

# CLERKSHIP GUIDE

## 2020

# 2020 SPONSORS

## PLATINUM



Arnold Bloch Leibler  
Lawyers and Advisers

ashurst

Baker  
McKenzie.

CORRS  
CHAMBERS  
WESTGARTH



KING & WOOD  
MALLESONS  
金杜律师事务所

## GOLD

Allens & Linklaters

CLAYTON UTZ



K&L GATES

Lander & Rogers  
Lawyers



MinterEllison

THOMSON GEER  
LAWYERS

## BRONZE



## PRACTICAL LEGAL TRAINING





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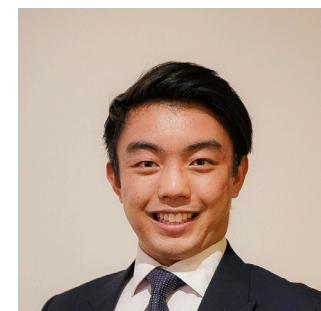
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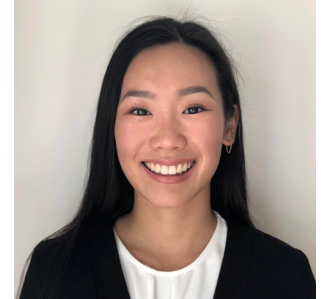
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# GETTING STARTED

## Editors' foreword



ISAAC CHOONG  
Publications (Careers)  
Officer (LLB)  
[Monash Law Students' Society 2020](#)



CATHERINE LAU  
Publications (Careers)  
Officer (JD)  
[Monash Law Students' Society 2020](#)

We hope the Clerkship Guide is an invaluable tool which will give students the extra edge in helping jumpstart their careers. The clerkship process is one of the most arduous and competitive periods in the life of any law student. This year, the process is exacerbated by the disruptions of COVID-19, turning traditional practices on its head.

The seasonal clerkship application process may appear to be a metaphorical 'black box' at first. It can be extremely difficult to understand the nuances that separate each firm and articulate exactly why you would like to join a certain firm. Our aim is that this guide will help you navigate through this by being a resource which will help you better learn the different specialities and points of differences that exist between firms. We also hope that what you have read will provide helpful topics for discussion and spark conversations with firm representatives.

The best way to utilise this guide is twofold. Firstly, the firm profiles are a starting point for finding out information about different firms. For instance, perhaps you really value international opportunities and want to clerk at a firm which offers international secondments, or that you are more government and public law oriented and want to clerk at a firm that has a strong public law practice group. Secondly, the articles provide extremely useful advice for the clerkship process and firm specific

practice area insights. We would like to extend our thanks to the entire LSS Committee for their support throughout this period. We especially want to thank Cjay Aksoyoglu, Habiba Hussain, Jessica Baker, Natalie Cooper, Maxwell Davie, Isabelle Grant, Erin Grierson, Lovedeep Sohi, Sonia Mackie, Nathaniel Pizmony and Catrina Yao for generously offering up their time to meticulously proofread the guide. Last but not least, special thanks to Grace Pittar for designing the Guide's cover.

We also want to express special gratitude for our Sponsorship Officers, Aimee Morcos and Laura Linschoten, as well as our President, Sofiya Hay, for their tireless efforts in liaising with firms and providing us critical information. To our Careers Directors, Henry Ja and Lovedeep Sohi, thank you for the endless encouragement and support of our ideas.

Finally, an immense thank you to all of the firms and their representatives for their patience, time, humour and effort as we put the Guide together. We could not have done this without any of the above and the Clerkship Guide is a truly collaborative effort.

We hope you enjoy the Guide as much as we liked making it and best of luck in the clerkship process as well as all of your future endeavours!

# President's foreword



SOFIYA HAY  
President  
Monash Law Students'  
Society 2020

The seasonal clerkship application period can appear overwhelming at first glance. There are dozens of law firms you can apply to, each varying in size, culture and area of practice. Unless you've had the chance to interact with a firm, it can be difficult to know if that firm is right for you. With so many great law firms and such little time in a law student's calendar, finding the right places to start can be challenging.

