono Target with the Australian Pro Bono Centre as a part of our ongoing commitment to the community.

## MENTAL HEALTH & WELLBEING

A career in law is very rewarding, but it sometimes has its challenges. Building a strong culture of resilience and wellbeing is extremely important to us. We've worked hard to normalise discussions around mental health and wellbeing, creating a safe environment to raise concerns or ask for help. Our wellbeing services include:

- access to a confidential assistance and counselling service which benefits all members of the firm and their immediate family



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# CLERK WITH US

## WHO ARE WE?

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently. We've grown rapidly to become one of Australia's leading independent firms and now have offices in Adelaide, Brisbane, Melbourne, Sydney and Perth. We also work with leading law firms around the world.

It's our people that really sets us apart. We pride ourselves on being down to earth, approachable and, quite simply, a great place to work.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Class actions
- Competition & antitrust
- Corporate
- Corporate crime & investigations
- Dispute resolution
- Employment
- Energy & resources
- Environment & planning
- Finance
- Foreign investment
- Funds management
- Information technology & communications
- Intellectual property
- Private equity & venture capital
- Real estate
- Restructuring & insolvency
- Tax

## WHO ARE OUR KEY CLIENTS?

Just a few examples of our recent work highlights include acting for:

- ASIC in relation to investigations and litigation arising out of the Banking Royal Commission.
- the class in a high profile class action Allianz Australia Insurance Ltd and Allianz Australia Life Insurance Ltd in the Supreme Court of Victoria - the first proceeding in Australia
- Spotify Inc on obtaining ACCC informal clearance for its acquisition of Whooshka
- a senior officer of Arrium Group in complex multiple proceedings arising out of the company's \$2.8B collapse - one of the biggest corporate cases to hit Australian courts in many years.
- Microsoft Corporation (USA) on its acquisition of Brisbane-based video editing software start-up Clipchamp.

- The representative complainant in the first ever Australian Privacy group action (270,000 Facebook users are represented) against Facebook over its data breaches involving Cambridge Analytica.
- Unilever to successfully defended a two-year ACCC investigation into alleged competition law breaches, resulting in no prosecution or administrative action
- Potentia Capital on its bid as part of a consortium with TPG Global LLC to acquire Smartgroup.
- Peabody on its sale to MetRes of the Millennium coal mine and associated royalty arrangements.
- Merivale Group on a high profile claim relating to the alleged underpayments of approximately 10,000 employees over a six year period.
- Base Resources in relation to the project structuring for the construction and procurement contracting of the Toliara Sands Project (Madagascar)
- GB Energy on its landmark underground gas storage project in Gippsland, Victoria.

## WHAT IS OUR FIRM CULTURE?

When you ask our lawyers "why JWS?" the most common response is: "because of the people." We pride ourselves on being down to earth, approachable, but always high performing. You will work closely with our partners and senior lawyers, and their doors will always be open to you. We value 'humanity' and 'collaboration' over everything else. We care about the wellbeing of our people and invest time in understanding their objectives to support their development, throughout their careers.

## WHAT ARE OUR KEY VALUES?

Looking after people is our top priority: our lawyers, business services professionals and our clients. Our ethos is: "we're in it together" - it's the cornerstone of our business and it guides our approach to everything we do.

## WHAT MAKES US DIFFERENT?

When people come first, numbers take the backseat.

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently - focusing on delivering the best legal work and client service, not internal targets and red tape. We have no targets for billable hours and less internal hierarchies, so you will be free to focus on getting the best outcomes for your clients.

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## GOLD SPONSORS

Our team structure means you won't be tied down early in your career. You will have the opportunity to work with partners nationally, across a broad range of practice areas and sectors, giving you the best opportunity to diversify your skills and shape your own career path. It also means you will not be held back. Our lawyers take on the work that reflects their ability, not their job title. There are no barriers to your success with us.

### CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	8-10
Number of clerkship positions per intake	3-4
Application process	Apply to our clerkship program by submitting your CV, covering letter and current official academic transcript via our website <a href="https://jws.com.au/en/firm/careers">https://jws.com.au/en/firm/careers</a> , addressed to Wilma Lewis, Senior People & Development Consultant
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	September - October 2022
Clerkship period dates	Monday, 21 November 2022 to Friday, 16 December 2022 Monday, 16 January 2023 to Friday, 10 February 2023 Monday, 26 June 2023 to Friday, 21 July 2023

Rotations	We don't have fixed rotations. We believe that in order to have the best clerkship experience you should be exposed to a broad range of areas of law and legal issues. Our team structure means that junior lawyers are not tied down to specific practice areas. You will work with partners across our national offices, and a broad range of practice areas and sectors, throughout your early career.
Eligibility	All penultimate and final year students.

### THE CLERKSHIP PROGRAM

Our clerkship programs provide a realistic snapshot of your future with Johnson Winter & Slattery. We will put you at the forefront of the corporate world, working with our clients on their most complex and business critical legal work - it's what we do best.

You will be given the opportunity to work closely with partners and senior lawyers across all of our practice areas. From day one, you will work on high profile, complex matters and receive guidance and mentoring from a strong support network. You will also benefit from your own structured and bespoke professional development program.

### HOW TO ACE YOUR APPLICATION

We are looking for people who are not only determined to get the best outcomes for our clients, but who share our values and want to work in a firm where people look out for each other. If you are driven to solve problems or get deals over the line, value collaboration over individual gain, and want a workplace that is low on admin and bureaucracy, then we want to talk to you.

### WHAT WORK CAN YOU EXPECT?

You will be involved in complex and challenging matters and see how they evolve. You may be asked to undertake detailed research in those matters and assist with writing articles. Our clerks will also have the opportunity to hone in on their legal skills by reviewing, proof-reading and drafting contracts

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and memorandums. We also encourage our clerks to gain a deep understanding of the complexities of the legal system through court attendance and client meetings.

Our clerks should be open to opportunities that present themselves throughout their clerkship, have a curious and inquisitive mind, and embrace our unique way of working.

### OTHER OPPORTUNITIES AND EXPERIENCES

Working with us will give you all the benefits that come with working for a leading law firm and much more.

We want you to develop lasting relationships that will extend past your time as a clerk. Our Melbourne Sports & Social Committee organises quarterly external office events, such as tickets to the Melbourne International Comedy Festival, trivia night, and lawn bowls - to name just a few examples. We have Friday night drinks, giving you an opportunity to socialise with people across the office and regularly participate in sporting events such as the LIV Fun Run. Our clerks also participate in inter-firm sports events (competing against clerks from other firms).

We support our lawyers to actively pursue their passions. From the beginning of your career, we will support your involvement in pro bono legal work and industry associations, giving you time and resources to carve out your niche. This supportive approach has seen many of our associates take leading roles with organisations such as Australian Lawyers For Human Rights, Turnaround Management Association, AMPLA and the Australian Institute of Energy.

Being a successful lawyer means learning more than just legal skills. You will benefit from your own structured and bespoke professional development program. Our firm structure provides a safe and supportive environment to build critical networking and business relationship skills.



### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	4-5
Number of graduates recruited from clerking pool	4-5
Application process	The best way to get into our graduate program is to join us as a clerk.
Pathways to obtaining a graduate position	Priority offer
Rotations	Our team structure means that our junior lawyers are not tied down to specific practice areas. You will work with partners across our national offices, and a broad range of practice areas and sectors, throughout your early career.
Can you defer an offer?	Considered on a case-by-case basis

### THE GRADUATE PROGRAM

Our graduate program is an extension of our clerkship program - you will be given the opportunity to work on matters impacting major Australian and international corporations.

In addition to the 'on the job' and structured training you will have received in your clerkship program, our graduate program will also give you access to:

- Grad Academy - an intensive off-site two day conference where you will meet your peers from across our national offices, learn about our practices, important legal concepts and the skills to accelerate your career
- College of Law enrolment and a dedicated tutor support
- Access to work on pro-bono matters and participate in pro-bono secondments

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# Your career. Your choice.

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently. We've grown rapidly to become one of Australia's leading independent firms and now have offices in Adelaide, Brisbane, Melbourne, Sydney and Perth.

Working with us will give you all the benefits that come with working for a large corporate law firm and much more. We will put you at the forefront of Australian commerce, working with our clients on their most complex and business critical legal work – it's what we do best.

It's our people that really sets us apart. We pride ourselves on being down to earth, approachable and, quite simply, a better place to work.

## PRACTICE AREAS

- Competition & antitrust
- Dispute resolution
- Funds management
- Projects & construction
- Corporate Employment
- Intellectual property & IT
- Regulatory
- Corporate governance
- Energy & resources
- Media
- Restructuring & insolvency
- Debt finance
- Foreign investment
- Private equity
- Tax

## NO.1 FOR AUSTRALIAN CLIENTS

We were named Best Law & Related Services Firm (\$50-\$200m revenue) in 2021 beatonbenchmarks research – the industry's only awards based on nothing but client feedback. In fact, we ranked #1 for Overall client service against all firms with a revenue over \$50m.



# COPING WITH STRESS AND BURNOUT



The transition from student to lawyer can be a stressful time. In addition to managing your already high university workloads, you now need to find time to search for opportunities, write applications, attend interviews and make decisions that will have an impact on your early career. With all this going on, it has never been more important to look after your mental health and wellbeing.

So, how can you help reduce stress and burnout during this period and when is it time to seek help?

## WHAT IS STRESS?

Stress is a common human reaction to high pressure, demanding or challenging situations. It creates a feeling of emotional or physical tension within us. There are many things that can cause it, from exams to interactions with others that leave us feeling sad, angry, frustrated or nervous.

Stress is not always bad. In fact, some of us actually perform better when under a tight deadline or when the stakes are high. But it can be very harmful in the long term if you keep operating at this level and will eventually lead to burn out. When our levels of stress are prolonged or reach concerning levels, it is not just detrimental to mental health, but it can take a physical toll on our bodies with some people losing weight, unable to sleep or even developing ulcers as a result of stress.

## THE SIGNS

Signs of stress can be physical, emotional or behavioural. We all react to stress differently and our bodies have their own unique ways of telling us when we are stressed. You may experience physical signs such as a racing heart, sweaty palms, or even nausea, headaches or chest pains. Emotional signs may include feeling angry, anxious, ashamed or guilty. Stress can also lead to behavioural changes such as increased smoking, eating or alcohol intake. It's important that you learn to recognise your own body's way of alerting you to stress and the best strategies for managing it.

## YOUR STRESS MINDSET

Your mindset is your inner belief. It determines how you perceive experiences and dictates your response and subsequent action. When you are stressed, you produce adrenaline and cortisol which helps your muscles and your brain absorb and use energy more efficiently. It can make you more focused, heighten your senses and increase your motivation. Some research suggests that we can shift our

stress mindset from harmful to helpful, embracing these feelings and using the energy created by stress in positive ways.

In her book *The Upside of Stress - Why stress is good for you (and how to get good at it)*, Kelly McGonigal provides three simple steps to shift your stress mindset.

1. learn to acknowledge when you are stressed and how it affects you personally eg. tightened shoulders muscles, clenched jaw or sweaty hands
2. embrace that stress by acknowledging that it is in response to something that you care about and ask yourself "what is at stake?"
3. consider how you could put the energy that stress gives you to good use.

## STRESS MANAGEMENT STRATEGIES

While a helpful stress mindset can help you use your stress positively, it's still important to take measures to reduce and manage your stress. A few strategies to help you do this include:

**Reduce stress:** Sometimes we take on too much or put unrealistic expectations on ourselves. If you are feeling stressed, the first thing to consider is whether the cause of your stress is necessary. For example, are you trying to do too much in your day? Are you overcomplicating things? Are you striving for perfection?

**Focus on your breathing:** close your eyes and take ten deep breaths through your nose, paying attention to the sensation as the air flows through your nose, down into your lungs and back out through your body. Find the areas of your body that feel tense or tight and feel the tension in that part of your body dissipate as you exhale.

**Progressive relaxation:** lie down, close your eyes and focus tensing and relaxing each muscle group for two to three seconds, starting with your feet and toes and moving slowly up your body.

**Use an app:** there are a number of great apps that provide guided relaxation and breathing exercises, for example Calm or Headspace. There are also lots of great podcasts and YouTube videos that you can access for free.

**Take time to unwind:** experiment with visualisation and mindfulness techniques to find something that will help you shift your focus and generate inner calm when you are feeling stressed. For example, picturing a tranquil scene or 'mind singing' a song that makes you feel calm or maybe even empowered, like the Rocky theme tune.



Shift your focus - understand what is and is not in your power to control, and learn to let go of the things that are non in your circle of influence. We often spend time worrying about things that we can not change, which is a waste of time and energy.

Create healthy habits: build stress-reducing activities into your daily and weekly routines. Whether that's taking five minutes every morning to meditate or breathe or doing a yoga class once a week, make it a regular and routine habit.

Learn to say no: for many of us, it can be difficult to say 'no'. But when we continually say 'yes' to others, we end up saying 'no' to our own personal health and wellbeing. Learning to say no now, will set you up positively for a successful and well balanced life.

These strategies are meant to help you work through stress and use it in positive ways, however they are not meant to undermine the seriousness of stress and the impact it can have on you. It's critical that you know the signs and when to take further action.

## BURNOUT

If we do not effectively manage our stress, it can lead to burnout.

Burnout is a state of emotional, physical and mental exhaustion caused by excessive and prolonged stress. It can make us cynical and inefficient, left feeling lost, unmotivated and like we have no more to give. It is serious and can have long-term implications for physical health and mental wellbeing.

You can prevent burnout by learning to recognise your own unique early warning signs to identify when your stress and wellbeing is shifting from well and helpful to unwell and unhelpful.

If you see these signs, it's important to take time off - at least a week - and implement changes before reducing stress in the long term.

## SO WHAT DO YOU DO IF YOU ARE APPROACHING BURNOUT?

In addition to the stress management strategies outlined above, you need to identify what is causing your stress and remove this from your life, at least for a short period. Create a list of everything that is physically or emotionally tiring you. This may include heavy workouts, people that are causing you stress, job applications or your university workload. Talking to someone or writing a journal can help you identify what you need to cut out.

Take a break and prioritise your mental health and wellbeing. Once you are feeling better, go back to your list and work out which of these 'stress activators' you can leave behind for good and develop strategies to reintroduce those that are necessary back into your life.

Make sure you eat well, stay hydrated and get plenty of rest. This is more important than ever when you are managing stress or recovering from burnout. You should also consider cutting out caffeine and sugar until things are back on track.

## GET HELP

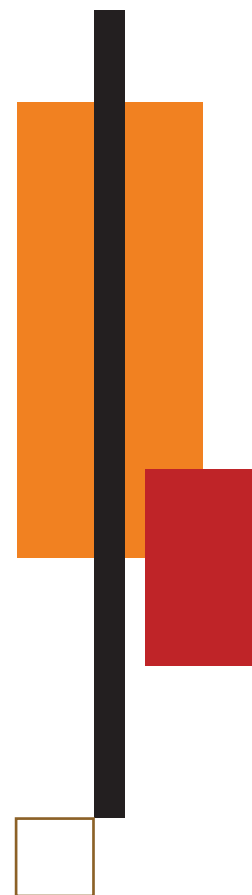
If you think you may be approaching burnout or if you are experiencing debilitating and enduring stress, it is critical that you take action. Speak with your GP, a stress management specialist (e.g. a psychologist) or your family and friends.

## BEYOND BLUE

The Beyond Blue Support Service provides 24/7 advice and support via telephone, web-chat and email (email response provided within 24 hours).

<https://www.beyondblue.org.au/>

Phone: 1300 22 4636





### **ACCELERATE YOUR CAREER**

Our flexible team structure means you will not be held back. Our lawyers take on the work that reflects their ability, not their job title. You'll also benefit from your own structured and bespoke professional development program. There are no barriers to your success with us.



### **GO YOUR OWN WAY**

Our business model is different to other firms. We want our lawyers to focus on the quality of their legal work and client experience. That means you won't be under pressure to meet billing targets. You will compete with your adversaries, not your peers.



### **IT'S A VIBE THING**

What truly sets us apart is our people. We pride ourselves on being down to earth, approachable, and simply, a better place to work. Our ethos is: "we're in it together" – it's the cornerstone of our business and it's what we live by.

### **LET'S CHAT**

Wilma Lewis, Senior People & Development Consultant on email [Wilma.Lewis@jws.com.au](mailto:Wilma.Lewis@jws.com.au) or phone 02 8247 9630.

[www.jws.com.au/en/firm/careers](http://www.jws.com.au/en/firm/careers)





## GRADUATE STORIES

Associate Stephanie Ritchie shares her story and experience as part of the team.

### HOW DID YOUR CLERKSHIP PREPARE YOU FOR YOUR LEGAL CAREER?

My clerkship at Johnson Winter & Slattery was my first experience in a commercial firm so I went in not really knowing what to expect. It was a really great opportunity to see how the firm worked, what practice areas were on offer and what the day in the life of a graduate looked like. It was an opportunity for the firm to 'test me out' and also a great opportunity for me to test out the firm to confirm it was the right place for me. The clerkship enabled me to feel prepared and comfortable when it came to starting my graduate year. Having already spent a month at the firm, I was familiar with the processes, the people and the way things operated so I was able to dive straight into the work.

### WHAT ARE YOUR TOP TIPS FOR PROSPECTIVE GRADUATE LAWYERS?

1. **Network, network and network** – ask people to sit down with you and talk about their experiences and career path. It gives you the opportunity to ask questions and receive advice. Having mentors you can call on at different points of your career is a huge benefit.
2. **Chase and take on every available opportunity** – whether this is an internship through university or spending one day in court shadowing a barrister, these opportunities allow you to experience the law first hand.
3. **Don't give up** – applying for graduate roles can be time consuming and tiring but believe in yourself and trust that all of the hard work will pay off.

### HAVE YOU WORKED ON ANY PRO BONO MATTERS?

Johnson Winter & Slattery has a wonderful pro bono program that all lawyers and graduates are encouraged to get involved in. I have been fortunate enough to assist several pro bono clients including Gidget Foundation and Spectrum Journeys. Assisting pro bono clients is a great honour but also has contributed fundamentally to my development as a lawyer as you tend to assume more responsibility for the job.

### WHY THIS ROLE?

Not being assigned to a team gives you the opportunity to seek out the work that interest you the most and allows you to try new things. Experiencing different practice areas and working for different teams has also been great for my development. Learning how different people do things and incorporating aspects of their practice into mine is beneficial across all areas of law. To succeed as a graduate at Johnson Winter & Slattery you need to have a 'can do attitude', be prepared to try new things and be open and approachable.

The firm also has an excellent culture. Everyone is really friendly and takes time out of their busy schedules to assist you where they can. There are many social events throughout the year, which as a graduate has been great as I have met and built connections with people I haven't necessarily worked with.

# THOMSON GEER

LAWYERS

A MAJOR AUSTRALIAN CORPORATE LAW FIRM

## CLERKSHIP REPRESENTATIVE



Philip Shoppee  
People & Development Adviser  
pshoppee@tglaw.com.au  
(03) 9641 8919

## CONTACT INFORMATION



tglaw.com.au



Level 23, Rialto South Tower 525 Collins Street, Melbourne VIC 3000



Sydney, Melbourne, Brisbane, Perth and Adelaide



<https://www.linkedin.com/company/thomson-geer>



<https://twitter.com/ThomsonGeer>

## LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

Thomson Geer is committed to building a safe and supportive working environment for our employees including graduates and clerks. We have internal policies and initiatives that set out the objectives of the firm to ensure the health and wellbeing of all our staff.

Thomson Geer are signatories to, and adhere to, the LIV Clerkship and Traineeship Guidelines.

We have an Employee Assistance Program (EAP) which is a free, confidential professional assistance service that Thomson Geer provides to all employees and their immediate family members. The EAP provides access to short term, practical advice and assistance to resolve any issues that are of concern. Some examples of issues that may be raised with the EAP include managing and coping with change, personal trauma and grief, relationship difficulties and breakdowns, and anxiety and depression.

We firmly believe in equal opportunity, diversity and inclusion, which is reflected in the firm's Diversity and Inclusion Statement. Diversity is inherent to the way we operate and is core to the success of any business operating in a competitive market.

Diversity refers to respecting and harnessing differences. It is born out of a recognition that individuals are unique and characterised by a number of differing dimensions including but not limited to age, gender, ethnicity, sexual orientation, socio-economic status, physical ability, religious or cultural belief, and gender identity.

Although historically a large focus of our diversity initiatives across the firm have related to the advancement of women, we have shifted our strategic approach from a narrow gender lens to a commitment to developing a more inclusive environment that:

- respects and values individual differences;
- proactively seeks out diverse perspectives when making decisions;
- challenges biases (conscious and unconscious) that inhibit diversity and reduce levels of attention to diverse ideas.

Our diversity initiatives include:

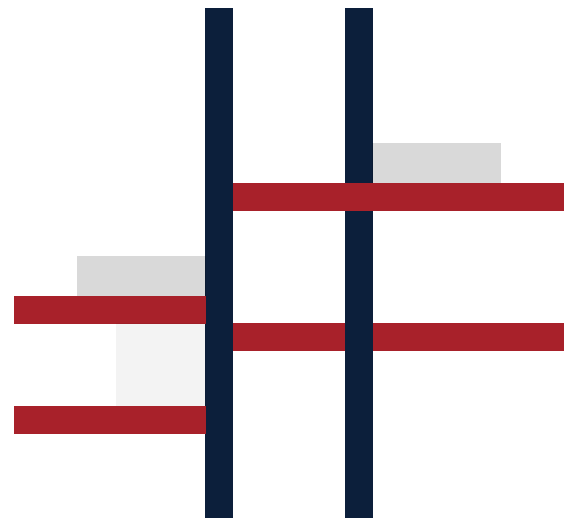
- We practice diversity within recruitment, selection and promotion activities, ensuring a diverse range of qualified candidates are considered across all roles and levels. We also develop programs to assist in succession and promotion planning, to ensure a more qualified, diverse and broadly skilled pool of experienced staff for promotion purposes.
- We have adopted the Law Council of Australia's Equitable Briefing Policy where we aim to brief women in at least 30 percent of all matters and pay 30 per cent of the value of all brief fees.
- We monitor, evaluate and report on our gender, diversity and inclusion position within the firm and against internal benchmarks and to market. For example, continuing to report on and make recommendations to the Workplace Gender Equality Agency and addressing any issues identified by our gender pay gap analysis.
- Our female Chair Loretta Reynolds and Chief Executive Partner Adrian Tembel have ensured at least 40% of internal promotions have been women in the last 6 years.
- Publications and newsletters are co-authored by one female and one male. We have at least equal female and male representation in the presenters for our CPD and annual training programs.
- The firm is a member of the Australian Network on Disability (AND) and one of our partners is a Board member. Every year we celebrate fundraising and awareness initiatives. As part of our membership of AND we participate in the AND Stepping Into program. Stepping Into is a national internship program that connects university students with disabilities to workplaces. We are one of only 111 organisations that have provided internships as a part of the program across all types of workplaces and industries. We had an intern placed in our Sydney office through the program in 2019. While the impact of the COVID-19 pandemic meant that we did not host an intern in 2020, we were pleased to welcome a further intern in 2021.
- Our firm has recently adopted its first Reconciliation Action Plan. We have recently joined CareerTrackers, an organisation supporting pre-professional

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Indigenous university students and linking them with employers to participate in paid, multi-year internships. We are looking forward to welcoming our first intern in 2022.

- We have implemented a national group, moderated by Loretta Reynolds, of young partners who are juggling parental responsibilities with their work to discuss challenges, share experiences and lessons, and offer a support network.
- The firm is a member of Women in Banking and Finance (WiBF). WiBF is a not-for-profit membership association aimed at increasing the representation of female leaders in the banking and finance sector.
- The firm has had a number of CPD sessions which have focused on diversity as a part of our commitment to building an inclusive and responsive firm culture, including:
  - 'Diversity and its Legal Relevance' by partner Andrew Cardell-Ree
  - 'Bringing our whole selves to work: Judaism as a case study of faith and ethnicity at work in Australia' by partner Jacquie Seemann
  - 'Creating change through influence as we #BalanceforBetter' (for International Women's Day) by partner Sanushka Seomangal
  - 'You said what? She wants to work how? He did that? - Anti-Discrimination 2020' by partner Jacquie Seemann
- Pandemic Pitfalls - Facts, Vax and Traps (Bullying harassment and discrimination in a COVID-19 world)
- The firm also has social inclusion policies focusing on prioritising support for Indigenous Australians through our purchase of promotional products from an Indigenous owned organisation, pro bono work for organisations supporting Indigenous Australians, and a portion of our material sponsorship of the Hawthorn Football Club in the Australian Rules Football league being directed to programs in support of Indigenous communities.



Thomson Geer is committed to providing its employees with a safe work environment that is free from inappropriate behaviour and we take all reasonable steps to minimise any form of workplace discrimination, harassment or bullying. We have internal policies including our Discrimination, Bullying and Harassment Policy and our Diversity and Inclusion Statement which outline our obligations and requirements of staff. Discrimination, harassment (including sexual harassment) and bullying are unlawful and workplace discrimination, harassment or bullying by or towards any employee, contractor, supplier, customer, client or visitor in any work related situation (including work related events) will not be tolerated by Thomson Geer under any circumstances.

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# CLERK WITH US

## WHO ARE WE?

Thomson Geer is a major Australian corporate law firm. We have more than 560 people, including 127 Partners operating out of our offices in Sydney, Melbourne, Brisbane, Perth and Adelaide.

We pride ourselves on the quality of our work, and our transparency. We are driven by our clients' needs.

Our industry coverage and client work is diverse. We have access to high quality work for major institutional clients in sectors such as banking, construction, energy, health, media, telecommunications, property development and gaming and leisure, giving our lawyers exposure to excellent work while maintaining small teams where each lawyer gets to develop and learn from senior lawyers, including partners.

## WHAT ARE OUR KEY PRACTICE AREAS?

Corporate, M&A, Banking & Finance, Litigation, Workplace and General Insurance, Property, Projects and Construction, Employment, Tax and Media.

## WHO ARE OUR KEY CLIENTS?

Some of our recent notable matters nationally including a selection of key matters undertaken by our Melbourne office include advising:

- Advised technology company Octopus Deploy on the second biggest ever venture capital investment in an Australian tech company. Octopus Deploy has secured a A\$221m investment from New York-based Insight Partners, a leading global venture capital and private equity firm specialising in investing in software ScaleUps and high-growth technology.
- Advised Australian fashion retailer City Chic Collective on its acquisition of Germany-based eCommerce retailer Navabi. This transaction is part of a string of recent strategic moves made by City Chic Collective which Thomson Geer has advised on including an A\$80m institutional placement and A\$31m share purchase, and the acquisition of UK plus size women's fashion company, Evans Group Limited for A\$41m.
- Worked with Melbourne school Parade College to partner with English Premier League champions Manchester City to launch the first Manchester City Football School in Australia.

- Acting for 30 respondents, comprising both news organisations and individual journalists, in contempt of court proceedings brought in the Victorian Supreme Court arising from the reporting of Cardinal George Pell's 2018 conviction for child sex offences.
- Acting for all media in the Victorian Supreme Court, Court of Appeal, High Court and Royal Commission into the "Lawyer X" scandal which sparked a Royal Commission inquiry into the police handling of informants.
- Acting for Dexus Property Group on a lease to Amazon which was one of the first lease pre-commitments for Dexus' new 127ha greenfield industrial estate development at Ravenhall.
- Advised one of Australia's most acclaimed film special effects companies, Rising Sun Pictures on its acquisition by US based visual effects company, FuseFX. Founded in 1995 in Adelaide, South Australia, Rising Sun Pictures is an award-winning film visual effects business having worked on productions such as Ford V Ferrari, Spider-Man: Far From Home, X-Men: Dark Phoenix, Captain Marvel, Tomb Raider and Game of Thrones.

## WHAT IS OUR FIRM CULTURE?

We create an environment that is flexible, friendly, personable, collegiate and professionally stimulating.

We work hard to enhance this culture through transparent, authentic communication, and by ensuring we are respectful and accountable to each other every day to provide an environment where our staff can grow personally and professionally.

## WHAT ARE OUR KEY VALUES?

Thomson Geer strives to deliver best practice legal skills to our clients, doing so efficiently, reliably and with an authentic and transparent approach.

We are focused on enhancing the competitive position of our clients in whatever circumstances they find themselves in.

This philosophy extends to the way we interact with each other. Honestly and transparently and supporting each other to be

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the best lawyers and people we can be.

## HOW MUCH WORK FLEXIBILITY IS THERE?

We offer a range of flexible working arrangements for our staff including, working from home, part time and purchased leave.

## WHAT MAKES US DIFFERENT?

Thomson Geer provides an excellent opportunity for junior lawyers, being large enough to attract excellent quality work while maintaining small teams that enable junior lawyers to get exposed to all aspects of the matters they work on.

Our small teams also mean that junior lawyers have excellent opportunities to work directly with, and learn from, our Partners and other senior practitioners and get to take a hands-on role in the matters they work on.

## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	Usually 8-10, but this will be dependent on the business' needs.
Number of clerkship positions per intake	Usually 4-5, but this will be dependent on the business' needs.
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	Video Interviews to take place from the end of September
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023
Rotations	Clerks will be placed in only one practice area to ensure they get the best experience possible by settling into a team, starting to understand the area and getting to work on substantive tasks. However Clerks will have the opportunity to participate in 'The Work We Do' sessions with all other Melbourne practice areas, to get a feel for what working in each of our other key practice areas is like.
Eligibility	Anyone with an unrestricted right to work in Australia - must be an Australian citizen or have permanent residency in Australia. We only consider penultimate year students.

## THE APPLICATION PROCESS

Our recruitment process is efficient, informative and streamlined, acknowledging the often stressful nature of this period.

The first stage of our process involves your application being submitted through our website. You will be required to respond to questions regarding your experience, interests and academic achievements, and will also need to submit a copy of your current CV and most recent academic transcript.

The first round of our interview process is a video interview. This provides you with an opportunity to perform at your best, by providing you with time to consider the questions, conduct some limited research and then present your responses.

Those selected to progress beyond this stage will have an opportunity to engage directly with our Partners on their current and recent work and learn more about the firm.

## THE CLERKSHIP PROGRAM

We offer a four week Summer Clerkship program either in November/December or January/February. Our structured program helps clerks to learn through a combination of hands-on experience, training, coaching and observation.

We know you're not just a student with work experience. We want to give you a realistic, stretching introduction to the legal profession.

How does this happen? From day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

We will dedicate time to your development as an up-and-coming lawyer in our team: an investment in you is an investment in our future, and the future of our valued clients.

You will find that our partners and staff are approachable and happy to share their knowledge and experience with you. We encourage our clerks, graduates and trainees to get as much exposure to different practice areas and ways of working as they can - this is a reflection of how we work as a fully integrated, cohesive, national team.

## HOW TO ACE YOUR APPLICATION

Our clerks are curious, hungry to learn and committed to constant innovation and improvement. When we receive a clerkship application, these are the things that make you stand out from the crowd:

- A genuine interest in the areas of law in which we practice.

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Hall & Wilcox  
smarter law

HERBERT  
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## GOLD SPONSORS

- Demonstrating an understanding of, and interest in, the commercial environment, as this helps our clerks contribute to the success of our clients.
- Demonstrating a dedication to pursuits outside of your university studies. Whether it be in work or community interests, being able to show that you constantly seek opportunities to contribute more than is expected - in both your personal and professional pursuits. We hold in high regard a commitment to continuous self-improvement.
- We look for a strong work ethic in our clerks, so we look for an application that is able to demonstrate that.
- And importantly, be yourself. A diverse range of people is important to our success and we love to see your personality in your application

### WHAT WORK CAN YOU EXPECT?

Clerks undertake a range of tasks depending on the practice area they work with. Common tasks include:

- attending client meetings;
- observing court proceedings;
- conducting legal research;
- drafting correspondence and court documents;
- due diligence and disclosure.

Clerks at Thomson Geer are provided with meaningful work for real client's right from the start of their clerkship. The best way for clerks to stand out is to:

- show a real interest in the work and our clients;
- commit to producing high quality work; and
- demonstrate excellent communication skills.

All of our clerks are viewed as potential graduates, and all of our graduates as potential leaders. We therefore look for the same qualities in our clerks and graduates that our lawyers need to possess.

Our lawyers are genuinely interested in our clients and their businesses. They need a critical and curious mind and are passionate about developing solutions in their commercial context. Our lawyers work collaboratively in diverse teams with both senior and junior practitioners across legal disciplines and jurisdictions.

### OTHER OPPORTUNITIES AND EXPERIENCES

The law is an incredibly rewarding profession, but we recognise it can be demanding. For this reason we create an environment that is flexible, friendly, personable, collegiate & professionally stimulating.

Our wellbeing@work program supports employees to maintain a healthy, balanced lifestyle.

We also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.

### GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	Usually 4-6, but this will be dependent on the business' needs
Number of graduates recruited from clerking pool	Usually 4-6, but this will be dependent on the business' needs
Application process	Students who complete a clerkship with us will be eligible to be considered for a position in our next graduate program, commencing in 2024. We usually fill all our graduation positions from students who have invested the time to complete a Clerkship with us. If additional graduate recruitment is required, it will be advertised and applied for through our website.
Pathways to obtaining a graduate position	Priority offers
Rotations	In Melbourne, we offer our graduates the opportunity to complete a Supervised Workplace Traineeship (SWT), which runs for 12 months and includes rotations among three different practice areas to expand the skills of our Graduates and help determine the area of law which best suits them. Each rotation will be for a four month period.
Can you defer an offer?	Considered on a case-by-case basis

### THE GRADUATE PROGRAM

Students who complete a clerkship with the firm will be eligible to be considered for a position in the firm's next graduate program, commencing in 2024. This program runs for 12 months and includes rotation among different practice areas to help determine the area of law which best suits you.

All Thomson Geer graduates complete comprehensive training in-house, as well as structured external training which will support them to become well-rounded and technically competent practitioners, fully qualified to gain admission to practice.

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Lawyers and Advisers

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Hall & Wilcox  
smarter law

HERBERT SMITH FREEHILLS

JOHNSON WINTER & SLATTERY

THOMSON GEER



**Reach your  
potential**

## **Join a major Australian law firm.**

Starting your legal career at Thomson Geer will offer you real, hands-on experience across a wide variety of commercial disciplines and industry sectors, in a supportive and collaborative environment.

### **We're ready for you**

---

With over 560 people, including 127 partners across Sydney, Melbourne, Brisbane, Perth and Adelaide, we're one of Australia's 10 largest law firms and its 5<sup>th</sup> largest independent one.

Our industry coverage and client work is diverse and we are regularly engaged on challenging, complex, commercial work.

We offer a flexible, friendly and professionally stimulating environment that puts both our trusting client relationships and our staff's wellbeing and development at the forefront.

From day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

### **Are you ready for us?**

---

We're looking for hard-working and motivated law students who have excelled academically, are customer focused, commercially minded, work well in a team environment and are ready to commence their career with a major law firm.

We are especially keen to talk to students who have, or are working towards a second degree in technical fields, such as commerce, engineering and science.

### **Who are we looking for?**

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All of our clerks are viewed as potential graduates, and all of our graduates as potential leaders. We therefore look for the same qualities in our clerks and graduates that our lawyers need to possess.

Our lawyers are genuinely interested in our clients and their businesses. They need a critical and curious mind and are passionate about developing solutions in their commercial context.



## What it's like to work for us

The law is an incredibly rewarding profession, but we recognise it can be demanding. For this reason we create an environment that is flexible, friendly, personable, collegiate and professionally stimulating.

Our clients are at the centre of everything we do; so it is not only the collaborative, supportive relationships we have with each other, but also the well-established, trusting relationships we have with our clients, which make Thomson Geer a great place to work.

Our wellbeing@work program supports employees to maintain a healthy, balanced lifestyle.

We also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.

“ I applied with Thomson Geer because it is a large Australian corporate law firm that is continuing to develop even further. I very much wanted to be a part of that growth and development. The depth and nature of work was also significant.

”

“

I felt included and part of the team from day one which made me comfortable being myself, and made it a pleasure to come to work.

”

## Developing you

We will dedicate time to your development as an up-and-coming lawyer in our team: an investment in you is an investment in our future, and the future of our valued clients.

You will find that our partners and staff are approachable and happy to share their knowledge and experience with you. We encourage our clerks, graduates and trainees to get as much exposure to different practice areas and ways of working as they can – this is a reflection of how we work as a fully integrated, cohesive, national team.

## Our Graduate Program

Students who complete a clerkship with us will be eligible to be considered for a position in our next graduate program. This program runs for 12 months and includes rotation among different practice areas to help determine the area of law which best suits you. Comprehensive external and internal training is provided to allow you to meet all required competencies to gain admission to practice.

## How to apply

Applications for our 2022/2023 Melbourne Summer Clerkships open on 4 July 2022 through our website.

[tglaw.com.au](http://tglaw.com.au)

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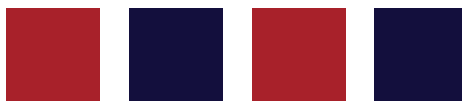
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LAWYERS

# MEDIA LITIGATION

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I'm a third-year lawyer in the media litigation team at Thomson Geer. Before joining the media team, I spent two years at a big national firm in commercial litigation.

Our team is the only full-time media practice in the country. Every day, we work with our media clients (newspapers, TV networks and digital media companies) to help them tell their stories.