In particular, this year we face the challenges associated with the COVID-19 pandemic, which we know has been a particular source of anxiety for those applying for seasonal clerkships. Across the legal sector, all firms, organisations and student associations have had to adjust to comply with regulations while ensuring the best possible outcomes for students. Rest assured, our team has been working tirelessly with our sponsoring firms to ensure that our members continue to have equal access to information and opportunities to ask the questions that need to be asked. We feel extremely fortunate that we have been able to work with relevant stakeholders to ensure changes and adjustments are reflected in this Guide. Noting that there is still some uncertainty ahead, any adjustments that have not yet been finalised will continue to be publicised and updated in this online resource as we work with firms. As LSS President, it is

my pleasure to introduce you to this phenomenal resource.

The Seasonal Clerkship Guide is one of the LSS's most comprehensive productions. It is my hope that this guide assists every Monash student who is thinking about applying for seasonal clerkships, whether you choose to apply in the end or not. If I can point you in certain directions, I strongly suggest reading the firm profiles for any information that particularly stands out, as well as the cover letter advice which will help you master that vital yet undervalued art.

This year, we have also asked firms to provide us with information regarding internal policies on mental health and wellbeing and harassment. We hope that this additional information can assist our members in feeling more informed and safer when applying for clerkships and participating in them.

(Continued on next page)

For all the work that has gone into creating this year's Seasonal Clerkship Guide, I would like to thank our wonderful Publications (Careers) Officers, Isaac Choong and Catherine Lau, and Careers Directors, Lovedeep Sohi and Henry Ja. Putting together an easy to navigate guide that contains a wealth of information is no small feat, especially in such a dynamic year of change. I'm extremely thankful for their hard work and ongoing commitment to bringing these resources to you. Further, I want to thank our Sponsorships Officers, Laura Linschoten and Aimee Morcos, for their significant contribution in facilitating our relationships with firms during such a busy year.

I would also like to thank our firm sponsors, without whom a guide of this calibre would not be possible. In particular, I would like to thank the lawyers who wrote articles

and advice sections. This commitment to giving back to the universities where they have come from and supporting those who follow them is part of what makes the law such a noble profession, and our sponsors have been incredibly generous with their time working with us during this year's changes.

Finally, I would like to thank our Dean, Prof Bryan Horrigan, for his and the 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 endorse this guide and encourage you all to read its wisdom as extensively as you can. To those applying for clerkships this year, I wish you the best of luck.



# Dean's foreword



BRYAN HORRIGAN  
Dean  
Monash University, Faculty of Law

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 2020 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.

(Continued on next page)

# Ethical sponsorship



AIMEE MORCOS  
Sponsorship officer (LLB)  
Monash Law Students' Society 2020

The Monash Law Students' Society is committed to making a difference to the student experience. We provide a variety of services that enrich development, with social justice, professional engagement, and mental health at the forefront of everything we do. We advocate on behalf of Monash law students and value our position to be able to drive a positive change both at university level and within the broader legal profession. Therefore, we believe it is important that our sponsor organisations reflect these same values. For this reason, we will be moving to a focus on ethical sponsorship from this point onwards.



LAURA LINSCHOTEN  
Sponsorship officer (JD)  
Monash Law Students' Society 2020

**Our ethical sponsorship policy**  
Together with the other law student societies in Victoria, we have created three focal points for discussion when seeking sponsorship from law firms, which are:

- Adherence to LIV Clerkship & Traineeship Guidelines
- Mental health and wellbeing
- Sexual harassment in the legal profession

We have encouraged sponsoring firms to submit a statement addressing the organisation's stance regarding these issues, such as practices and procedures in place to combat negative workplace behaviour. Publishing this information in our 2020 Clerkship Guide enables students

to be better informed about the culture of, and protections offered by firms when deciding on their future workplace.

Furthermore, we would like to encourage firms to remain, or consider becoming, signatories to the LIV Seasonal Clerkship & Traineeship Guidelines. We believe that these guidelines create a more stable and transparent process for students, impacting positively on mental health and wellbeing during a very stressful period. We would also like to take the opportunity to encourage organisations to consider the level of transparency provided to students during this process, such as providing accurate information about their application steps.

The ethical sponsorship initiative is something we are excited about introducing and will continue to develop over the coming years. We believe there are benefits that can extend to the wider legal profession, by bringing positive and proactive procedures combatting negative behaviour to the attention of both law firms and students. We look forward to discussing our ethical sponsorship policy in more detail with you.

## LIV Seasonal Clerkship and Traineeship Guidelines 2020 (Updated May 2020)

### SCHEDULE OF DATES

#### Seasonal Clerkships

Seasonal Clerkship Applications Open	Monday, 6 July 2020
Seasonal Clerkship Applications Close	Monday, 31 August 2020 (11:59pm)
Seasonal Clerkship Offers Made	Wednesday, 28 October 2020 (from 10am)

#### Traineeships

Priority Offer Period	Monday, 24 August 2020 (from 10am) to Tuesday, 25 August 2020 (4pm)
Traineeship Market Applications Open	Monday, 24 August 2020 (from 10am)
Traineeship Market Applications Closes	Monday, 7 September 2020 (11.59pm)
Traineeship market offers made from	Monday, 12 October 2020 (from 10am)
Traineeship "top up" offers made	Monday, 7 December 2020 (from 10am)

#### Further information

W: [www.livyounglawyers.com.au](http://www.livyounglawyers.com.au)  
T: (03) 9607 9370  
E: [younglaw@liv.asn.au](mailto:younglaw@liv.asn.au)

## LIV Seasonal Clerkship Guidelines 2020 (Updated May 2020)

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 2021. 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>

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
- 2) Applications for seasonal clerkships will open no earlier than 9am on Monday, 6 July 2020.
- 3) Applications for seasonal clerkships will close no later than 11.59pm on Monday, 31 August 2020.
- 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.
- 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 seasonal clerkship offers for a
- 6) Law firms will make offers concerning seasonal clerkships from 10am, Australian Eastern Daylight Savings Time on Wednesday, 28 October 2020.
- 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.
- 8) Law firms 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 law firm may withdraw from the guidelines by giving (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 law firm's clerkship application policy to which they are applying.
- 12) Signatory law firms 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).

## Further information

W: [www.livyounglawyers.com.au](http://www.livyounglawyers.com.au)  
 T: (03) 9607 9370  
 E: [younglaw@liv.asn.au](mailto:younglaw@liv.asn.au)

- 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 signatory's clerkship application policy 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.

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



## LIV Traineeship Guidelines 2020 (Updated May 2020)

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) Applications for graduate traineeships will open no earlier than 10am on Monday, 24 August 2020.
- 2) Applications for graduate traineeships will close no later than 11.59pm on Monday, 7 September 2020.
- 3) Subject to paragraph 3(a) any offer made under these guidelines relates to a graduate traineeship commencing in 2021; it is open to students who have already completed their law degree or students who will commence their final semester in 2020.<sup>1</sup>
  - a) Successful applicants who have already completed their law degree are eligible to commence their graduate traineeship prior to 2021 by agreement between the law firm and the applicant.
- 4) All interviews for graduate traineeship positions are permitted to be conducted by electronic means.
- 5) An applicant who, due to “genuine necessity” will be unable to attend an interview during the interview period should apply to the Law Institute of Victoria (LIV) for permission to be interviewed at a date outside the application dates. “Genuine necessity” will be determined on a case-by-case basis by the LIV. Applications should be made to the LIV Young Lawyers Manager in writing and include appropriate supporting documentation. Written permission is to be granted at the sole discretion of the LIV.
- 6) Except as provided in paragraphs 9, 10, 11, law firms will make offers or arrangements concerning traineeships from 10am Eastern Daylight Saving Time on Monday, 12 October 2020. Graduate traineeships can be deferred in circumstances agreed between the student and the firm for a further one year period if a student requests a deferral of the traineeship.
- 7) All offers made pursuant to paragraph 6 of these Guidelines will be made by email. Law firms will not make follow-up calls to offerees before 11am on the date of offer. All email offers must detail:
  - a) the terms of the offer; and
  - b) that the offer is made pursuant to these Guidelines.
- 8) Except as provided in paragraph 9, an offer of traineeship will remain open for a period of not less than twenty-four (24) hours from the time the offer was made or until 11am the following business day for offers made prior to 11am. Firms should make this known to

students at the time of making offers in accordance with paragraph six.