Our team's work is very fast-paced. We heavily rely on and work really closely with each other. In the heat of the moment there's no such thing as a stupid idea or a dumb question. This is what I like most about practising media law - we blend the practical with the legal in every piece of advice we give. Whether it's a newspaper running a story about a confidential government report, or advising a TV network on whether they can beam certain images all across the country, it's all about finding the line and making sure our clients are on the right side of it.

As a discipline, media law doesn't get the attention it deserves and is quite misunderstood. It barely rates a mention in any of the core university subjects, and defamation is wrongly dismissed in some circles as a 'nothing' practice area.

You're all about to learn the hard way that there's only so much you can glean from a firm's website or a partner's profile. I didn't fully understand what it meant to be a media lawyer when I took this job. To be frank, when I started out at my first firm I didn't really know what I wanted to do. I had a strong feeling I wanted to work in disputes, but that was about all I knew.

So you have more of an idea than I did, media law isn't just defamation. It isn't just highfalutin squabbling over what words mean or whether you can defend what you said. It's much, much more than that.

To give you a non-exhaustive taste of the things we do, in my year with the team we have:

- acted in defamation litigation all across Australia;
- acted for all thirty respondents in the largest and most complex contempt of court prosecution ever conducted in Australia;
- appeared in and advised on suppression order applications;
- advised our clients about subpoenas, FOI requests, discrimination complaints and other interlocutory matters;
- provided pre-publication advice in all Australian states and territories; and
- responded to countless threats, complaints and concerns notices.

This list shows the great thing about media law is it has an almost unlimited breadth. I'm firmly of the view that as a junior lawyer, the best thing you can do is to do as many things for the first time as possible. For me, joining the media team at Thomson Geer has provided not only unique experience, but unparalleled opportunities to see and do different things every single day.

Rather than knowing the Corporations Act backwards, or understanding the ins and outs of inquiries and their practice, being a media lawyer means you need to know a little about a lot. What we do touches on nearly every area of law - from civil and criminal procedure, evidence, constitutional protections, administrative decision making powers and everything in between. For me, the generalist nature of what we do makes me feel like I'm constantly learning and developing.

A lot of people say 'no two days are the same' in their job. Working for the media means we live this out - if any two days are the same, we're either doing something wrong or we're out of work. I'm very lucky to be able to say I love what I do. It's something I don't take for granted, and something I hope each and every one of you get to experience.

## CONOR O'BEIRNE

Associate  
Thomson Geer



# FRONT END, BACK END - WHAT'S THE DIFFERENCE?

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## INTRODUCTION

I am a Partner at Thomson Geer practising in the area of Construction and Infrastructure in Melbourne.

I opened the batting of my career as a passionate disputes (back end) lawyer. Transactional law (front end) just wasn't for me - or so I thought.

Fast forward several years and I have metamorphosed into an all-rounder - my practice now has a 50/50 split of front end and back end work.

As you decide the pathway for your own career, you may be asking yourself: what's the difference between a front and back end lawyer? Set out below are the typical functions of both roles which will give you some valuable insight and may help to guide you in your career choices.

## THE SKILLS OF A FRONT END LAWYER

### Understand the deal

It is imperative for the front end lawyer to get off on the right foot. This starts by gaining an understanding of the commercial objectives of your client.

What is the subject matter of the transaction? What is the value to your client? What risks is your client prepared to accept and what are the definite no-go zones?

Taking these instructions early will help you set the framework for the negotiation to come. There is no point diving into the drafting of the agreement until you know where your client sits on these issues.

### Putting pen to paper

Next, you must apply your legal skills to translate those instructions into an agreement which accurately reflects the commercial objectives and intent of the transaction.

Do not try to reinvent the wheel here. It will be a very rare transaction where you cannot start with a precedent from the firm's catalogue of documents or even an industry accepted standard form. Someone before you has almost definitely dealt with a similar issue, transaction or risk allocation in the past. If you aren't sure where to start, ask one of your colleagues for help.

Even when you start with a precedent, extreme care must be taken in the drafting for each transaction. Here are some tips: Ensure you use consistency of language. For example, if the word 'must' is adopted in certain clauses in the agreement don't switch half way through and start using the word 'shall'.

Check the grammar and punctuation carefully. A misplaced comma can substantially change the intent, effect and interpretation of a clause. A decimal point in the wrong place - disaster!

Try not to be too wordy. Plain English drafting is often the best. Take care in completing any contract schedules or particulars to ensure none are missed and that the details are all correct. Make sure that all terms that need to be defined are defined and that each defined term is in fact used in the agreement - if a clause in the agreement which adopted a defined term is deleted make sure the defined term is also deleted.

### Counterparty negotiations

This is where the disputes lawyer in me has to take off my combative hat and remember that the commercial negotiation is not a fight - both parties have the same ultimate objective, which is to get the deal done. And remember, this is the start of what will hopefully be a successful relationship between your client and the counterparty - there is nothing to be gained from starting off with the parties at loggerheads with each other.

This does not mean that you will not do everything in your power and skill to ensure that you protect your client's commercial interests. What you do need to do is understand which issues are important and those which can go through to the keeper.

You also need to be commercial. Don't spend 30 minutes arguing about a provision which your counterparty will never agree to change and which will not have that much impact on the outcome of the match.

From a practical perspective maintaining document control is crucial. The last thing you want is to lose track of the negotiations in the drafting. You will need to decide whether changes will be made in mark up in the document itself or if a schedule of departures will be adopted, only implementing drafting changes in the master document once all issues are resolved - which is my preferred approach.

### Proof and execute

When the deal has been finally negotiated, the last and most important task is to implement all agreed changes and undertake a final proof of the agreement.

This is where you might get someone else to step in and complete a final review of the document - it is easy to miss something when you have been staring at the same document for a long time.

Finally don't forget to give your client advice in relation to execution protocols and ensure the agreement is actually signed! Who will execute the agreement, will execution be

by way of hard copy, execution of counterparts or electronic signature. If by hard copy how many original copies will be required? And remember to ask for a signed copy of the agreement for your file.

## AT THE BACK END

### Who, What, Why, How Much, Where?

As with front end matters, taking detailed instructions from your client in relation to the dispute at the outset is imperative.

Who are the parties to the dispute? This is a question which must be answered to ensure there is no conflict and that the correct plaintiff/applicant and defendant/respondent are identified.

What is the subject matter of the dispute? Is the claim for damages or does your client seek specific performance? What are the legal rights and obligations of the parties? This will involve reviewing the relevant agreement(s) and any common law or statutory rights.

Why are the parties in dispute? Are there difficult personalities at play? Is this a matter of principle for your client or the organisation? Once you understand the psychology of 'why', you are better placed to assist and develop an overall strategy.

What is the quantum in dispute? Too often lawyers ignore this question, lose sight of its importance or ask the question too late. Quantum is key as it informs the strategy including the forum of the dispute, the litigation budget and the evidence required to prove the claim.

Where should the dispute be litigated? Does the relevant agreement contain a dispute resolution mechanism which dictates the appropriate forum, eg arbitration, expert determination or litigation? Does the quantum of the claim justify commencing in the Supreme, County or Magistrates Court? Is there legislation which dictates that a matter must be commenced in the Victorian Civil and Administrative Tribunal or in the Federal Court?

### Settle, settle, settle

It may be counterintuitive to a litigation lawyer, but settlement should be at the forefront of your mind at all times. Too many litigation lawyers focus on the process, completing the tasks set by interlocutory orders, without considering how to advance the prospect of settlement. The only winners out of this approach are the lawyers and your clients will ultimately not thank you for it.

Modern litigating requires parties in dispute to have engaged in settlement discussions before they commence proceedings. This is required by the Civil Procedure Rules as well as often being a mandatory prerequisite to litigation found in most dispute resolution provisions.

You should therefore have frequent discussions with your client regarding settlement and utilise all the tools available to you to promote settlement whether that be a formal offer of compromise, mediation, without prejudice discussions between lawyers or between senior executives at client level.

### The process of litigation

Regardless of the forum in which they are initiated most litigious disputes will involve the same procedural steps.

The first and most critical step is to set out, in a formal claim called a pleading, the basis of your client's claim. The pleading sets out the relevant facts, identifies the cause of action and the relief being sought. Often, Counsel will be briefed to prepare or settle the pleading.

Next, the matter will be listed for a directions hearing at which orders for the further conduct of the matter will be made. This is where the junior litigation lawyer may get to do some advocacy work appearing in court on behalf of their client or instructing Counsel to appear.

At a directions hearing the Court will make orders for: the filing of pleadings: a defence and, if appropriate, a counterclaim followed by a reply / defence to counterclaim (if any);

- completion of discovery -the exchange of documents relevant to the dispute;
- preparation of expert and lay evidence either by way of details statements/reports or outlines of evidence;
- formal Mediation (this can occur at several junctures in the dispute and even on the first day of hearing);
- preparation of court/tribunal books; and
- listing the matter for hearing.

There may also be several court appearances and interlocutory stoushes along the way involving non-compliance hearings, applications for security for costs or non-party disclosure and subpoenas for production. Therefore, even though most litigious disputes follow a similar formula they are never exactly the same.

Along the way you will be required to provide advice and updates to your client, prepare for an attendance at court and mediation, brief and meet with Counsel and experts and meet with witnesses to take their statements.

### The end game - judgment

Obtaining final judgment is the culmination of all the hard work and can mean elation for one party and disappointment for the other. Often however, both parties walk away disappointed with the result.

And, sadly judgment is not in fact the end game because parties still need to deal with the issue of costs - a complex, time consuming and costly process involving the preparation of a detailed bill of costs, objections and a hearing to determine the quantum of the costs.

This reality serves to reinforce my view that you should have settlement discussions with your client and the other party frequently and often.

## CONCLUSION

This summary of the difference between the front and back end lawyer has hopefully helped you identify whether you consider yourself an opening batsman who is keen to set up the innings for your client (AKA a front end lawyer) or the spin/fast bowler who knocks off the tail at the end of the innings (AKA the back end lawyer).

However, if my career path has taught me anything it is that the decisions you make today are not set in stone and you are free to develop or alter your passions as your career progresses.

**PERSA BUCHANAN**  
Partner



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### CLERKSHIP REPRESENTATIVE


 Virginia Rigby  
Graduate Recruiter  
virginia.rigby@dlapiper.com  
(02) 9286 8015


### CONTACT INFORMATION


 <https://www.dlapipergraduates.com/au//index.html>

 80 Collins Street, Melbourne VIC 3000

 Brisbane, Melbourne, Perth, Sydney

 [graduaterecruitmentAUS@dlapiper.com](mailto:graduaterecruitmentAUS@dlapiper.com)

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 <https://www.youtube.com/user/DLAPipervideos>

### LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

In everything we do we live by the firm's values: Be Supportive (we are compassionate and inclusive, valuing diversity and acting thoughtfully); Be Collaborative (we are proactive, passionate team players, investing in our relationships); Be Bold (we are fearless and inquisitive, challenging ourselves to think big and find creative new solutions); Be Exceptional (we are strategic and driven, exceeding standards and expectations).

## DIVERSITY WITHIN THE LEGAL PROFESSION

At DLA Piper, we believe diversity and inclusion is about the collective power of bringing together many and varied voices. It's about harnessing our differences for the better. Our Equality and Diversity Policy begins with a simple acknowledgement that we are all different. Our approach is about ensuring that our policies and practices treat people on an equitable basis, that provides opportunities for all our people.

To help facilitate a culture of equality, diversity and inclusion into everyday work, our D&I Committee has established initiatives related to gender, ethnicity & culture, disability and LGBT+. Our people networks are what really makes our D&I strategy come to life. Based on these areas our people networks aim to raise awareness, connect, educate, and provide support.

## MENTAL HEALTH AND WELLBEING

DLA Piper is committed to taking meaningful action to support the wellbeing of all of our people. We acknowledge that in addition to the challenges of COVID-19 and remote working, the legal industry is challenging, with long hours and significant workloads at times. We aim to provide a sustainable approach to health and wellbeing.

We aim to provide easily accessible support to our people while ensuring they have access to meaningful programs to build their personal capability to get and stay well. We provide access to services, tools, and resources to effectively support mental health and promote wellbeing.

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

The firm has zero tolerance for the less favourable treatment or disrespect of any member of our team.

The firm has policies and processes in place to prevent and respond to any matters relating to bullying and harassment. Upon commencement every employee, partner and contractor must complete mandatory training as part of their onboarding schedule. All employees, partners and contractors are required to complete this training every two years.

The firm takes claims of harassment and bullying very seriously. Through our policy we ensure allegations and complaints are investigated thoroughly, and due process is afforded to all of those involved. In line with the policy, any act of bullying or harassment will be subject to formal disciplinary action.

## ADHERENCE TO LAW INSTITUTE OF VICTORIA CLERKSHIP & TRAINEESHIP GUIDELINES

DLA Piper is proud to be a signatory to the Law Institute of Victoria's Seasonal Clerkship & Traineeship Guidelines appreciating the consistency and fairness the guidelines provide for all law students during the recruitment process.

We are committed to employing a diverse workforce to draw on a range of skills and experiences. We encourage candidates to share any accessibility adjustments with us that will assist in their participation in our recruitment process.

We want our clerks and graduates to reach their full potential as part of a diverse, global team that thrives on collaboration, seizing opportunities and commercial edge. We pride ourselves on giving new lawyers a truly unique experience. Whether you're a student, clerk or graduate we aim to give you the tools and experience to forge a successful career in law. That means combining learning with experience, and giving you the opportunity to take on real responsibilities, working with people at all levels and across our business.

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# CLERK WITH US

## WHO ARE WE?

We're a global business that's redefining the expectations of a law firm. We operate across more than 40 countries, but we're still locally connected. That's because trusting, collaborative relationships with our clients and each other are at the heart of our success. We're creating exceptional experiences, outcomes and growth for our clients and people.

We make this happen with a culture where you bring your passion and individuality to work every day. No two careers - or two people - are the same at DLA Piper. We want you to reach your full potential as part of a diverse, global team that thrives on collaboration, seizing opportunities and commercial edge. Here, personal growth goes hand in hand with professional development to shape your individual career journey.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Litigation & Regulatory
- Corporate
- Intellectual Property & Technology
- Finance, Projects & Restructuring
- Employment
- Real Estate
- Tax

## WHO ARE OUR KEY CLIENTS?

DLA Piper in Australia is a full service business law firm providing clients with an extensive breadth and depth of service across four capital cities nationally. As trusted legal advisors to approximately a third of the ASX 100 companies or their subsidiaries and all levels of government, we take great pride in our reputation as a firm that is friendly, accessible and easy to do business with.

Some recent examples of work we have undertaken include advising POSCO, one of most competitive steel makers in the world, headquartered in South Korea on its USD240 million acquisition of a 30% equity interest in the Ravensthorpe Nickel Operation, a West Australian nickel mine and hydrometallurgical processing plant located southeast of Perth. We also advised NYSE-listed Ares on its subsidiary's AUD 428 million acquisition of AMP's PrivateMarketsCo Infrastructure Debt Platform, one of the largest infrastructure debt investment management platforms globally.

## WHAT IS OUR FIRM CULTURE?

At DLA Piper, we strive to be the leading global business law firm by delivering quality and value to our clients. We believe that great businesses can make a better world. That's why we work hard to achieve the best results for our clients, wherever they do business, and for our people, wherever they work.

We've created a culture where every voice counts and every success is recognised. And in the face of fundamental changes in the legal industry, we're redefining the structure and approach of the traditional law firm.

## WHAT ARE OUR KEY VALUES?

In everything we do connected with our People, our Clients and our Communities, we live by four values: Be Supportive, Be Bold, Be Collaborative and Be Exceptional.

## HOW MUCH WORK FLEXIBILITY IS THERE?

At DLA Piper, we provide our people with the tools they need to help them work in new and different ways every day. It's an agile approach we call WorkSmart. By encouraging our people to work without traditional limitations, such as where and when certain tasks are performed, we believe we can better meet the needs of our clients, attract the best talent and improve sustainability.

## WHAT MAKES US DIFFERENT?

We help the world's top companies with their business-critical issues. Many of the deals we work on are complex and challenging - transcending not just practice areas, but borders, languages and legal systems.

As a firm, we never stand still. We think nimbly and seize opportunities. We're ambitious and are never afraid to innovate. So if you possess these qualities too, there could be a bright future for you at DLA Piper.

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CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	10-12
Number of clerkship positions per intake	5-6
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	Online application at <a href="https://www.dlapipergraduates.com">https://www.dlapipergraduates.com</a> Complete a response to a commercial awareness question (online) Watson Glaser Critical Thinking Test (online) Assessment Centre and Interview
Clerkship period dates	Mid-September Nov - Dec 2022 Jun - Jul 2023
Rotations	One rotation/placement
Eligibility	We accept applications from penultimate and final year students

THE CLERKSHIP PROGRAM

Our seasonal clerkship is designed to give you insight into what DLA Piper is really like.

Our programme starts with an induction. This induction provides an in-depth introduction to the legal sector and the firm's practice groups. It also builds your professional skills and workplace capability. Throughout the induction there will be opportunities to hear from and network with senior members of the firm.

Once you are inducted you'll have the opportunity to complete a work placement in one of our practice groups. You'll be given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential. At the completion of your clerkship you will also be eligible for consideration for a graduate role on our graduate programme.

HOW TO ACE YOUR APPLICATION

Our people come from a diverse range of backgrounds. That's what sets us apart. By opening up a range of different and unique perspectives, allows us to service our clients better. You will need a strong academic record, and a real passion for developing a career as a lawyer. But it goes further than that...

Among other things, we'll be looking for candidates who are naturally inquisitive, have plenty of drive, and can show a genuine commitment to their chosen career path. By bringing your authentic self to work every day, you'll have an instinctual ability to build relationships with peers, colleagues and clients alike.

We are seeking applicants that are passionate about a career in Law and becoming a future graduate solicitor. We do not expect applicants to have had prior experience in Law. When applying, we'd encourage you to think broadly about your experiences and achievements from your recent-past and ensure these are clearly articulated on your CV.

WHAT WORK CAN YOU EXPECT?

We help the world's top companies with their business-critical issues. Many of the deals we work on are complex and challenging - transcending not just practice areas, but borders, languages and legal systems.

As a firm, we never stand still. We think nimbly and seize opportunities. We're ambitious and are never afraid to innovate. So if you possess these qualities too, there could be a bright future for you at DLA Piper.

OTHER OPPORTUNITIES AND EXPERIENCES

You'll have the opportunity to engage in dynamic work, working alongside experienced lawyers to help you develop your commercial acumen as well as your legal expertise. As part of your programme we also offer a range of formal and informal networking events for you to build your network and learning insight sessions to grow your knowledge. You'll also be encouraged to get involved with Pro bono and community work and our Diversity & Inclusion People Networks.