- 9) The ‘priority offers’ made pursuant to paragraph 10 can be made either in writing and/or by telephone between 10am on Monday, 24 August 2020 and 12pm on Tuesday, 25 August 2020. A ‘priority offer’ must remain open until the earlier of acceptance/rejection in accordance with paragraphs 11(a) and 10(b) or 4pm on Tuesday, 25 August 2020.
- 10) Law firms may make ‘priority offers’ of traineeships to eligible students in accordance with paragraph 3 on the dates set out in paragraph 9, to the following students:
  - a) students who within the previous two years preceding the date of making the offer referred to in paragraph 10, have substantially completed seasonal clerkships of at least two weeks’ duration with the offering firm, either in Victoria or at one of the firm’s interstate or international offices or virtually;
  - b) students who during the previous two years and for a minimum period of 10 working days, have performed paralegal work for the offering firm, either in Victoria or at one of the firm’s interstate or international offices or virtually.

For the purpose of this paragraph ‘business hours’ is defined as the period between 9am and 5pm and ‘business day’ means Monday to Friday.
- 11) It is accepted that law firms invite students to express their interest in being considered for a priority offer at the conclusion of their clerkship.
- 12) Law firms intending to make priority offers are not permitted to interview market traineeship applicants or to make offers or arrangements concerning market traineeships prior to making a priority offer. For the

avoidance of doubt, law firms are permitted to interview paragraph 10(b) priority offer candidates before making priority offers pursuant to paragraphs 9 and 10 of these Guidelines.

- 13) Firms will have the option to provide a “top up” offer on Monday, 7 December 2020. To be eligible, firms that make a “top up” offer will only be able to draw from those students who do not already have a graduate offer for 2021 with any firm and these students will be required to have held a paralegal or clerkship position within the last 12 months at the firm that is giving the “top up” offer.
- 14) A law firm may withdraw from the guidelines by providing thirty 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.
- 15) The LIV will maintain an up to date list of all signatory law firms which will be publicly available on the LIV website.
- 16) Signatory law firms are not obligated to offer traineeships each year but must follow the Traineeship Guidelines in the event that they do.
- 17) 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).
- 18) 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 signatory’s traineeship application policy to which they are applying and allow sufficient time for lodgement of their application.

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

19) 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

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

## LIV Seasonal Clerkship and Traineeship Guideline Signatories

The following law firms and legal organisations are signatories to the LIV Seasonal Clerkship and/or the LIV Traineeship Guidelines 2020.

Candidates are advised to please check each individual law firm or organisation via their website to find out if they are accepting applications for seasonal clerkships or traineeships in 2020.

This list was last updated in December 2019.

SIGNATORY FIRMS	ADDRESS	TRAINEESHIP GUIDELINES	SEASONAL CLERKSHIP GUIDELINES
Allens	Level 37, 101 Collins Street, MELBOURNE 3000	Yes	Yes
Arnold Bloch Leibler	Level 21, 333 Collins Street, MELBOURNE 3000	Yes	Yes
Ashurst Australia	Level 26, 181 William Street, MELBOURNE 3000	Yes	Yes
Baker & McKenzie	Level 19, 181 William St, MELBOURNE 3000	Yes	Yes
Best Hooper	563 Little Lonsdale Street, MELBOURNE 3000	Yes	No
BJT Legal	38 Lydiard Street South, BALLARAT 3350	Yes	Yes
Carbone Lawyers	302 King Street, MELBOURNE 3000	Yes	No
Clarendon Lawyers	Level 29, 55 Collins Street, MELBOURNE 3000	Yes	Yes
Clarke & Barwood Lawyers	61-65 Gellibrand Street, COLAC 3250	Yes	Yes
Clayton Utz	Level 18, 333 Collins Street, MELBOURNE 3000	Yes	Yes
Colin Biggers and Paisley Lawyers	Level 23, 181 William Street, MELBOURNE 3000	Yes	No
Corrs Chambers Westgarth	Bourke Place, Level 36, 600 Bourke Street, MELBOURNE 3000	Yes	Yes
Coulter Roache	Level 1, 235 Ryrie Street, GEELONG 3220	No	Yes
Davis Lawyers	15/200 Queen Street, MELBOURNE 3000	Yes	No
DTF Legal, Victorian Dept of Treasury and Finance	Level 7, 1 Macarthur Street, EAST MEBOURNE 3002	Yes	No

# LIV YOUNG LAWYERS



DLA Piper	Level 21, 140 William Street, MELBOURNE 3000	Yes	Yes
Duffy & Simon Lawyers	13 John Street, PAKENHAM 3810	Yes	No
Eales & Mackenzie	5/95 Queen Street, MELBOURNE 3000	Yes	Yes
Gilbert + Tobin	Level 22, 101 Collins Street MELBOURNE 3000	Yes	Yes
Hall & Wilcox	Level 11, Rialto South Tower, 525 Collins Street, MELBOURNE 3000	Yes	Yes
Harris Lieberman	Level 3, 111-113 Hume Street, WODONGA 3690	Yes	No
Hayes & Associates	352 Nepean Highway, FRANKSTON 3199	Yes	Yes
Herbert Smith Freehills	101 Collins Street, MELBOURNE 3000	Yes	Yes
HWL Ebsworth	Level 26, 530 Collins Street, MELBOURNE 3000	Yes	Yes
IKRP Eugenia Mitrakis & Co	246 Albert Road, SOUTH MELBOURNE 3205	Yes	Yes
Johnson Winter & Slattery	55 Collins St, Melbourne VIC 3000	No	Yes
K & L Gates	Level 25, 525 Collins Street, MELBOURNE 3000	Yes	Yes
King & Wood Mallesons	Level 50, 600 Bourke Street, MELBOURNE 3000	Yes	Yes
Lander & Rogers	Level 12 Bourke Place, 600 Bourke Street, MELBOURNE 3000	Yes	Yes
Macpherson Kelley	40-42 Scott Street, DANDENONG 3175	Yes	No
Mackinnon Jacobs Horton & Irving	Level 4, 179 Queen Street, MELBOURNE 3000	Yes	No
Maddocks	Level 25, 727 Collins Street, MELBOURNE 3000	Yes	Yes
Maurice Blackburn Lawyers	Level 10, 456 Lonsdale Street, MELBOURNE 3001	Yes	Yes
Meridian Lawyers	Level 12, 357 Collins Street, MELBOURNE 3000	Yes	Yes
Mills Oakley	Level 6, 530 Collins Street, MELBOURNE 3000	Yes	Yes
MinterEllison	Rialto Towers, 525 Collins Street, MELBOURNE 3000	Yes	Yes
Nevile & Co	Level 11, 100 Collins Street, MELBOURNE 3000	Yes	Yes
Nevin Lenne & Gross	57 Clyde Street, MYRTLEFORD 3737	Yes	Yes