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## GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	5-6
Number of graduates recruited from clerking pool	5-6
Application process	Priority offers will be made to candidates who participate in our Clerkship Programme.
Pathways to obtaining a graduate position	Priority offers
Rotations	3 x 6 months
Can you defer an offer?	Considered on a case-by-case basis

## THE GRADUATE PROGRAM

During your graduate programme, you'll experience three x six month rotations throughout our eight different practice groups, giving you breadth in your knowledge of the law as well as the practical skills that will stay with you for your entire career.

By the end of your graduate programme, you will emerge with a clearer understanding of where your talent and interests lie. The experience you'll have gained - and the networks you'll have nurtured - will provide a strong foundation for your future career at DLA Piper.



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# SHARE OUR VISION SHAPE YOUR FUTURE

Our goal is simple. We want to create the future leaders of the firm. That means giving you the skills you need to become a successful lawyer, but also the experiences to discover where your true interests lie.

Find out more at  
[DLAPIPERGRADUATES.COM](http://DLAPIPERGRADUATES.COM)

# COMMERCIAL ACUMEN: WHAT IS IT?



Have you noticed that when stating what they are looking for in clerks, law firms always use buzz words such as “well-rounded” and “collaborative”? The biggest offender is none other than “commercial acumen”. What does this actually mean? Have you ever even heard the word “acumen” used on its own and not in conjunction with the word “commercial”? How are you supposed to have something that you don’t understand, let alone convince a law firm to hire you based on your supposed commercial acumen?

A quick Google search shows that having commercial acumen is “having a proper understanding of the business world, market and industry”. In a corporate law firm, this translates into knowing the business, market and industry of your clients. Knowing the law is only one part of being a great commercial lawyer. A great commercial lawyer has a deep understanding of the business of the sector they specialise in, in addition to the law that governs that sector. Take the example of a lawyer that specialises in the energy industry, with a client who is the biggest supplier of energy in Australia. The lawyer should be well versed on who their client’s customers, competitors and biggest threats are, the rise of renewable energy, the regulation of the energy industry by competition laws, climate change issues, government policy and so on.

A lawyer with commercial acumen is able to deliver value to their clients by thinking more holistically about the issues a client faces. It means that, instead of just telling the client the law prohibits something, we consider other avenues available to meet the same objective. As lawyers are essentially problem solvers, the best lawyers are able to solve not just their client’s current problems, but will also be able to advise their client on trends in the market and anticipate future problems that will no doubt affect the viability of a client’s business. Taking this one step further, it also means thinking about how to help a client grow their business: identifying possible new markets for organic growth, or M&A opportunities, or making introductions to relevant people or companies to continue to drive a client’s business forward. DLA Piper is one of the largest law firms in the world, with over 90 offices in more than 40 jurisdictions - we are uniquely positioned to identify opportunities for our clients and, through this, deliver tangible upside commercial value on top of providing world-class legal support.

As a student who has yet to embark on their career in the law, you may wonder, how can you show you have commercial acumen? The first and easiest thing you can do is to just take an interest in business. Start by reading the news in sectors you are interested in, whether it’s technology or consumer goods. Talk with people you know who may be in these sectors, to find out what day-

to-day problems are, and what opportunities they tend to focus on. During your clerkship, speak to as many people as you can about the sectors they specialise in. Think creatively when doing any task you’re given, and try to see the bigger picture as to why the task is important. It helps to ask the person who has given you the task how what you’re doing helps the client. Even asking yourself if there is a more efficient way of doing a task shows that you are commercially minded.

Bear in mind that commercial acumen is not something gained overnight, and you shouldn’t compare yourself to other lawyers in the firms you clerk with as your time will come! Also be confident that you already have what it takes to think commercially: your life experiences and personal network are very valuable and you should view them as such. There is no magic solution to commercial problems, or golden ticket to commercial opportunity. It is about creative thinking, common sense, and backed by your experience. You will continue to build your commercial acumen over time and will continue to do so throughout your legal career as industries and markets diversify and evolve, but don’t sell yourself short: you already have what it takes.



**KIMBERLEY CHEE**  
Solicitor  
DLA Piper



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## CLERKSHIP REPRESENTATIVE



Catherine Davies  
Human Resources & Recruitment Manager  
catherinedavies@jonesday.com  
(02) 8272 0500

## CONTACT INFORMATION



<https://www.jonesday.com/en/careers/locations/australia>



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SLATTERY

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### **Adherence to LIV Clerkship & Traineeship Guidelines:**

Jones Day is a signatory to the LIV Seasonal Clerkship and Traineeship Guidelines for 2021. Jones Day commits to the LIV Guidelines as they ensure consistency and fairness throughout the legal recruitment process.

### **Mental Health and Wellbeing:**

At Jones Day, we care about the mental health and wellbeing of all employees. We provide our staff with a number of programs, which include:

- Employee Assistance Program (EAP) this provides emotional and psychological counselling to all employees free of charge,
- RUOK? Day events and handouts,
- Free Mindfulness Meditation/Yoga sessions,
- Subsidised gym memberships,
- Annual Flu Vaccinations and
- Social events, which include; morning tea and Friday night drinks

### **Sexual Harassment in the legal profession:**

Jones Day is an equal opportunity employer. We believe that everyone should feel comfortable in the workplace and that differences should be respected. This means that everyone must be able to work in an environment free from harassment and bullying.

All harassment that is sexual or sex-based, racial or relates to a person's ethnicity, religion, marital status, pregnancy or potential pregnancy, actual or presumed, past, present or future disability, age, actual or presumed homosexuality, actual or presumed transgender status, or actual or presumed responsibilities as a carer is discriminatory and will not be tolerated in the workplace.

Jones Day considers unlawful harassment and bullying to be unacceptable and such conduct will not be tolerated under any circumstances.

### **Diversity within the legal profession:**

At Jones Day, you will see lawyers from diverse background leading client engagements, practice groups, and offices around the world. This reality reflects not only a long-standing Firm commitment to diversity but also a recognition that a broad, diverse group of lawyers is important to our firm culture and meets the needs of our clients in a diverse world. We share this commitment with our clients and undertake this responsibility with them.

We pursue hiring, retaining, mentoring and developing lawyers from historically underrepresented groups and background. By mentoring and promoting women, people of all races and backgrounds and members of the LGBTQI+ community, we tap the unique strengths and experiences of very talented lawyers and staff.

# CLERK WITH US

## WHO ARE WE?

Jones Day is a global law firm with more than 2,500 lawyers in 43 offices across five continents.

The Firm's 125 years of sustained growth—in experience, reputation and successful client interaction—have been built by its dedication to a 'One Firm Worldwide' philosophy, which fosters the creation of interoffice and cross-practice teams, assembled to ensure that clients receive the best possible guidance and representation, without regard to barriers conventionally imposed by geography, borders, time zones or language.

Jones Day's presence in Australia has grown significantly. The Firm has added new offices in Melbourne, Perth and Brisbane over the last seven years in addition to our office in Sydney, reflecting our commitment to expanding our service to the Australian market. Our lawyers work in a dynamic and stimulating multidisciplinary environment by collaborating with colleagues from different practices and different offices worldwide. We continue to attract many of the legal industry's most highly regarded and sought-after lawyers while maintaining our focus on promoting internal talent through the ranks.

## WHAT ARE OUR KEY PRACTICE AREAS?

Global Disputes, Intellectual Property, Corporate and Competition

## WHAT IS OUR FIRM CULTURE?

Our culture is one of collegiality and partnership. We work together to provide the best service to our clients and know that in order to do this, our lawyers need to be happy in their workplace and with their colleagues.

## WHAT ARE OUR KEY VALUES?

Jones Day's commitment to client service means our lawyers work together in a collaborative atmosphere where teamwork is essential, respect for and from colleagues is the norm, and credit is shared for a job well done.

In fact, every facet of the Firm is structured to promote an environment that's client-focused, but also professionally fulfilling for lawyers at any career stage. We expect our lawyers to focus completely on a client's needs, with the full support and encouragement of their peers. We recognize

that partners and associates alike contribute to the Firm in a variety of ways, and we reward lawyers for their overall contributions to the Firm and for promoting the Firm's values.

## HOW MUCH WORK FLEXIBILITY IS THERE?

Yes, all graduates and lawyers are provided with the IT tools necessary to work remotely.

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

## WHAT MAKES US DIFFERENT?

The Firm is distinguished by: a singular tradition of client service; the mutual commitment to, and the seamless collaboration of, a true partnership; formidable legal talent across multiple disciplines and jurisdictions; and shared professional values that focus on client needs.

## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	8
Number of clerkship positions per intake	8
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Application process	Please submit a CV, cover letter and your university transcripts through our website. We will hold an Information Cocktail Evening and there will be two rounds of interviews. We do not do psychometric testing.
Interview period dates	September 2022
Clerkship period dates	

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Rotations	Clerks enjoy the benefits of our non-rotational training program, which allows individuals to work with any practice at any time and tailor their experience with the office and work across their areas of interest. We rotate the seating locations of our Summer Clerks to ensure that they gain broad exposure and develop relationships across the office, however this does not prevent the Summer Clerks from working with various practice groups regardless of their location.
Eligibility	Full working rights in Australia - no international students. Penultimate year students

**WHAT WORK CAN YOU EXPECT?**

Seasonal Clerks work closely with Associates and Partners, engaging in a wide variety of tasks including drafting transactional and dispute related documents, conducting research, attending court hearings and client meetings, writing opinions and research memos, gaining insight into business development and building client relationships, and learning about the mechanics of closing a deal and the key steps and processes involved in a major dispute. We work with industry leading local and international clients and our Seasonal Clerks gain first hand exposure to the high calibre nature of the work that we undertake.

**OTHER OPPORTUNITIES AND EXPERIENCES**

A thorough induction program is conducted across the first week to assist Seasonal Clerks in attaining important information and developing skills that will support their time in the Melbourne office. We do not expect our Clerks to have any prior legal experience, all required training will be provided in induction and on the job. Each Clerk is assigned a buddy to support their learning, assist with questions and help with introductions to other team members. We run various lunches, dinners and social activities to assist with relationship building amongst the Clerk cohort and across the office. As a highly collaborative and team-oriented firm, it's important that our Clerks feel supported, encouraged and included across the office. Clerks will be invited to attend various training sessions held as part of our annual L&D programs including the New Lawyers Group Development Program and the National CPD Program.

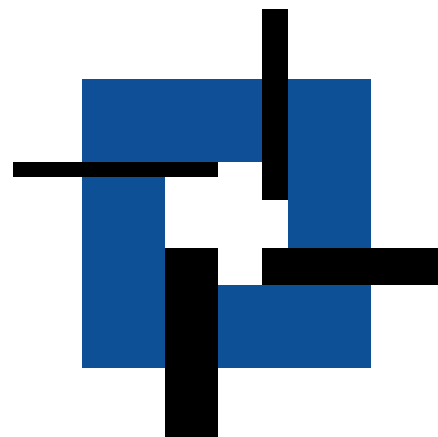
**THE CLERKSHIP PROGRAM**

Our clerkship program in Melbourne offers selected positions to talented students who are in their penultimate year of university. We give our clerks real work for real clients, to provide them an opportunity to learn what the practice of law at a large firm is all about. Providing challenging assignments also allows us to assess clerks' potential to deliver first-rate legal services and to flourish in Jones Day's culture. We aim for clerks to become future graduates of the Firm.

**HOW TO ACE YOUR APPLICATION**

We are seeking candidates who have a strong desire to forge a successful career in commercial law. We don't expect candidates to have any prior experience or to know what area of practice they would like to work in. We will provide the training and guidance, in return we are seeking individuals who are smart, hardworking, reliable, agile, driven and committed. We want to meet candidates that have enthusiasm to learn and take on new opportunities.

We seek candidates who will be great colleagues to our high performing and collegiate team. We are committed to a culture of teamwork, collaboration and respect and our internal practices ensure that this is driven at all levels of the Firm.



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GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	4
Number of graduates recruited from clerking pool	4
Application process	Our clerkship program
Pathways to obtaining a graduate position	Priority Offers
Rotations	We run a non-rotational program which lasts between 18-24 months.
Can you defer an offer?	Yes

THE GRADUATE PROGRAM

We offer a unique program whereby our graduates join the New Lawyers Group (NLG) for their first 18 - 24 months and gain exposure working across all practices within the office, and often assist with work across other interstate and international offices. New Lawyers physically change locations across the office during their time in the program, however they will continue to work as required on any matters in any area. We coordinate location changes to support new lawyers in building relationships with various practice areas and gaining broad work exposure. The benefit of this program is that New Lawyers aren't dropped from matters half-way through due to being rotated to a new practice, they are carried along to the new location. New Lawyers determine areas of interest to place as they reach the end of the NLG program.



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# JONES DAY AUSTRALIA THE FACTS

Jones Day's Australian offices, an integral part of the worldwide Firm, are seeking highly skilled graduates and lawyers who are interested in working as part of an integrated team of lawyers on a truly global scale. Joining Jones Day means starting your career in a dynamic global law firm, in which you will find ample opportunity to acquire the full array of skills and experience necessary to meet the legal-services needs of sophisticated clients on a worldwide basis.

## FIRM OVERVIEW



## AUSTRALIA MAIN AREAS OF PRACTICE

- |   |                         |
|---|-------------------------|
| Antitrust & Competition Law             | Financial Markets       |
| Banking, Finance & Securities           | Global Disputes         |
| Business Restructuring & Reorganization | Intellectual Property   |
| Capital Markets Energy                  | Labor & Employment      |
| Environment                             | Mergers & Acquisitions  |
|   | New Lawyers Group       |
|   | Private Equity Pro Bono |

## CLERK RECRUITMENT

Sydney and Melbourne offices take part in the NSW Summer Clerkship Scheme and the LIV Seasonal Clerkship Program.

### Sydney:

Applications open on 6 June 2022, Application close at 11.59 pm on 10 July 2022

### Melbourne:

Applications open on 4 July 2022, Applications close at 11.59 pm on 14 August 2022

Applications must be made online.

Please visit us at [www.jonesdaycareers.com/australia](http://www.jonesdaycareers.com/australia) and follow the links to the relevant page.



## Our Interview Tips

For lawyers and law students alike, the interview process for clerkships is exhausting, exciting and, yes, stressful. We won't pretend it's not. After all, big decisions are being made. Law firms are trying to find the best candidates to carry on their legacy, and law students are looking for a long-term professional home that will support, challenge, and reward them. To help you make the decision that's right for you, our HR & Recruitment Manager, Catherine Davies offers the following suggestions:

### Preparing for Interviews

- **Determine what's important to you:** It may be tough to tell at first glance, but firms have different cultures, strengths, and priorities.
- **Research the firm:** Before you set foot in an interview, learn as much as you can about the firm. The firm's web site can help you determine how the firm views itself and can tell you what big deals or litigation victories the firm has recently achieved.
- **Clean up your internet presence:** You likely have spent significant time ensuring that your CV and cover letter projects an appropriate professional image. You don't want that to be undone by your "virtual" resume. Many lawyers are tech-savvy and regularly use sites such as Facebook, LinkedIn, Instagram, TikTok and Twitter. Your web presence is an extension of your resume and should portray you as you want to be viewed.
- **personable human being is important to being a good lawyer.**
- **Be enthusiastic:** Law firms want associates who want to be there because it's much more enjoyable to work with others who are excited about being members of the team.
- **Treat everyone with respect:** Although your interviews will all be with lawyers, good firms listen to the opinions of their recruiting staff, secretaries, and everyone else you come in contact with as a candidate.
- **Adapt:** Each interviewer has a different style. Some are conversational, others quite formal. It's a bit like dealing with the varying personalities of different judges. By responding well to your interviewer's style, you'll make the interview a more enjoyable experience.
- **Ask questions:** Law firms want to hire people who are interested in working at the firm. The best way to demonstrate your interest is by asking questions about the firm, especially those aspects that are unique to that particular firm. And don't worry—you can ask more than one person at the firm the same question.

### The Interview

- **Know your CV:** Be prepared to answer questions about your academic achievements, work experience, and interests.
- **Know the firm:** You can and should ask questions about the firm, but don't ask about facts easily accessible on the firm's web site or advertising materials. Demonstrating that you've done some research and know some of the firm's unique attributes conveys to the interviewer that you are genuinely interested in his or her firm.
- **Be yourself:** You should be professional, but not cold or stiff. Being a well-rounded,
- **Take it all in:** Get a feel for the atmosphere of the office. Does it seem friendly? Do lawyers and staff interact when they pass each other? Do your various interviewers seem to really know each other? You're going to spend a lot of hours wherever you choose to work; you might as well spend them with people you like.



**Catherine Davies**  
 HR & Recruitment Manager for Jones Day in Australia  
[catherinedavies@jonesday.com](mailto:catherinedavies@jonesday.com) 02 8272 0571

# LANDER & ROGERS

## CLERKSHIP REPRESENTATIVE



Chelsea Isaacson  
Graduate Program & Talent Acquisition Consultant  
cisaacson@landers.com.au  
(03) 9269 9712

## CONTACT INFORMATION



<https://www.landerson.com.au/careers/students-and-graduates>



Level 15, 477 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Brisbane



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



<https://www.linkedin.com/company/lander-&-rogers/>



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## LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

## ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Lander & Rogers is a signatory to the LIV Clerkship & Traineeship Guidelines, which means we have committed to providing a fair and consistent seasonal clerk and graduate recruitment process for our candidates. We see seasonal clerk and graduate talent as vital to our firm, as it allows all of us to benefit from our clerks' and graduates' diverse set of skills, backgrounds and perspectives.

## MENTAL HEALTH AND WELLBEING

Lander & Rogers has a long-term commitment to the wellbeing of its people and is focused on enabling them to bring their best selves to work, both personally and professionally. We see mental health as integral to a happy and productive workplace.

Our dedicated wellbeing program, Wellness@Landers, takes a holistic approach to supporting the physical and mental health of our people. Since 2018, our firm has focused on resilience – a crucial skill for coping with life's inevitable obstacles. We've partnered with The Resilience Project and its founder, Hugh van Cuylenburg, to build skills in embedding resilience principles into our daily lives; fostering gratitude, empathy and mindfulness; and the power of connection and living with purpose. We stay active and connected with firmwide and team-led activities including virtual and in-person exercise classes, such as yoga and pilates; team sports; online running clubs and distance challenges.

We were recently recognised as a Mental Health First Aid Australia (MHFA) Gold-level skilled workplace, and have a team of mental health first aid officers on-hand to listen to anyone with mental health concerns and connect them with the appropriate professional help or support.

## ADDRESSING SEXUAL HARASSMENT IN THE LEGAL PROFESSION

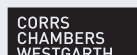
Lander & Rogers set a new benchmark for the legal profession when, in November 2020, we overhauled our firm's policy relating to sexual harassment and defined guidelines around consensual relationships in the workplace:

1) In a simple but powerful change to our Sexual Harassment Policy, we introduced mandatory reporting for anyone who experiences, witnesses or becomes aware of sexual harassment within our firm. We shifted the language in our policy that relates to reporting incidents from "should report" to "must report" – to remove stigma and fear for those coming forward to report issues, and to empower not only victims, but also witnesses and bystanders and their managers. In this way we reinforced our firm's zero-tolerance stance on harassment and affirmed our commitment to an inclusive environment where people feel safe to voice their concerns.