# LIV YOUNG LAWYERS



Norris Coates Lawyers	Level 10, 99 William Street, MELBOURNE 3000	Yes	Yes
Norton Rose Fulbright	RACV Tower, Level 24, 485 Bourke Street, MELBOURNE 3000	Yes	Yes
Office of the General Counsel, Department of Premier & Cabinet	Level 2, 1 Treasury Place, EAST MELBOURNE 3002	Yes	No
Office of Public Prosecutions	565 Lonsdale Street, MELBOURNE 3000	Yes	Yes
Pinsent Masons	Level 23, 360 Collin Street, Melbourne	Yes	No
Robinson Gill	701 Station Street, BOX HILL 3128	Yes	Yes
Russell Kennedy	Level 12, 469 LaTrobe Street, MELBOURNE 3000	Yes	Yes
Ryan Carlisle Thomas	41 Robinson Street, DANDENONG 3175	Yes	Yes
Septimus Jones & Lee	Level 5, 99 William Street, MELBOURNE 3000	Yes	Yes
Sharrock Pitman Legal	Suite 2, 40 Montclair Avenue, GLEN WAVERLEY 3150	Yes	Yes
Slater & Gordon	485 La Trobe Street, MELBOURNE 3000	No	Yes
Thomson Geer	Level 39, Rialto South Tower, 525 Collins Street, MELBOURNE 3000	Yes	Yes
Transport Accident Commission	60 Brougham Street, GEELONG 3220	Yes	Yes
Victoria Legal Aid	350 Queen Street, MELBOURNE 3000	Yes	No
Victorian Government Solicitor's Office	Level 25, 121 Exhibition Street, MELBOURNE 3000	Yes	Yes

## Further information

W: [www.liv.asn.au/younglawyers](http://www.liv.asn.au/younglawyers)  
 T: (03) 9607 9370  
 E: [younglaw@liv.asn.au](mailto:younglaw@liv.asn.au)





All courses are available entirely online in 2020.

## Practical Legal Training | PLT Graduate Diploma In Legal Practice

The Leo Cussen experience enables law graduates to learn how to practise law in a professional, friendly and engaging environment.

Leo Cussen's Practical Legal Training (PLT) course is chosen by legal employers across Australia as the comprehensive course that supports law graduates to transition from student to practitioner. Our PLT is thorough and challenging with a simulated client file program designed to instil in our graduates a deep grasp of all components of the work of a newly admitted lawyer, so they can ability to rapidly commence working with supported autonomy.

Successful completion of the PLT course entitles you to apply for admission to the legal profession as an Australian Lawyer which, in turn, entitles you to practise as an Australian Legal Practitioner in any Australian jurisdiction.



## What is your learning style?

**Vic Onsite\* full time** – designed for those who like more structured support, a more defined schedule of learning and more classroom instruction in addition to online activities and video content. During 2020 this course will be available wholly online. 21 weeks of coursework, plus three weeks' professional placement\*\*. Starts July.

**Vic Online full time** – designed for those who enjoy self directed learning and a more flexible schedule, including online activities and video content. During 2020 this course will be available wholly online. 21 weeks of coursework, including 13 days face-to-face (attended online in 2020), and three weeks' professional placement\*\*. Starts July.

**Vic Online part-time** – designed for those need more time to complete their PLT due to work, family or other commitments, this course is also for those who enjoy self directed learning and a more flexible schedule, including online activities and video content. During 2020 this course will be available wholly online. 42 weeks of coursework, including 13 days face-to-face (attended online in 2020), and three weeks' professional placement\*\*. Starts July.

*\*During 2020 this course will be available wholly online*

*\*\*Requirements for professional placement may be adjusted due to the coronavirus*



## The learning experience

The Practical Legal Training course is founded on the principle of 'learning by doing' and is designed to support you to reach the required competencies in an active, practical and supportive training environment.

## Client file program

Run simulated client e-files covering a wide range of practice areas and presenting a range of legal and practical problems reflecting those you encounter in real-world legal practice. We operate an in- house court registry and banking facility to assist the simulation of real practice.

## Topic support materials

Receive a detailed set of reference materials provided for each practice topic as a resource during the course and a handy reference in your first year of legal practice.

## Mentors

Work in a small group under the close guidance of one of lawyer mentors. All of our training staff are experienced lawyers. Their job is to help you develop your practical legal skills, professional values and confidence to work as an entry-level lawyer.

## Collegiality

Form lifelong friendships during the course and begin to build the personal and professional networks that support you during your entire career. PLT trainees organise a variety of social activities during the course to make sure the fun doesn't disappear in the midst of all the hard work.

## Online placement option in 2020

In 2020, Leo Cussen trainees have the option of completing an online module instead of a three-week work placement. This ensures you can complete the PLT on time and get admitted without delay during these uncertain times.