2) We introduced a new Personal Relationships in the Workplace policy, applicable to consensual personal relationships and family relationships. The policy states that any staff member engaging in a personal relationship that raises conflict issues (whether actual, potential or perceived) must report the relationship to their manager or to the human resources team. This allows the relevant parties to consult and work together to minimise conflicts of interest – particularly where one party in the relationship is in a position of influence. Rather than stigmatising or banning personal relationships in the workplace, the policy allows us to proactively manage any power imbalance or conflict so that the relationship doesn't adversely impact the couple, or their colleagues, in the fulfilment of their roles and duties.

By fostering an inclusive work environment where people feel safe to initiate honest conversations around sensitive topics like sexual harassment, Lander & Rogers is taking action against one of the legal industry's most pervasive issues.

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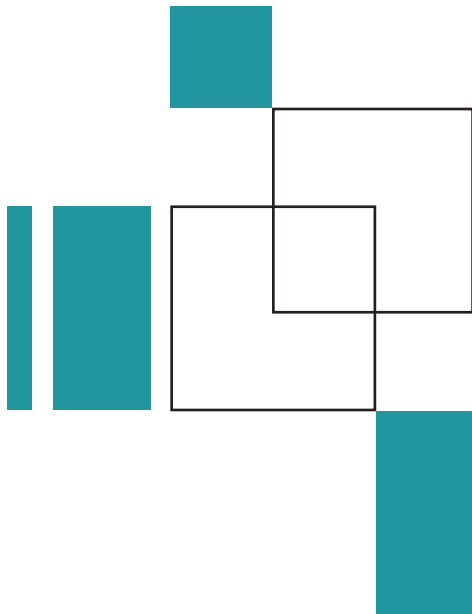


PROMOTING DIVERSITY WITHIN THE LEGAL PROFESSION

Lander & Rogers is a committed advocate for diversity and inclusion. We are recognised as an Employer of Choice for Gender Equality by the Federal Government’s Workplace Gender Equality Agency (WGEA), for our initiatives designed to promote gender equality through pay equity, flexible work practices and tools, gender neutral parental leave opportunities and the promotion of women to positions of leadership.

We’re proud to have the highest percentage of female senior associates of any Australian law firm, and one of the highest female partner ratios at 45%. Our firm’s Board is 50% female, and we have a female Chief Executive Partner and female Chair. Our partnership promotion pipeline is 50/50 male and female. Of the 31 lawyers promoted to senior positions in 2021, 68% were women - including 3 out of 5 partners.

We recognise that our firm’s success is a direct reflection of the calibre of our people and we are committed to building a workforce that represents the diversity of the clients and communities we serve. We believe an inclusive workplace, where everyone feels valued and can reach their full potential, is a critical part of our success. We are recognised as having an approach to diversity and inclusion that is authentic and genuine and is embedded in our down-to-earth and supportive workplace culture.



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# CLERK WITH US

## WHO ARE WE?

Lander & Rogers is a leading independent Australian law firm with offices in Melbourne, Sydney and Brisbane. With over 500 people nationally and seven broad areas of practice, the firm covers a range of industry sectors, with a focus on financial services, insurance, government, infrastructure, real estate, retail & supply chain, and technology & digital.

At Lander & Rogers, we believe legal services are about much more than just the law - they are about great people, sustained excellence and exceptional client service. We have a reputation as a provider of premium legal services, and as a sought-after employer. We are renowned in Australia for our down-to-earth and friendly workplace culture.

If you have the acumen to tackle complex and interesting legal scenarios, energy to absorb new concepts and willingness to work productively and collaboratively with different people Lander & Rogers is the place for you.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Insurance Law & Litigation
- Family & Relationship Law
- Real Estate & Projects
- Corporate
- Commercial Disputes
- Compensation Law
- Workplace Relations & Safety

## WHO ARE OUR KEY CLIENTS?

We are a principal advisor to many publicly listed and private Australian companies, and Australian subsidiaries of global companies, as well as all levels of government.

Some well-known names include Bunnings, Wesfarmers, Coles, WorkSafe, Allianz, QBE and AIG.

## WHAT IS OUR FIRM CULTURE?

At Lander & Rogers, we pride ourselves on being known for our friendly and down-to-earth culture. We believe that legal services are about much more than just the law - they are about great people, sustained excellence and exceptional client service. We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and who will strengthen our culture.

## WHAT ARE OUR KEY VALUES?

Authentic. Connected. Innovative

## HOW MUCH WORK FLEXIBILITY IS THERE?

Lander & Rogers offers flexible working arrangements and has a hybrid working policy in place, with no mandated days in the office. The firm prioritises work-life integration and understands that everyone has different working styles and priorities.

## WHAT MAKES US DIFFERENT?

We are at the forefront of innovation - recently establishing Australia's first LawTech Hub. The LawTech Hub is where the best and brightest technology entrepreneurs and legal experts create new and innovative solutions. It represents a unique opportunity for startups and scaleups to collaborate with Lander & Rogers' lawyers and business specialists, while forging connections with the firm's clients and networks.

In 2019, Lander & Rogers also launched our iHub, a standalone business function focused on innovation. The iHub offers a client centric, innovative approach to the delivery of legal and business services. It is made up of a multidisciplinary team of lawyers, digital designers, and business specialists who co-design with clients to solve real commercial problems. Using new and emerging technologies, the iHub team creates solutions that save time, cut costs, and improve information access and service delivery.

Lander & Rogers is also a proud member of Terralex - one of the largest global networks of independent law firms comprising more than 19,000 lawyers from 155 leading independent law firms based in 100 countries. TerraLex members are leading business law firms in their countries with strong local practices and connections. They are experienced in working with international clients on cross-border matters and teams of TerraLex firms regularly handle multi-jurisdiction cross-border transactions for sophisticated clients.

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## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	~45
Number of clerkship positions per intake	~15
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jan - Feb 2023 Jun - Jul 2023
Rotations	No
Eligibility	Penultimate or final year students. Students must have full working rights in Australia

## THE APPLICATION PROCESS

At Lander & Rogers we aim to ensure our recruitment process is as smooth as possible.

When applying for a role with Landers, you will be asked to submit a cover letter, your CV and an academic transcript. We will also ask you to answer some standard application questions. We also issue psychometric testing and video interviews prior to being invited through to an in person interview. You will also be extended an invitation to attend our cocktail event prior.

## THE CLERKSHIP PROGRAM

This program is designed to help you understand what it's like to practise law at Lander & Rogers. You'll develop a feel for why people work here, where they've come from, and what they do when they're not being lawyers.

Clerkships happen during the university holidays (Nov/Dec, Jan/Feb and June/July). You'll spend four weeks in one of our practice areas, working closely with a senior and junior lawyer who will guide and mentor you.

## HOW TO ACE YOUR APPLICATION

We want people who embrace excellence in everything they do and people who are passionate about quality work, relationships and being part of an exceptional team. Above all, you are dynamic, insightful, and fresh thinking.

We look for individuals who relish the challenge of solving complex and interesting legal problems - but we're not just looking for razor-sharp legal minds. Our firm is successful because we forge strong relationships with our clients and each other. We look for authentic people with high emotional intelligence.

As well as setting out your key skills and experience, we would like to see:

- who you are - be yourself and let your personality shine through
- your interests and hobbies - we recruit people who are passionate about their career in law but have extracurricular interests too
- what you can offer our firm and why we should recruit you
- what attracts you to working with Lander & Rogers

## WHAT WORK CAN YOU EXPECT?

Your work will likely involve:

- researching points of law and summarising your findings
- drafting correspondence, court documents, and sections of commercial agreements
- reviewing and analysing legislation and case law
- observing our lawyers in action (including meetings, mediations and court proceedings)
- attending practice group discussions

You will also attend:

- practice group case study sessions to build your understanding of our areas of expertise
- careers sessions to map out your career possibilities
- workshops on practical skills (e.g. writing and taking instructions)
- social opportunities (e.g. weekly coffee catch ups, staff drinks, sporting and wellbeing activities)

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OTHER OPPORTUNITIES AND EXPERIENCES

Lander & Rogers offers a range of benefits to assist with career development, staying healthy and contributing to the community. We value our people and understand the importance of our staff maintaining a healthy and balanced lifestyle. We also make time for people to connect on a social level through regular staff drinks and other events.

GRADUATE INFORMATION

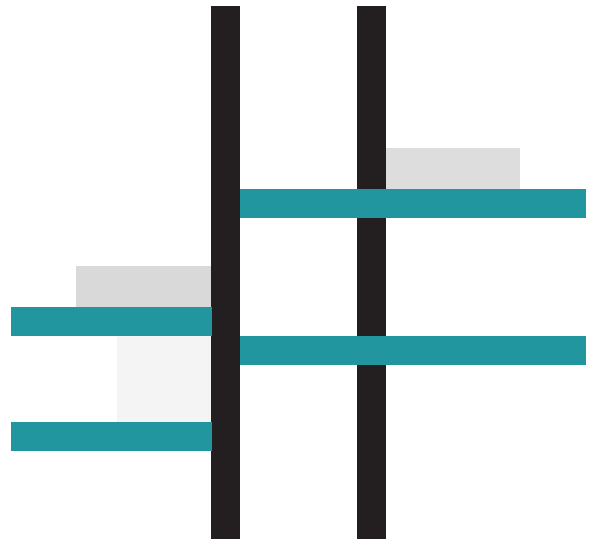
Total number of graduate positions available in Melbourne	~15
Number of graduates recruited from clerking pool	100%
Application process	We ask eligible students to apply at the end of the clerkship season. It's important for you to reapply so that we can read an updated version of your CV that includes recent experiences and your latest academic transcript. Given that we'll know each other by this stage, you'll be in a better position to express your interest in a career at Lander & Rogers.
Pathways to obtaining a graduate position	Priority offers
Rotations	4 x 3-month rotations
Can you defer an offer?	Considered on a case-by-case basis

THE GRADUATE PROGRAM

Our graduate program is built on four practice group rotations, each of three months in duration, covering commercial and litigious areas of practice. You'll also participate in a Graduate Diploma of Legal Practice with the College of Law, as well as a comprehensive internal learning and development program to broaden your knowledge.

You will be allocated a supervisor and buddy during each practice group rotation to help you navigate through your graduate year.

As a medium-sized firm, we're big enough to attract great clients with fantastic work; but small enough to be focused on the important things like learning and development, opportunities for our people to progress, mentoring our junior lawyers and maintaining a happy workplace.



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# DATA, PRIVACY, CYBERTECHNOLOGY AND THE FUTURE-READY LAWYER

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Rapid digitisation and technology adoption have created hot demand for a brand-new set of legal knowledge and skills.

Lawyers in Lander & Rogers' Technology and Digital practice advise clients across all sectors on everything from digital transformation projects, contractual arrangements and regulatory obligations to cyber security, data and privacy best practice, and navigating the blockchain.

"We're increasingly advising on the rapid adoption of cloud services and emerging technologies, from AI and facial recognition through to crypto assets and NFTs. Because of the nature of our practice, we see first-hand the transformative impact of technology across all sectors," says Melbourne-based partner and technology and digital assets specialist Lisa Fitzgerald.

With new technologies come additional risks and responsibilities, with clients requiring advice on:

1. Protecting their organisations from data breaches. Human error remains a common problem, such as sending an email to the wrong address, or attaching an unencrypted file containing personal, sensitive or confidential information. Businesses need a system in place for dealing with such breaches when they occur.
2. The growing threat of cyber attacks. Cyber criminals are not just dark web junkies - they are sophisticated and business savvy. When a company's data is compromised or held to ransom by a malicious party, their business will come to a grinding halt.
3. Privacy and handling personal information. Privacy regulatory compliance can be difficult to navigate, particularly given the amount of data and information businesses have access to.
4. Integrating blockchain and distributed ledger technology, such as smart legal contracts, into their business to create new products and processes.

Lawyers with an interest in emerging technologies and their finger on the pulse are in the special position of being able to guide clients through a time of rapid change - and, in turn, transform how the law is practised.

"While the legal profession may be one of the oldest professions in the world, it must be a frontier profession to support the current global socio-technological paradigm shift the world is undergoing. With the rise of virtual reality, augmented reality, economy-wide gamification and the metaverse, a new breed of lawyer and technology-based 'law as a service' is needed," says Lisa.

In response to this need, Lisa says that Lander & Rogers is "focussed on building future-fit lawyers" through collaboration with legal education advocates and institutions, legal tech startups and scaleups, and tech-savvy organisations looking to transform how they do business.

The role of the technology & digital lawyer will continue to evolve and expand in response to clients' needs, particularly as digitisation and automation of everyday processes becomes more and more commonplace. Because lawyers are problem-solvers at heart, "using technology in new ways provides us with a complex challenge to solve and simplify," Lisa says. Lawyers with digital skills "will be indispensable to clients doing good business and competing in the global digital economy."



Seasonal Clerk careers

# EXPAND YOUR CAREER

*A career with Lander & Rogers is more than an occupation - it's a chance to expand and deliver a meaningful and lasting impact.*

Establish a career with a leading firm where you will work alongside some of Australia's leading legal experts and most well-known brands.

Gain support to develop the real-world skills demanded of the very best lawyers, while discovering a genuine, collaborative and flexible place that recognises and celebrates your individual contribution - a team where you, and your career, matter.

## Kick start your law career

Learn more by visiting [landers.com.au/careers](https://landers.com.au/careers)

## Melbourne Seasonal Clerk Applications:

**Opening:** Monday 4 July 2022

**Closing:** Sunday 14 August 2022



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The image features an abstract graphic design on a white background. It consists of several overlapping rectangular blocks in various colors: a dark blue block, a bright orange block, a yellow-orange block, and a light grey block. The text 'BRONZE SPONSORS' is positioned in the lower-left area, partially overlapping the orange and dark blue blocks. The overall composition is minimalist and modern.

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# NORTON ROSE FULBRIGHT

LAW AROUND THE WORLD

## CLERKSHIP REPRESENTATIVE



Tahnee Sparkman  
Human Resources Coordinator  
tahnee.sparkman@nortonrosefulbright.com

Ryan Leckie  
National Advisor - Early Talent  
ryan.leckie@nortonrosefulbright.com

## CONTACT INFORMATION



[www.nortonrosefulbright.com/graduates](http://www.nortonrosefulbright.com/graduates)



Level 38, Olderfleet, 477 Collins Street, Melbourne VIC 3000



Melbourne, Sydney, Brisbane, Perth, Canberra



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# ETHICAL SPONSORSHIP STATEMENT

## INCLUSION & DIVERSITY

Norton Rose Fulbright Australia is a firm that prides itself on being a diverse firm with an inclusive culture. We value difference and appreciate the variety of perspectives that this brings to our business. We know that diverse teams are more innovative and better at solving problems and this is an opportunity and a benefit for our clients. We aim to create an inclusive environment where everyone has a sense of belonging.

Our diversity & inclusion strategy focuses on six core pillars:

- **Gender diversity:** We aim to increase the number of senior women and to position Norton Rose Fulbright as the employer of choice for women in legal services in Australia. In 2020, our firm announced a new global aspirational 40:40:20 gender diversity target. In 2020, we were named yet again as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency. (WGEA). Our flagship program is the Career Strategies Program for senior women who come together as a cohort for 4 x full days of workshops about advancing their career in the legal industry in addition to one on one executive coaching. This program helps us achieve our gender diversity targets and creates an even playing field for all. We are also a signatory to the Law Council Equitable Briefing Policy.
- **Flexible & agile work:** We encourage our people to take advantage of our formal flexible work arrangements including part time, remote working and job share arrangements as well as a combination of all. In addition we have adopted agile working for those wanting to incorporate ad-hoc and less formal flexible work practices into their day to day work schedule. The majority of our people now work remotely at least one to two days per week if their role allows for it.
- **People with family and caring responsibilities:** We have a generous parental leave policy which is gender neutral and inclusive for all types of parents – same sex couples, parents through surrogacy and adoption, for kinship and foster care parent arrangements also. We have partnered with Parents at Work to offer a comprehensive pre-parental leave program and return to work coaching for all parents and carers. In addition we have launched our first Carers Network to support our people who care for family members with disability or long term illness.

- **LGBTIQ+ Inclusion:** We have an established Pride Network and we are proud to be an official member of Pride in Diversity, Australia's first and only not-for-profit workplace program designed specifically to assist employers with all aspects of LGBTIQ+ inclusion. In 2019 we were again named a silver employer in the Australian Workplace Equality Index (AWEI).
- **Cultural Diversity:** In March 2017, we signed the Cultural Diversity Initiative. This important initiative, supported by several other large law firms, involves a commitment to researching and reporting on cultural diversity at different levels of the business. Our aim is to increase the cultural and linguistic diversity within the firm. We have a cultural diversity think-tank that meets regularly to inform our strategy and programs on cultural diversity.
- **Disability confidence:** We aim to have a workforce that is disability confident to respond to the needs of our people. We have a Workplace adjustments policy to ensure we have the tools to quickly and appropriately respond to both requests from current and future employees who may need adjustments either at interview stage or as an employee with the firm.

All employees participate in regular training on topics such as Unconscious Bias and Active Inclusion in addition to Equal Employment Opportunity (EEO), Sexual Harassment, Bullying and Harassment and Workplace Health & Safety (WHS).

## RESILIENCE, MENTAL HEALTH & WELLBEING

Norton Rose Fulbright strives to cultivate a workplace where mental health is understood without stigma, where employee wellbeing is paramount and where both Norton Rose Fulbright and our people respond appropriately and effectively to mental health problems and challenges.

Our spectrum of interventions focuses on the following key areas:

- **Awareness training:** One of our guiding principles is to eliminate the stigma of mental illness through education and understanding. We deliver training and awareness sessions on a number of topics to increase mental health literacy and awareness. This includes a

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mandatory Resilience, Mental Health & Wellbeing the role of Partners and business leader's masterclass to ensure strong leadership in this space.

- Mental Health First Aid initiative: Norton Rose Fulbright Australia has established in each office a number of trained Mental Health First Aid (MHFA) officers. To date, we have over 70 officers who can provide support and information to all employees about common mental health problems and appropriate professional support options. For our pioneering work in this space we were awarded the 2013 MHFA Workplace Award.
- Thrive@NRFA: provides a suite of wellbeing services, including free coaching and confidential counselling for our people and their immediate family members. Through Thrive@NRFA we encourage individuals to take a proactive approach to their holistic wellbeing journey, enabling them to thrive in all areas of their personal and professional life.
- Our Resilience Box® wellbeing App is also available for both our people and their immediate family members and provides the tools to strengthen resilience through online learning modules and health and wellbeing videos, podcasts and factsheets. The Resilience Box® provides our people with the tools to navigate challenges and improve mental health.

We engage industry experts, The Centre for Corporate Health, for psychological recovery support. This provides our people, leaders and People & Development teams with a full range of psychological rehabilitation services, specialising in not only assisting individuals to return to work and good mental health, but also to support employees at work who are experiencing mental health issues

We have established a Resilience, Mental Health & Wellbeing committee made up of Partners across the firm who champion our work in this space. Our Resilience, Mental Health & Wellbeing Policy and Intranet sites establish and communicate our commitment to the mental health and wellbeing of our people.

We recognise and celebrate national and global events including R U OK? Day and World Mental Health Week. This includes participation in the Australian legal industry's 'Look Deeper' campaign with R U OK? and creation of a 'Stay well in the law' video series in collaboration with the Black Dog Institute.

We work with the Australian legal industry through Resilience@Law, a collaboration between major firms and The College of Law. Resilience@Law takes a leadership role in raising awareness and understanding of the nature and impact of stress, depression and anxiety across the legal profession.

We are proud signatory to the Workplace Wellbeing Guidelines (TJMF Psychological Wellbeing: Best Practice Guidelines for the Legal Profession) a comprehensive set of resources designed to protect and promote psychological health and safety in the legal workplace

## SEXUAL HARASSMENT IN THE LEGAL PROFESSION

We have an Appropriate Workplace Conduct policy and zero tolerance to all sexual harassment, gender based harassment, victimisation, bullying and discrimination. In addition to our policy and complaint procedures we have mandatory online training to support understanding and awareness across the partnership and the workforce.

We have a group of trained Equal Employment Opportunity officers who act as support people for colleagues wishing to discuss any issues or incidents in addition to better understanding our policies and complaints procedures. Our Thrive@NRFA wellbeing program includes free confidential counselling for our people and their immediate family members. This service is provided by The Centre for Corporate Health, industry leaders in corporate wellbeing. Their team of senior psychologists are well positioned to support the mental health of those directly or indirectly affected by sexual harassment.

## LIV GUIDELINES

We are signatories to the LIV Guidelines for 2022. We treat all candidates who interview with us as employees of the firm, and ensure that our practices and policies are in place during every stage of your recruitment process with us.

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# CLERK WITH US

## WHO ARE WE?

Norton Rose Fulbright Australia is a member of the Norton Rose Fulbright Group, a leading international legal practice.

Norton Rose Fulbright is an ambitious, expanding, international law firm with a clear strategy for the future. Our graduates enjoy stimulating and challenging work on high profile transactions for leading clients across six key industry sectors. We offer a full business law service to many of the world's preeminent financial institutions and corporations.

Knowing how our clients' businesses work and understanding what drives their industries is fundamental to us. Our lawyers share industry knowledge and sector expertise across borders, enabling us to support our clients anywhere in the world.

We are strong across all the key industry sectors: financial institutions, energy, infrastructure, mining and commodities, transport, technology and innovation, and life sciences and healthcare.

We take the view that we are only as strong as our people, which is why quality training and flexible work programs are paramount to our business. You will be supported by an empowering culture that fosters collaboration, responsibility and professional development from the outset. We deliver an extensive range of training programs targeted at specific stages of our lawyers' professional development.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Litigation & Disputes
- Corporate M&A
- Pro Bono
- Employment & Labour
- Projects & Construction
- Banking & Finance
- Financial Restructuring & Insolvency
- Real Estate
- Intellectual Property
- Environment & Planning
- Technology

## WHO ARE OUR KEY CLIENTS?

- AMP
- ANZ
- BP

- Bank of Queensland
- Chevron
- CBA
- Department of Defence
- Macquarie
- Multiplex
- NAB
- Pfizer
- QBE
- Westpac
- Transport for NSW
- Vodafone

## WHAT IS OUR FIRM CULTURE?

We pride ourselves on our culture and work hard to maintain it. We are widely recognised as an inclusive, friendly, collaborative and supportive workplace with a genuine sense of community. We are confident that you will recognise these qualities from your very first encounter with us.

We recognise that our people have responsibilities outside of work and that providing flexible work arrangements can assist in achieving an appropriate balance between a fulfilling career and personal commitments.

## WHAT ARE OUR KEY VALUES?

Our vision is to be a world class business, profitable, ambitious, cooperative and considerate, supporting our clients and people through our global business principles of Quality, Unity and Integrity. We apply our business principles to all our activities world-wide. They describe our culture and personality both internally and externally, the way we work and what we stand for.

Quality - We're a team of the highest calibre, providing consistently high quality work, because our clients always come first.

Unity - We share our knowledge and we work to support one another across teams and borders, because our team culture makes us who we are.

Integrity - We're trustworthy, open and fair. We respect colleagues and clients deeply, and we work to the highest ethical, professional and business standards.

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HOW MUCH WORK FLEXIBILITY IS THERE?

We have a formal flexible work arrangements policy that encourages our people to design formal flexible work arrangements such as part time and remote working arrangements. In addition we have agile working for those wanting to create ad-hoc and irregular flexible work practises into their day to day work schedule. Most of our people now choose to work remotely on a regular basis in a hybrid model of being in the office and at home.

WHAT MAKES US DIFFERENT?

Our Graduate Program provides you with the opportunity to do a six-month secondment in one of our international offices. So far, our Graduates have completed secondments in the United Kingdom, Singapore, Hong Kong, Dubai, South America and the United States of America.

Knowing how our clients’ business works and understanding what drives their industries is fundamental to us. Our lawyers share industry knowledge and sector expertise across borders, enabling us to support our client’s anywhere in the world.

We have a strong commitment to diversity and inclusion. We aim to be an employer of choice worldwide by valuing difference, promoting a culture of respect for each individual, and encouraging workforce diversity in all aspects and at all levels.

We offer education assistance support to all staff and design and deliver development programs addressing our employee’s specific needs. Our award winning International Academies are delivered to Associates, Senior Associates and Special Counsel at the relevant stages of their career.

We focus our CSR efforts in support of human rights, Indigenous rights, rights of the LGBTI community, rights of women and children, rights of homeless people and rights of those in the community who are otherwise less fortunate. We do this through pro bono legal support, charitable giving and fundraising, volunteering, our environmental sustainability initiatives and through the actions and initiatives identified in our Reconciliation Action Plan (RAP). Our Graduates can also participate in a 6 month pro bono rotation.

CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	20
Number of clerkship positions per intake	10
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Application Process	CV Cover letter Academic transcript Short answer questions All successful applicants will be invited to a networking event to meet members of our firm before the interview process. The following week we will commence face-to-face interviews with a Partner and HR representative.
Interview period dates	September 2022
Clerkship period dates	Nov - Dec 2022 Jun - Jul 2023
Rotations	1 rotation
Eligibility	Penultimate and final year students

THE CLERKSHIP PROGRAM

Our Clerkship Program offers a real taste of life as a Graduate, including attending client’s meetings and teleconferences, visits to court, research, preparation of court documents, drafting deeds/contracts, discovery and much more.

There will also be additional activities for you to take advantage of including:

- Key skills training with our Learning and Development team
- Q&A sessions with our leaders
- Presentations about practice areas and deals
- Networking and social events

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**HOW TO ACE YOUR APPLICATION**

We are looking for people who share Norton Rose Australia's values - Quality, Unity and Integrity.

Successful candidates should be in their penultimate or final year of studying law. Life experience is also highly regarded at Norton Rose Fulbright, be it in the form of work experience; an involvement with campus, or non-campus, clubs and societies; travel; or even a previous career before embarking on law.

The way clerks and graduates interact with our clients is as important as their working relationships with colleagues. A genuine passion for the law will not only drive career progression but inspire candidates to be part of a great team. At Norton Rose Fulbright you will enjoy a high level of access to Partners, working in a non-hierarchical and supportive culture.

Although academic achievement is important it is considered in the much broader context of your other life experiences.

**WHAT WORK CAN YOU EXPECT?**

- Be authentic and bring your whole self to work
- Be curious and get to know your practice groups and the firm
- Be proactive and willing to take on all tasks
- Be involved in team and firm events and activities

**OTHER OPPORTUNITIES AND EXPERIENCES**

Working on a national project with the Pro Bono Team Leader, in addition to attending firm social, sporting and fundraising events with the broader office and your clerkship cohort.



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GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	10-12
Number of graduates recruited from clerking pool	10-12
Pathways to obtaining a graduate position	Priority offers
Rotations	4 x 6 month rotations
Can you defer an offer?	Considered on a case-by-case basis

THE GRADUATE PROGRAM

We have designed the graduate program to give you the widest exposure to our world. It features 4 x 6 month rotations across your 2 year program, each of which will broaden your understanding of our work, our clients and our global reach.

When you commence as a graduate, we will support your Practical Legal Training through the College of Law. You will receive onsite training, study leave allowance and the cost of your course covered.

You will also be eligible to apply for a 6 month rotation to one of our international offices.

Throughout the graduate program, we provide in-house specialist training through our world-class global learning and development framework. Our training will build your career both as a lawyer and a business adviser. In addition to all of this, we will provide you with all the support, insights and advice you could possibly need to help you realise your potential and decide on your future direction.

# Full team ahead

## Our world is changing.

We're embracing the new challenges facing our clients and our profession – from globalisation to emerging industries, from changes in society to advances in technology and innovation.

We anticipate shifting dynamics and see the possibilities. And we understand the ever-changing needs of our people. With opportunities throughout our global community, you'll gain exposure to matters that will define your career. You'll learn and develop highly focussed skills and experience as you work alongside the partners and lawyers at this truly international firm.

We don't simply adapt to change. We thrive on it.

Law around the world  
[nortonrosefulbright.com/graduates](http://nortonrosefulbright.com/graduates)

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### CLERKSHIP REPRESENTATIVE

Early Careers Team  
nationalcampusrecruitment@au.pwc.com

### CONTACT INFORMATION

<https://jobs-au.pwc.com/au/en/legal-clerkship>

2 Riverside Quay Southbank 3006 Victoria Australia

Adelaide, Canberra, Sydney, Melbourne, Perth, Brisbane, Newcastle

nationalcampusrecruitment@au.pwc.com

<https://www.linkedin.com/groups/6693938/>

<https://www.facebook.com/PwCAUStudentCareers/>

[https://www.instagram.com/pwc\\_au/](https://www.instagram.com/pwc_au/)

<https://www.youtube.com/PwCCareersAustralia>

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# ETHICAL SPONSORSHIP STATEMENT

At PwC we foster an inclusive culture which embraces differences – one that allows us to live our values every day, be ourselves and to feel empowered to realise and discover our potential. Because we know that when people from different backgrounds and different points of view work together they create the greatest value – for our business, our clients and society

## GENDER EQUALITY

Creating equal opportunities for women

PwC is working hard to address issues of gender equality in the workplace. By empowering female career advancement we not only create gender equality, we also create more diversified workplace communities. This means we're better equipped to solve society's most significant problems because we are able to view them through the most holistic lens.

This is why our community, both locally and globally, is committed to supporting all our people and to challenge the stereotypes experienced by people of all genders. We do this by actively addressing the barriers to equality and continuously creating an inclusive culture.

As a Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality, we're proud of the work we're doing to achieve gender equality throughout our firm and are dedicated to ensuring all of our people (regardless of whether their unique differences are visible or not) are equally supported throughout their respective careers. In addition, our CEO Luke Sayers is a Male Champion of Change and a WGEA pay equity ambassador.

As the first Australian professional services firm to go public with our partner and employee gender pay gaps, we are proud to say that in like-for-like roles our gender pay gap is 0 per cent. In saying this, we recognise there is still a long way to go. We're also transparent about our overall pay gap of 11% which we are actively working

to reduce. We ensure all of our employees are fairly remunerated by maintaining a fair and unbiased process for all pay and promotion decisions.

Developing the next generation of female leaders and seeing more women take up leadership positions is important to us. We've set some of the most progressive targets out there and work hard to ensure the process when it comes to pay and promotion is both fair and unbiased.

We are committed to creating a culture where women are able to progress in their chosen careers without any fear, concern or guilt of competing family or personal demands. We have a number of benefits that help support this such as 18 weeks paid parental leave inclusive of all genders, adopters, foster carers, surrogacy and stillbirth, a domestic and family violence policy including unlimited paid leave, flexible work options, support for parents, female talent identification and sponsorship programs, ongoing coaching and inclusive leadership training.

Anyone can join our national employee-led gender equality network (Symmetry@PwC) which runs events and forums both within the firm and beyond to advance gender equality. This network facilitates the development of both men and women through opportunities that connect, inspire and empower.

## WELLNESS

Your health is your most important asset

We have a holistic approach to wellness and are committed to creating a culture that supports you, helping you to live life to the full and get the most out of each day. We aim to create an environment that regularly check-ins on health and wellbeing and actively works to dial up the dialogue on mental health. We know that when you feel your best both mentally and physically, only then can you reach your full potential.

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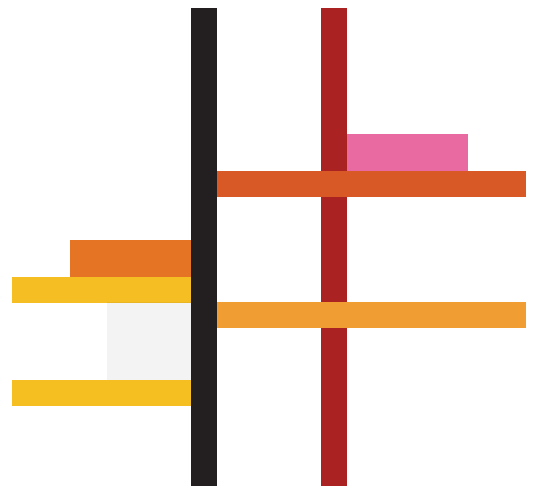
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1. Health & fitness benefits: We understand the importance of health and fitness and offer a number of perks including discounted memberships and up to \$295 for activities that support wellness.
2. Wellness platform: Our dedicated wellness team provides information and support via our wellness platform, 'Be Well'. This hub helps you in achieving your wellness goals by encouraging regular wellness checks to track progress, offering wellbeing programs and information, and by providing opportunities to participate in firm wide wellbeing challenges.
3. C.A.R.E program: The C.A.R.E (Coaching, Advice, Resilience & Empowerment) program is a confidential and psychological well-being service provided free of charge to all staff and their immediate family members. Whether personal or work-related, C.A.R.E can be tailored to assist in resolving issues that can prevent you from being your best or impact your wellbeing and is an avenue for accessing confidential counselling and advice in times of need.
4. Flexible work: Our 'All Roles Flex' policy means you have the freedom to choose how, when and where you work to best suit your day. At PwC, we trust our people to work around their individual and client needs and provide the tools and movement to be able to truly do it. Whether that means you flex the hours in your day or choose to work remotely, PwC empowers you to work smarter and in a way that suits your lifestyle.



### WORKPLACE DIVERSITY AT PwC

Diversity is another key priority area for PwC, which has seen its Aboriginal and Torres Strait Islander workforce double since March 2019. Over 91 per cent of PwC people have completed cultural awareness training, which is the highest completion rate of any internal training. With half of the PwC workforce being women from diverse cultural backgrounds, we have a varied and accepting culture where we respect and value differences and viewpoints. We work together to solve important problems and create the most value - for our clients, our people and society.

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# CLERK WITH US

## WHO ARE WE?

PricewaterhouseCooper's (PwC) Legal team delivers high quality, technically accurate and commercially aware legal solutions to their clients' most challenging problems. PwC often work closely within multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making their legal practice truly unique. Their clients include multinationals, ASX top 200 companies, 422 of the Fortune Global 500 List, new and emerging start-ups, governments, family businesses, NGOs and private individuals.

### Recent Accolades

- AFR Most Popular Legal Clerkship - 2019
- LawyersWeekly - Technology Partner of the Year 2019 - Cameron Whittfield
- LawyersWeekly - Special Counsel of the Year 2019 - Tuanh Nguyen
- #1 Acritas ranking for Alternative Law (with a perfect score of 100 points)
- Best Lawyers Australia 2020 - 18 PwC Legal Partners recognized

## WHO ARE OUR KEY CLIENTS?

- JB Hi-Fi - acquisition of The Good Guys
- Next Capital - public float and ASX listing of Scottish Pacific
- Liberty Financial - organisational transformation and M&A
- Macquarie Telecom Group - block trade disposal of Vocus Group's holding
- JamesHardie - sale of concrete business ZircoData - share acquisition of Iron Mountain
- Valve - defence of ACCC prosecution for misleading conduct
- Bunnings Warehouse - general data protection regulation (GDPR) assessment
- The Star - senior executive remuneration and contracts

In line with PwC's purpose to build trust in society and solve important problems, PwC legal has set targets in relation to pro bono engagements. Further, they actively encourage their lawyers to assist in pro bono matters with their involvement and input counting towards each practitioner's annual KPI targets.

## WHAT IS OUR FIRM CULTURE?

PwC is well-known for their prestigious brand and global network, but it is their people and the culture they co-create that drives them every day. PwC believes that everything

they do must be driven by their human spirit - their collective creativity, authenticity and difference. That's why they have fostered an environment and culture that encourages you to be yourself, bring your best self to work and create a successful career by striking a work life balance through their many employee benefits. From flexible working to digital learning, birthday leave to their dedicated wellness platform, their range of financial and non-financial benefits help ensure everyone feels supported.

### 1. Careers Development

As someone new to the firm you'll have access to a myriad of learning opportunities, including on-the-job training, support from a dedicated coach, access to further education, internal development programs, and study and exam leave should you wish to pursue other qualifications. You will also gain access to their Learning Hub where you can take up training to help you acquire new skills.

During your time with PwC, your performance and progression is reviewed against the PwC professional framework. This describes the capabilities they need - who they need to be and the behaviours they need to adopt - in order to meet the expectations of their clients, colleagues and communities in today's changing global marketplace. Ongoing conversations with your colleagues, coach and team leader will help you to focus on your performance and progression as a PwC professional.

### 2. International Opportunities

PwC Legal has a portfolio of international clients and based on business needs, international travel opportunities present themselves for teams and lawyers involved. In addition, PwC Legal's global network offers a variety of short-term and long term secondment opportunities and arrangements, including in key financial hubs such as Hong Kong, China, Singapore and the UK.

PwC Legal is the fastest growing legal practice in the Asia-Pacific region and their global network has more than 3,600 PwC lawyers across over 100 countries.

Their Legal team has been built from the ground up, with the benefit of global, top-tier and best practice leadership, expertise and experience. They actively invest in, nurture, develop and promote talented lawyers.

They often work closely with multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making their legal practice truly unique.

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## WHAT ARE OUR KEY VALUES?

PwC's culture is grounded in a set of values that support and celebrate doing the right thing. The firm's values are part of their everyday conversations and the heartbeat of the business. They guide their decisions and determine their success. PwC's core values are:

- Act with integrity
- Make a difference
- Care
- Work together and reimagine the possible

## HOW MUCH WORK FLEXIBILITY IS THERE?

Yes, we have flexible work arrangement policies which incorporate various forms of work flexibility and benefits in consideration of people's lives outside work. This journey began in 2013, and since then we have progressively enhanced flex+ with initiatives such as flexWear where we can dress for the day, firm-wide block leave called Rest & Refresh, and flexFriday, which allows employees to leave work at 12:30pm every second Friday of the month.