## More information

For further information or to book a chat about how the course might suit you, please contact:



**Michelle O'Connor**  
Co-ordinator, PLT Course

📞 1300 039 031

✉️ [pltadmin@leocussen.edu.au](mailto:pltadmin@leocussen.edu.au)



## Course details & enrolment

Online and onsite intakes in January, March, July and August.  
Find dates and enrol online at:

[leocussen.edu.au/enrol](http://leocussen.edu.au/enrol)



## What our graduates say



### Mercia Mitchell

I spoke with several people who had studied at Leo Cussen, and they all recommended it. They said it was a good opportunity to meet other law students, and get practical experience to get more of an idea about what working in a law firm is like. I also liked that Leo Cussen organises work experience placements for all trainees.

***“The practical side of the law is very different to what we learn at University”***

Leo Cussen helped me get more of an idea about what the day to day reality of being a lawyer was like. The practical side of the law is very different to what we learn at University. Leo Cussen helped confirm that law was the path that I wanted to take in my career.

### Luke Ortisi

The Leo Cussen program offered me the best opportunity to learn how to become a lawyer. For me, this fundamentally required practical training in a ‘real world’ professional environment and mentoring by experience lawyers – the ingredients necessary to transition into a professional role.

***“I realised the program offered so much more.”***

Once I began my training, I realised the program offered so much more. Intensive training in all core legal disciplines was on offer, as well as the choice to undertake electives in areas of interest, such as advocacy. Above all, it offered me the chance to forge friendships with peers from all walks of life and begin building my professional network.



### Amanda Jowett

Throughout my time at Leo Cussen, I refined the skills necessary to embark on my legal career. One of the most important skills I learnt was managing my work flow on a variety of current matter files dealing with diverse practice areas including criminal law, property law and civil litigation. These files required students to interview mock clients, meet with opponents and appear at hearings to further their client’s case. Such experience was invaluable as I had never been exposed to the day to day operations of practice prior to commencing at Leo Cussen.

***“Such experience was invaluable”***

Leo Cussen allowed me to put those skills to the test through a three-week placement towards the completion of the PLT, which I arranged at a small practice in Glen Iris. I hit the ground running on placement and on graduating from Leo Cussen, the principal lawyer offered me a part-time position.

# We believe that **Practical Legal Training** should be just that – practical.

Build more skills and confidence with a program you won’t find elsewhere.

**Enrol now**

**COVID-19** In semester 2, 2020 we will be adapting our course to provide the finest practical training experience through a personalised program designed to safely meet your learning needs.

## Get more from your PLT with Leo Cussen

- **More Career Support**  
Dedicated Careers Advisor to support your job placement and preparation.
- **More Legal Skills**  
Experience thorough and personalised training in client communication, negotiation and advocacy.
- **More Mentoring**  
Receive comprehensive feedback and personalised support from your lawyer mentor, with regular one-on-one feedback as you work.
- **More Business Skills**  
Learn effective client engagement, management of deadlines and client billing, just like you’ll need in practice.
- **More Confidence**  
Build your confidence through continuous practical assessment and individual feedback on your progress. No exams.

### Practical Legal Training

*Graduate Diploma in Legal Practice*

Fast track your career with our simulated file program, designed to teach you how to run client matters from beginning to end.

Learn e-files, e-conveyancing and investigate how new technologies are impacting legal practice. Stand out by gaining superior skills in client communication and advocacy through our unique program.

### VIC PLT intakes

Mode	Course starts	Course
On-site	January	Full-time
On-site	July	Full-time
Online	February	Full-time
Online	February	Part-time
Online	March	Full-time
Online	July	Full-time
Online	July	Part-time
Online	August	Full-time

[leocussen.edu.au/enrol](http://leocussen.edu.au/enrol)

📞 1300 039 031  
✉ [enrolment@leocussen.edu.au](mailto:enrolment@leocussen.edu.au)



# Practical Legal Training (PLT)

## Graduate Diploma in Legal Practice

### About Leo Cussen

Leo Cussen is a centre of excellence that provides high quality practical legal training. Our comprehensive Graduate Diploma in Legal Practice is well respected by the legal profession. In our blended program, you work predominantly online, with a selection of options to complete 13 days of face-to-face instruction, strategically designed to develop your skills and grow your professional networks. Alternatively, you can undertake our onsite course from Melbourne's

CBD, where you will learn in a simulated legal workplace, closely supported by lawyer mentors and instructors from the profession while developing lifelong friendships with your professional colleagues.