### 1. Paid study (and leave!)

For certain qualifications, we'll pay all the costs and give you time off to study

### 2. 18 weeks parental leave

For mums, dads and foster carers, able to be taken flexibly, with no minimum service requirement and including superannuation contributions.

## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	5-10
Number of clerkship positions per intake	5-10
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Application Process	Apply online and complete the application form Complete an online assessment Record a video interview Attend an assessment centre (including a Partner interview)

Interview period dates	4 weeks
Clerkship period dates	Dec 2022 Jun 2023
Rotations	No formal rotations. We will work to facilitate each Clerk's preference to ensure their experience is based on their interests.
Eligibility	Penultimate year students and Final year students are welcome to apply. International students: Must have full time working rights within Australia to apply. Supply as evidence: IELTS, OET, TOEFL, iBT, PTE or CAE and visa notice. Meet requirements set out by Australian Department of Immigration.

## HOW TO ACE YOUR APPLICATION

Regardless of your academic background, there is no one size fits all and you're welcome to apply. You'll be assessed against the PwC Professional Framework, which describes the attributes needed to deliver value to their clients and to society. It's used to recruit, develop and coach their people, and helps them bring their best self to work each day. PwC looks for clerks who are curious and enthusiastic about providing high quality legal services in an innovative way. PwC values entrepreneurial spirit and thinking holistically about a client's situation and needs so they can tailor the best solutions. PwC encourages Clerks to bring a positive attitude and to be open to trying different things and meeting new people.

Some of the key tips to prepare for the interview:

- Do your research - It's important to read up on PwC's purpose and values, and think about how it aligns with your career goals, passion and interests.
- Reflect on your experience - Think about your past experience and any transferable skills you can take from it. Understand why you want to work with PwC, what skills you want to highlight, and how that relates to the business area you're applying to.

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**WHAT WORK CAN YOU EXPECT?**

Over the course of the three-week Clerkship Program, you'll gain valuable exposure to their uniquely positioned integrated legal service offering, including:

- Corporate advisory,
- Regulatory and digital law,
- Employer & workplace relations
- Projects & finance.

You'll provide support to PwC's legal team through assisting with M&A transactions, large-scale projects, conducting legal research, drafting and reviewing legal agreements and attending client meetings and negotiations. This is an opportunity to get a taste of what it is like to work in Australia's market leading multi-disciplinary professional services firm.

The type of work you will undertake as a PwC Clerk includes:

- Drafting - preparing advice, reports and conducting necessary searches;
- Meetings - preparing for and attending client meetings, conference calls and internal discussions;
- Data collation - managing requests for information, reviewing client documents and conducting necessary searches;
- Research - researching law and commentary;
- Project support - assisting with project and document management, ensuring filing is in order and maintaining document checklists; and
- Pitches and proposals - drafting proposals for prospective clients and upcoming deals.

**OTHER OPPORTUNITIES AND EXPERIENCES**

In addition to providing their Clerks with challenging legal work and client facetime, their program also showcases PwC's innovative ways of working and their truly "open plan" office - complete with baristas and virtual reality experiences. Depending whether you join them during winter or summer, you will be invited to their various social functions within the legal team and its adjacent disciplines.

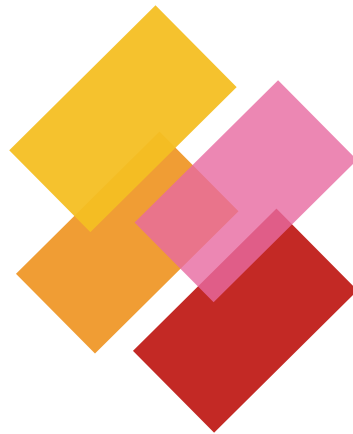
As part of their Clerkship Program, you'll also gain exposure to their societal relevant teams that target social responsibility, diversity & inclusion and LGBTI.

**GRADUATE INFORMATION**

Total number of graduate positions available in Melbourne	5-10
Number of graduates recruited from clerking pool	All
Pathways to obtaining a graduate position	Priority offers
Rotations	2 x 6 months
Can you defer an offer?	Considered on a case-by-case basis

**THE GRADUATE PROGRAM**

As a Graduate, you'll have the opportunity to work across practice areas such as Corporate Advisory, Workplace Law, Projects and Finance, Regulatory and Digital, and develop a broad skill set to create a thriving career in law. You'll gain invaluable hands-on experience working on a diverse range of matters and engagements. From drafting legal agreements, working with multidisciplinary and integrated teams (in areas such as deals, advisory and tax) and assisting with landmark and high-value transactions. You'll have access to extensive professional development opportunities (including College of Law and a customised graduate induction and training program) and training to support your future career aspirations. You'll be supported by a 'buddy' to help understand their business better, and you'll also have a dedicated team leader committed to mentoring and coaching so you never stop growing.



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# Legal Clerkship Program

## About PwC Legal

We're leading the transformation of legal services and reimagining the positive impact it can create.

Our team combines top-tier leadership, expertise and experience to meet the needs of our clients who look to us to respond to complex business and social challenges. Comprising over 100

lawyers and 25 Legal Partners, the majority of our Legal Partners were recognised in the AFR's Best Lawyers 2021.

As lawyers and creative thinkers, we deliver integrated solutions to our clients that make an impact. Innovating the future of legal services, we're also the fastest growing legal practice in the Asia-Pacific region and have a global network of 3,500 lawyers across 97 countries.

## Our practice revolves around five key pillars:



Corporate  
Advisory



Regulatory  
(Sydney based)



Digital



Projects  
& Finance



Employment and  
Workplace Relations



As a clerk, you'll gain valuable real-life experience and insights through a program that was awarded the AFR's Most Popular Legal Clerkship in 2019 and 2021. You'll have the opportunity to work closely with our lawyers on client engagements,

conduct legal research, prepare alerts and updates on legal developments, draft legal documents and legal advice, attend networking events and participate in social impact projects and potentially pro bono work.

## Victoria

4 July 2022

14 August 2022

19 October 2022

19 October 2022

Applications **open**

Applications **close**

**Offers** made

**Offers** accepted

## NSW

6 June 2022

10 July 2022

14 September 2022

15 September 2022

Applications **open**

Applications **close**

**Offers** made

**Offers** accepted



Have a question? Check out our student careers website for more information. If your query cannot be answered through our website, please contact us at [nationalcampusrecruitment@au.pwc.com](mailto:nationalcampusrecruitment@au.pwc.com).



**Russell Kennedy**  
Lawyers

DISCOVER YOUR POTENTIAL

### CLERKSHIP REPRESENTATIVE



Victoria Fisher  
People & Culture Advisor  
vfisher@rk.com.au  
(03) 9609 1565

### CONTACT INFORMATION



russellkennedy.com.au



Level 12, 469 La Trobe St, Melbourne VIC 3000



Melbourne and Sydney



peopleandculture@rk.com.au



<https://www.linkedin.com/company/russell-kennedy>



[https://twitter.com/RussellKennedy\\_](https://twitter.com/RussellKennedy_)

### LIV SIGNATORY



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smarter law

HERBERT  
SMITH  
FREEHILLS

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SLATTERY

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# ETHICAL SPONSORSHIP STATEMENT

Russell Kennedy is committed to providing a positive and healthy working environment where our people are treated with respect and feel safe, included, and encouraged to reach their full potential. Our goal is a workplace which is free of discrimination, sexual harassment and bullying, and we will not tolerate such behaviour.

Russell Kennedy promotes a workplace culture that actively embraces and fosters diversity and inclusion. Our aim is to create an environment at Russell Kennedy that is characterised by equal access and respected participation of all groups and individuals. This is regardless of cultural, ethnic, racial, gender, age, religious differences, personal circumstances, abilities and disabilities, socioeconomics and sexual orientation.

We want our people to feel included and confident in bringing their whole selves to work, to an environment where their talents are nurtured, empowering them to contribute to the success of the firm.

Russell Kennedy is proud to be an equal opportunity employer and has a number of initiatives to ensure that we continue to actively encourage diversity in all its forms.

Our key initiatives include:

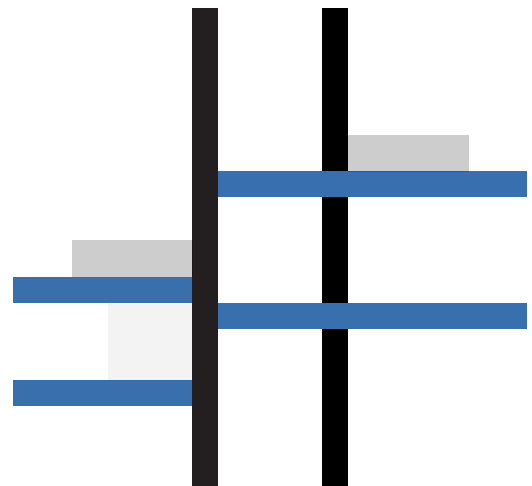
- Diversity and Inclusion Committee
- Access and Inclusion - Access RK Seasonal Clerk Pathway
- Russell Kennedy Women's Network
- Male Advocates for Gender Equality
- Kaleidoscope Cultural Diversity Working Group
- LGBTIQ - Pride@RK

At Russell Kennedy we aim to foster a culture of positive health and wellbeing across the firm through a number of initiatives and programs. We recognise that mental health plays a significant role in the legal industry and we are committed to supporting our employees and

Partners. Our wellbeing and resilience framework is built on three key pillars of preventing, educating, and empowering our people to ensure their health and wellbeing is a priority.

In order to maintain a healthy and safe workplace and free from discrimination, sexual harassment and bullying Russell Kennedy has a number of policies in place to protect our employees and Partners. Every person who walks into our firm is required to undertake a comprehensive induction that clearly outlines the expected behaviours.

We recognise applying for clerkships and traineeships is a stressful and challenging process. We are a committed LIV signatory as we understand the platform provides fairness and consistency for all law students during the recruitment process.



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SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON GEER  
LAWYERS

# CLERK WITH US

## WHO ARE WE?

Russell Kennedy Lawyers is a leading Australian law firm with offices in Melbourne and Sydney. We provide our clients with market-leading expertise, outstanding service and exceptional legal solutions.

We work for a broad range of clients - including all tiers of government, private and public companies and not-for-profit organisations.

We have significant experience across the following industry sectors: Aged Care and Retirement Living, Not-for-Profit, Health, Property Development, and Government.

The success of Russell Kennedy is based on our strong client relationships fostered over many years, this success is underpinned by a strong and committed team. At Russell Kennedy we are very proud of our collegial culture and we work hard to recruit people that we believe will flourish in our environment. We encourage a professional and committed work ethic, while recognising the importance of a positive working environment that facilitates collaboration and empowers our people to reach their potential.

We have a diverse workforce, we encourage diversity of thought and respectful participation of people across all roles and levels of the firm.

## WHAT ARE OUR KEY PRACTICE AREAS?

- Corporate & Commercial Advisory
- Construction & Infrastructure
- Dispute Resolution
- Family Law
- Information Technology
- Intellectual Property
- Mergers & Acquisitions
- Personal Injury & Compensation
- Planning & Environment
- Pro bono
- Property & Development
- Prosecutions
- Public & Administrative Law
- Regulatory
- Wills & Estates
- Workplace Relations, Employment & Safety

## WHAT IS OUR FIRM CULTURE?

At Russell Kennedy we are very proud of our collegial culture and we work hard to recruit people that we believe will

flourish in our environment. We encourage a professional and committed work ethic, while recognising the importance of an enjoyable working environment and balanced lifestyle. We believe we have a culture where individuals of all backgrounds and abilities feel included and confident in bringing their whole selves to work, and where your talents are fostered, empowering you to contribute to the success of the firm.

## WHAT ARE OUR KEY VALUES?

At Russell Kennedy, we are committed to making a difference for our clients by providing exceptional legal advice in our sectors of focus. We build strong, long-lasting relationships with our people and our clients to achieve positive change within our community.

Our three fundamental key values are:

- Integrity - We are honest, accountable and ethical without compromise.
- Commitment - We are committed to meeting the needs of our clients, our people and our community.
- Expertise - We bring our unique experience and expert knowledge to understand our clients' needs to deliver effective solutions.

## HOW MUCH WORK FLEXIBILITY IS THERE?

Russell Kennedy is committed to attracting and retaining the best talent available. We acknowledge the importance of work-life balance, each candidate has access to flexible work options and workplace adjustments where required.

Russell Kennedy will be returning to the office in a hybrid format however all clerkships will be in-office experiences.

## WHAT MAKES US DIFFERENT?

At Russell Kennedy you'll receive hands-on experience, quality mentoring from senior and junior lawyers and access to valuable learning opportunities. Our employees get to work on projects and directly with clients. Our size means that everyone is valued and has the opportunity to do meaningful work that they enjoy. We are collaborative in our approach in setting clear career goals, expectations and plans for all employees and provide extensive training and development opportunities.

We have a dedicated Health and Well-being Program, and a genuine commitment to diversity, inclusion and gender equality. Our people are committed to making a difference for our clients, and delivering lasting change for our community.

## PROUDLY SPONSORED BY





Russell Kennedy is proud to be an equal opportunity employer and is certified as a WGEA Employer of Choice for Gender Equality. The firm supports and promotes a range of initiatives including, the Russell Kennedy Women's Network and our Diversity and Inclusion committee, with 3 key focuses: Access RK (Accessibility and Disability), Kaleidoscope (Cultural Diversity) and Pride@RK (LGBTIQ+).

From the outset, clerks are paired with a mentor and a buddy in their allocated practice group who will ensure that they receive the necessary support to get the most out of their time with us.

Our clerks will be doing real work such as drafting correspondence, assisting with research, attending court and participating in client meetings. Clerks will also be able to attend our in-house seminars for professional development and spend time with our current Law Graduates to learn about their experiences, challenges and triumphs. We also encourage our clerks to get involved in the pro bono work available at Russell Kennedy.

## CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	30
Number of clerkship positions per intake	10
Application open and close dates	Opens: 4 July 2022 Closes: 14 August 2022
Application Process	All applications must be submitted online, via our website <a href="http://russellkennedy.com.au/careers">russellkennedy.com.au/careers</a> .  We will contact shortlisted applicants to participate in a short 5-10 minute telephone interview. Successful candidates will then be invited to participate in a face to face interview with a Principal/Senior Associate and a People & Culture Representative
Interview period dates	9 Sep 2022 - 5 Oct 2022
Clerkship period dates	14 Nov - 9 Dec 2022 30 Jan - 24 Feb 2023 19 Jun - 14 Jul 2023
Rotations	No
Eligibility	Preference for penultimate but will also accept final year students. We do not accept international students.

## HOW TO ACE YOUR APPLICATION

Naturally a sound academic record is an important starting point, however we also look for other attributes such as extra-curricular interests and life experiences outside of your studies. These may include things such as previous work experience, volunteer work, travel, sporting or cultural interests.

Stand out candidates are students who are passionate about their future legal career. We also look for candidates who are confident in their interactions, demonstrate strong people skills, are able to work in a team and are excited by learning and being challenged.

We also like to see our applicants have done some prior research about Russell Kennedy. This includes the type of work we are actively involved in and can clearly explain why you would like to work here. It's important that applicants are able to demonstrate they are able to balance work and study with other interests.

## WHAT WORK CAN YOU EXPECT?

Our clerks will be doing real work such as drafting correspondence, assisting with research, attending court and participating in client meetings.

Naturally a sound academic record is an important starting point, however, we also look for other attributes such as extra-curricular interests and life experiences outside of your studies. These may include things such as previous work experience, volunteer work, travel, sporting or cultural interests.

## OTHER OPPORTUNITIES AND EXPERIENCES

Clerks will also be able to attend our in-house seminars for professional development and spend time with our current Law Graduates to learn about their experiences, challenges and triumphs. We also encourage our clerks to get involved in the pro bono work available at Russell Kennedy.

## THE CLERKSHIP PROGRAM

Our Seasonal Clerkship Program is designed to give you a real taste of life at Russell Kennedy. We have designed the program to be informative and interesting to help you decide whether you would like to apply for a Law Graduate position.

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SLATTERY

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## GRADUATE INFORMATION

Total number of graduate positions available in Melbourne	8-10
Number of graduates recruited from clerking pool	We aim to recruit from the clerk pool and only go to market if necessary
Application process	Applications are submitted online via our website
Pathways to obtaining a graduate position	Priority offers
Rotations	3 x 4 months
Can you defer an offer?	No

## THE GRADUATE PROGRAM

Russell Kennedy offers a 12 month Law Graduate program rotating through 3 practice groups. Our Graduate Program is designed to provide in depth on the job experience working across different teams within the firm. Spending six months in a practice group provides an opportunity to be exposed to different Principals, clients and industries that particular teams work with, allowing Graduates to take a deep dive into matters and apply skills learnt from formal studies in practice.

Russell Kennedy also partners with the College of Law to complete their Practical Legal Traineeship within the first 6 months of commencing.

Upon commencement, Law Graduates are allocated a Graduate Lead for their Graduate Program. They meet with their Graduate Lead on a regular basis to discuss their career progression, rotations and assist with personal development. In addition to this, we also allocate Law Graduates a Rotational Supervisor and Graduate Support. They will both assist with the transition from university to full-time employment.



**Russell Kennedy**  
Lawyers

### Seasonal Clerkship Program

Our Seasonal Clerkship Program is designed to give you a taste of life at Russell Kennedy. It's a great insight into working here, especially as a lawyer starting out.

We've designed the program to be informative and interesting, and help you decide whether you'd like to apply for a Law Graduate position. You'll be partnered with a mentor who'll ensure you get the most out of your time with us.

You'll be doing client work — like drafting correspondence, assisting with research, attending court and participating in client meetings. You'll also be able to participate in our in-house seminars for professional development and spend time with our current Law Graduates to learn about their experiences, challenges and triumphs.

For further information visit:  
[russellkennedy.com.au/careers](http://russellkennedy.com.au/careers)

## Discover your potential





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### CLERKSHIP REPRESENTATIVE

 Recruitment Team  
recruitment@coulterlegal.com.au  
(03) 5273 5273

### CONTACT INFORMATION

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

 Level 11, 456 Lonsdale Street, Melbourne VIC 3000

 Melbourne, Geelong, Torquay, Barwon Heads and Robe (South Australia)

 recruitment@coulterlegal.com.au

 <https://www.linkedin.com/company/coulterlegal>

 <https://www.facebook.com/coulterlegal/>

 [https://www.instagram.com/coulter\\_legal/](https://www.instagram.com/coulter_legal/)

### LIV SIGNATORY



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# ETHICAL SPONSORSHIP STATEMENT

At Coulter Legal, we are proud of our culture. We prioritise our people, our clients and our community.

We appreciate the stressors that come with day-to-day life as a legal professional, so we are dedicated to providing our people with the resources they need to manage and thrive in their careers. We are focused on ensuring the health and wellbeing of our people, which is prioritised through our wellbeing program: CLWell.

CLWell makes resources to promote resilience and help our people identify and address signs of burnout readily available, facilitates annual in-house flu vaccinations and access to our Employee Assistance Program, within which our people are able to utilise six no-cost consultations with a suitable allied health professional. CLWell also holds events throughout the year, including an annual event on R U OK? Day. Our firm has qualified Mental Health First Aid officers and offers annual mental health first aid training to all of our people.

We understand that times have changed and it is no longer realistic, nor necessary, to see our people in the office every day. If the past two years have taught us anything, it is that we can work from anywhere and still maintain and provide a high level of service to our clients. We offer a supportive and flexible workplace, where our people have the opportunity to choose how and when they work to suit their lifestyle and family needs. We know this is one of the key reasons why our people are highly engaged and happy at Coulter Legal.

As an extension of our flexible workplace, we have generous leave policies, which include Study Leave and our new and progressive Parental Leave Policy, which offers our people 18 weeks of paid parental leave. The policy applies to both parents, as we understand how important it is for both parents to feel supported and not pressured to return to work after the arrival of a baby, and also acknowledges and supports parents who experience pregnancy loss or complications.

At Coulter Legal, we have a zero-tolerance approach to bullying, discrimination, vilification and sexual harassment, and adopt a strict adherence to the highest ethical standards of the profession and the moral expectations of the community more generally. This approach is reflected in our Code of Conduct and specific [bullying, discrimination and sexual harassment] policies. We expect and encourage our people to call out behaviour that is inconsistent with our approach and are comfortable taking all necessary steps to promptly address such behaviour.

We are dedicated to truly embodying diversity in all forms of life and foster a warm and welcoming work environment which is wholly inclusive. Our aim is to continue to work towards a fully accessible and approachable law firm for all who we service.

We are an Equal Employment Opportunity firm in which our people are valued for their broader contributions, not just how well they perform their duties or achieve their KPIs, and with absolutely no regard to race, age, sex, relationship status or any other irrelevant factor.

We acknowledge that gender equality has been one of many issues to plague the legal profession and we are determined to drive change. The Managing Principal of our firm is female, as is 50% of our Leadership Team. We will maintain the balance of genders within our Leadership Team, and our firm more broadly, and support and encourage non-binary people to join us to continuing driving important change in our profession.

When it comes to a career pathway with Coulter Legal, we are focused on our people. We nurture talent within a collegiate culture where ideas, experience and technical skills are shared freely. As a graduate, you can expect a friendly, welcoming environment and regular and productive feedback. We have a formal mentoring program so you will have a mentor from day one with us, so you never feel as though you are doing this on your own. We encourage and embrace individuality

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## SUPPORTING SPONSORS

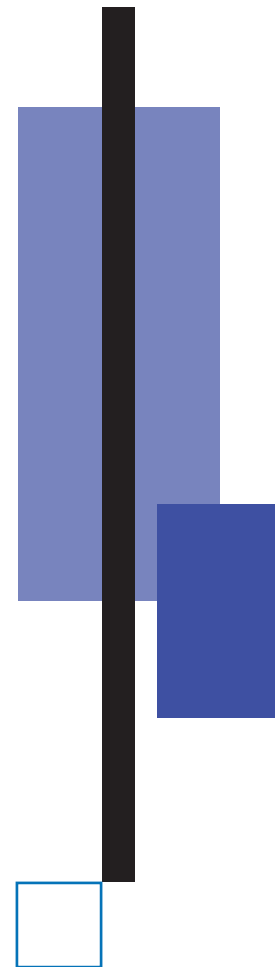
and have a genuine interest in your professional development. Our positive engagement survey results tell us we're achieving our vision of being an employer of choice.

We expect utmost professionalism from our people. We work hard to achieve great results for our clients and give them a wonderful experience, but we also take time to support one another and our local community through our sponsorships, participation and social activities.

Our position is that sharing our resources and expertise is more than a social obligation: it is who we are. As professionals, and even individually, we are strongly connected to the community we have been serving for more than 85 years. Through corporate volunteering, board and committee memberships and participation in community activities, we encourage our people to 'give back' in a meaningful way. There are no limits to the involvement our people can have with our community but we also acknowledge some of our people will enjoy this more than others, and that is why we tailor our business development plans to each of our people.

We know and acknowledge how important all of our people are to the success of Coulter Legal and are dedicated to doing all we can to support them. We believe in building better lawyers for the future and, for that reason, we invest in our people by providing continuous education and development opportunities. We encourage our people to share knowledge in formal training sessions and day-to-day interactions. We believe every client, every matter and every conversation or interaction is a learning opportunity.

As signatories, we adhere to the LIV Clerkship and Traineeship Guidelines, so you can be assured your application will be considered fairly and with the utmost respect.



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# CLERK WITH US

## WHO ARE WE?

Coulter Legal is a law firm with capital city expertise and a regional heart, servicing commercial and private clients for the past 85 years. We have the expertise to service the largest and most complex organisations across all sectors, and the personal touch to deliver exceptional private client services which help individuals navigate the legal challenges of everyday life.

We are deeply entrenched in the community, with a strong emphasis on giving back. We build strong partnerships with a commitment to understanding our clients' situation, objectives and environment, to ensure they always feel in control.

Our purpose is to assist and empower the businesses and people of Geelong (and surrounds) and Melbourne to prosper and achieve stability, carrying the regions into a new era of economic success.

Client-centred service is ingrained in the culture of Coulter Legal. Our people are committed to excellence in the provision of legal services whilst remaining cost-effective and focused on meeting the needs of our clients. Exceptional client communication is at the core of our service model, and we pride ourselves on building a responsive and collegiate relationship with our clients so that they know they can contact us and receive timely, expert assistance.

We operate from five locations in Victoria, including Geelong, Torquay and Melbourne, making it easier for us to connect with our clients. As part of our business partnering model, we are also available to work in locations where convenient for our clients.

## WHAT ARE OUR KEY PRACTICE AREAS?

Litigation & Dispute Resolution, Workplace Relations, Corporate & Commercial, Property & Development, Family & Relationship Law, Wills, Estates & Succession Planning.

## WHO ARE OUR KEY CLIENTS?

Geelong Cats, the Gordon, McColl's, TAC, Blood Motor Group and APCO

## WHAT IS OUR FIRM CULTURE?

Coulter Legal is focused on creating an environment for success. We invest in our staff's development through internal and external professional development, a structured career progression plan, our mentoring program, training and coaching.

Sharing our resources and expertise is more than a social obligation. It's who we are.

We value culture, flexibility, commitment, high performance and quality work. We are friendly, supportive of each other and prize the sharing of knowledge and skill. We value the relationships we build with each other, our clients and our community and want like-minded people to join us.

## WHAT ARE OUR KEY VALUES?

### 1. We enable control

We do not compromise on our values; we are passionate and determined; we act with ethics, honesty and integrity; we are accurate; we deliver quality services; we are considered.

### 2. We create the environment for success

We encourage innovative thinking; we make our conversations count; we encourage and enable growth; we recognise and celebrate success; we have the courage to challenge; we learn from our experiences; we are accountable; we are solutions-focused; we create opportunity.

### 3. We value our partnerships

We care; we are proud of our history; we are engaged with our community; we share our knowledge and capability; we advocate for our clients, our people and our community.

## HOW MUCH WORK FLEXIBILITY IS THERE?

Our supportive and flexible workplace is one of the core elements of our focus on wellbeing. We know and acknowledge how important all of our people are to the success of Coulter Legal. We offer a diverse range of wellbeing initiatives designed to support and improve the overall wellness of our team such as an Employee Assistance Program, fresh fruit available in the lunchroom, and annual flu vaccinations.

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## SUPPORTING SPONSORS

In addition, the firm offers flexible work arrangements, such as working from home or at a branch office for convenience, along with changes in start and finish times for team members with external commitments.

### WHAT MAKES US DIFFERENT?

We are wholesome. We provide capital city expertise originating from our regional heart. The locations, size and scale of our firm enables us to offer unique opportunities to work with a variety of corporate and private clients from all walks of life. We embrace the relaxed pace of life that our hometown of Geelong offers, which allows us to prioritise our culture and focus on the wellbeing of our people and our clients. We are truly connected to our community, so we are more than just a local legal advisor, but a partner to those we connect with.

### CLERKSHIP INFORMATION

Total number of clerkship positions available in Melbourne	Currently, seasonal clerkships are completed in our Geelong office and there are approx. 20 positions
Number of clerkship positions per intake	Coulter Legal runs seasonal clerkships for two weeks between February and August.
Application open and close dates	Opens: 9:00am, 4 July 2022 Closes: 11.59pm, 14 August 2022
Application process	Students should apply online via our website by providing a Cover Letter, CV and Transcription together with short answer responses. Successful students will then be invited to a group interview with lawyers from the firm and a HR team member.
Interview period dates	Interviews are held throughout September 2022.
Clerkship period dates	February - August
Rotations	There will be two rotations.

Eligibility	Coulter Legal prefers applications from penultimate students. However, we will also consider final year students.
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### THE CLERKSHIP PROGRAM

Seasonal Clerks will complete a two week clerkship in the Geelong office. To ensure seasonal clerks have a valuable experience, we take two clerks each fortnight. Throughout that two weeks, they will get exposure to each of our practice groups by working closely with the lawyers and assisting with tasks including:

- Research
- Attending client consultations
- Observing court hearings, mediations, meetings etc
- Drafting correspondence

### HOW TO ACE YOUR APPLICATION

Successful Lawyers come from all walks of life. Coulter Legal are looking for people who align with our vision and values and also our firm culture. We are looking for smart, energetic, innovative thinking people who are down to earth and able to engage easily with colleagues and clients.

Being involved in your local community is also advantageous.

Throughout the recruitment process, we want to see:

- Who you are
- What attracts you to Coulter Legal
- What you can offer to the firm and how you could be a successful within the firm

### WHAT WORK CAN YOU EXPECT?

Seasonal Clerks will assist with various legal matters across all of our departments, including:

- Research
- Attending client consultations
- Observing court hearings, mediations, meetings etc
- Drafting correspondence

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ashurst

Baker  
McKenzie.

CLAYTON UTZ

GILBERT  
+ TOBIN

K&L GATES

KING & WOOD  
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Maddocks

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200

Arnold Bloch Leibler  
Lawyers and Advisers

CORRS  
CHAMBERS  
WESTGARTH

Hall & Wilcox  
smarter law

HERBERT  
SMITH  
FREEHILLS

JOHNSON  
WINTER &  
SLATTERY

THOMSON GEER



GRADUATE INFORMATION

Total number of graduate positions available across our offices	4-6
Number of graduates recruited from clerking pool	4-6
Application process	Seasonal clerks will be invited to apply for a Graduate position in accordance with the LIV guidelines dates. They will be required to apply by providing a Cover Letter and CV to our recruitment team.
Pathways to obtaining a graduate position	Graduates for each year are primarily selected from the seasonal clerks who participate in the Engage with Coulter Legal Clerkship program.
Rotations	Launch with Coulter Legal is a 12 month Graduate program. Graduates will complete four rotations of three months each across the following areas: Corporate & Commercial, Property & Development, Wills, Estates & Succession Planning, Litigation & Dispute Resolution, Workplace Relations and Family & Relationship Law.
Can you defer an offer?	No



THE GRADUATE PROGRAM

Launch with Coulter Legal offers a great professional experience and invaluable on-the-job learning. Our program will enhance technical skills and develop interpersonal and client-facing skills for each of the Graduates. Graduates will be involved in hands-on legal work from day one.

Throughout the 12 months, Graduates will complete a part-time Graduate Diploma of Legal Practice with the College of Law or Leo Cussen during this time.

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PRACTICAL  
LEGAL  
TRAINING





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

Flexible course options - Our course, your way.

**Be Inspired**  
**Be Mentored**

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

Experience what it's  
like to be a lawyer.

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.



**Criminal  
Law**




 **Free**

 **Self-paced**

 **Add to your CV**

The virtual internships are free, entirely online, and accessible to everyone. Complete the tasks in your own time (with no deadlines) and add the experience to your CV!



**Human  
Rights Law**





# 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 and get you job ready.

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.

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>



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# How to become an Australian Lawyer

## Australian law degrees

- › Complete an Australian law degree (LLB) or Juris Doctor (JD).

**Complete LLB or JD**

- › Complete a recognised Practical Legal Training Course (such as the Leo Cussen PLT), or equivalent.

**Practice Legal Training (PLT)**

- › Apply to be admitted within your Australian state.
- › The requirements for admission are slightly different in each state.
- › You must satisfy the admitting authority that you are a 'fit and proper' person'. This involves disclosing certain things, such as fines and offences.

**Apply for Admission**

**Get Admitted**

**Apply for Practising Certificate**

## Overseas law degrees

**Seek an Assessment**

- › Contact the admitting authority in the Australian state where you wish to practise.
- › The admitting authority will assess your overseas qualification, and inform you of any additional study you must complete through an Australian institution.

**Complete University Subjects + PLT**

- › The admitting authority may require you to complete a number of university subjects.
- › You may also be required to complete a Practical Legal Training (PLT) course, such as the Leo Cussen PLT.

- › You will attend the Supreme Court for your admission ceremony, and will be admitted as an Australian lawyer.

*Admission ceremonies may be effected by Covid-19 restrictions. In these circumstances, admissions have occurred on the papers.*

- › Once you are admitted, before you can practise as a lawyer you must apply for a practising certificate.
- › As a new lawyer, you will initially hold a 'restricted practising certificate' which requires you to be supervised by an experienced lawyer for a period of time.





# BEING THE BEST YOU IN AN INTERVIEW

By Susan Pincus

“Interviews are not about the best person for the job; interviews are about, and can only ever be about, who *appears* to be the best person for the job.”

What this means is that you cannot assume that a potential employer knows you are the best person for the job because you believe you are highly competent with strong skills and experience. You need to showcase these and appear to be the best person for the job. To achieve this, **preparation and practice** are essential. Anticipate what to expect as far as reasonable, research the role and the organisation thoroughly and prepare for every worst case scenario well in advance.



There are typically four categories of questions within the interview process

## 1. SIXTY SECOND IMPRESSION

This gives you an opportunity to build rapport and make an impression on the interviewer/s within 60 seconds. It enables the interviewer/s to assess your personality and your fit with the organisation and the immediate team. Often you will be asked the question *"Tell us about yourself?"*

Break your answer into 4 stages:

- Provide a brief snapshot of your career to date, focusing on your most recent and relevant roles. Highlight any significant achievements.
- Think about the key skills required for the job and strategically weave these into your pitch.
- Tailor your aspirations to the role and why the company and profession is attractive to you.
- Add a personal anecdote that highlights your point of difference eg are you sporty, artistic, well travelled? Try to add to your pitch another interesting side that highlights a particular strength or trait. This often serves as an ice breaker and can lighten the atmosphere.

## 2. MOTIVATIONAL QUESTIONS

Enable an interviewer to assess your level of motivation and interest in the job and organisation, your dedication through your research on the organisation and why you want to work as a lawyer. They may also extend to your specific areas of interest in law, favourite/least favourite areas, etc.as well as your key strengths and development needs.

In terms of how best to respond to *"what will you bring to this position?"*, it is a given that you have researched the organisation thoroughly- its latest achievements, mission, values, goals. Don't forget to also research the key partners and cases, not just high profile ones that have been covered in the media. Think about what you like and what attracts you to the organisation.





### 3. BEHAVIOURAL QUESTIONS

These questions, also known as competency based, are founded on the premise that your past behaviour is the best indicator and predictor of your future behaviour and performance. These questions are used by interviewers to verify the skills on your resume and typically start with "give us a specific example, tell us about a time when..."

To prepare it is critical to have a clear understanding of your skills and to be able to back them up with evidence. You need to think about your audience and focus on the most recent and relevant examples. Your examples cannot be made up as the interviewer/s will often probe with follow up and clarifying questions. You can actually prepare your behavioural examples beforehand on key competencies such as teamwork and collaboration; time management; problem solving; initiative and innovation; communication, dealing with conflict, etc.

CAR's are a useful methodology to answer behavioural questions. They keep you on track and clearly explain the process of your experience providing the interviewer/s with the evidence to support the skill or competency. Once you provide a CAR, they are in a better position to make an informed assessment of whether you possess that skill and to what level.

Prepare your examples based on the framework below.

**Context** – give a brief outline of the situation/setting. Where were you? Who was involved? What was your role? What was your responsibility?

**Action** –What action did you take? (use I not we). Explain in sequential steps what your response was to the situation. Show how you used the skills that the employer has asked for in the specified role. Keep the information short – one to two sentences are much better than a long story with unnecessary detail. Explain how you used the skill in each situation.

**Result** – what was the result? What feedback did you receive? How did it develop your skills? What did you learn from this situation with the benefit of hindsight?

### 4. CLOSING QUESTIONS

These questions provide you with your last opportunity to promote yourself and mention any attributes and skills that you think are valuable to the employer that were not mentioned during the interview. It is your chance to re-confirm your skills, reiterate your interest in the position and ask considered and well thought out questions.

# INTERVIEW BEHAVIOUR

**Handling questions** – avoid yes/no answers; answer concisely; pace yourself and don't waffle – time is an issue (pay attention to the interviewer/s cue); ask for clarification and thinking time to assess the question behind the question if you get stuck.

**Countering perceived weaknesses** – turn perceived weaknesses into a positive, a strength or an opportunity. These need to be honest but at the same time not shoot you in the foot. It is important that you show you are addressing your development need/s by putting a specific plan in place to address them.

**Dealing with nerves** – be well prepared, arrive ahead of time, use visualisation, mindfulness and relaxation techniques.

**Body language** – remember it is not just about what you say but how you say it. Consider the non-verbal signals you display – ensure a firm handshake, sitting in an upright and attentive position and avoid fidgeting. Try and relax, smile and make good eye contact. The importance of body language cannot be underestimated. Refer to Amy Cuddy's video on Power Posing – <https://www.youtube.com/watch?v=r7dWsJ-mEyl> In this video, she talks about the importance of non verbal expressions and how they impact people's feelings, behaviours and hormone levels. Power posing for up to 2 minutes prior to an interview can cause better performance.

**Confidence** – is helped by preparation, practice and having a positive mindset.

**Your questions** – should demonstrate a genuine interest in the organisation and provide you with further information to make an informed decision. Stick to one or two questions that show you have done in-depth research about the role, organisation and current challenges/issues facing the profession.



## SUSAN PINCUS

### National Careers Professional

Susan has been working in the legal careers education space for the last 5 years with expertise in employability, job search strategy and career management. She draws off her extensive background in both Careers Coaching and Human Resources/Recruitment having worked across a number of diverse industry sectors.