**COVID-19** *In semester 2, 2020 we will be adapting our course to provide the finest practical training experience through a personalised program designed to safely meet your learning needs.*

### Why Leo Cussen

- **An outstanding reputation:** Leo Cussen has offered practical legal training courses since 1974.
- **Career support:** dedicated Graduate Placement and Careers Advisor to help with job search and preparation.
- **Your choice:** Onsite, Online, full-time or part-time.
- **Online course:** online blended learning with 13 dynamic days of intensive, personalised, face-to-face training split into 3 touch-points at the beginning, middle and end of the course.
- **Personalised mentoring:** comprehensive feedback and support, with regular one-on-one feedback on your work as you do it from very experienced lawyers.
- **Develop excellent advocacy skills:** through compulsory civil and criminal file work and advocacy.
- **Gain strong legal business skills:** run your own files, maintain client contact, meet deadlines and bill clients in practical settings.
- **No theoretical exams:** 'learn by doing', with continuous practical assessments.
- **Develop strong networks:** with peers and those in the legal profession.
- **Leo Cussen graduates:** work in a wide range of legal and professional environments worldwide.



### How to enrol

Complete your enrolment online at:  
[www.leocussen.edu.au/enrol](http://www.leocussen.edu.au/enrol)

If you need assistance, phone **1300 039 031** or email [enrolment@leocussen.edu.au](mailto:enrolment@leocussen.edu.au)



### Stay in touch

Sign up and we will keep in touch regarding key enrolment dates and other important information:  
[www.leocussen.edu.au/stay](http://www.leocussen.edu.au/stay)



# THE POWER OF THE SNOWBALL EFFECT



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

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

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

I see this happen all the time.

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

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

Give some of these a go and I guarantee there will be a positive flow on effect.



**Susan Pincus, Careers Professional**

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



# Activate your career.

## Practical Legal Training



**Iman Osman**

Legal Adviser, Comcare

Graduate of the Practical Legal Training Program in Victoria

- ✓ Just 5 days face-to-face attendance
- ✓ 15 weeks full-time or 30 weeks part-time study options
- ✓ Emphasis on task-based learning
- ✓ More than 15 start dates a year in Melbourne
- ✓ Access to a Careers Advisor to help you with career planning, job searches, applications and interviews
- ✓ Guaranteed enrolment

Learn more at [collaw.edu.au/PLT](https://collaw.edu.au/PLT)

# Practical Legal Training

## Victoria Course Dates



### MELBOURNE

Onsites held at Level 1, 555 Bourke Street, Melbourne VIC 3000 | Tel: +61 3 8689 8600

#### Online full-time

Start Date	End Date	Code
07 Oct 2019	24 Jan 2020	VP1909F
25 Nov 2019	13 Mar 2020	VP2001F
13 Jan 2020	01 May 2020	VP2002F
10 Feb 2020	29 May 2020	VP2003F
17 Feb 2020	05 Jun 2020	VP2010F
16 Mar 2020	03 Jul 2020	VP2004F
23 Mar 2020	10 Jul 2020	VP2011F
20 Apr 2020	07 Aug 2020	VP2005F
18 May 2020	04 Sep 2020	VP2006F
20 Jul 2020	06 Nov 2020	VP2007F
17 Aug 2020	04 Dec 2020	VP2008F
05 Oct 2020	22 Jan 2021	VP2009F

#### Online part-time

Start Date	End Date	Code
14 Oct 2019	15 May 2020	VP1909P
02 Dec 2019	03 Jul 2020	VP2001P
20 Jan 2020	14 Aug 2020	VP2002P
17 Feb 2020	11 Sep 2020	VP2003P
23 Mar 2020	16 Oct 2020	VP2004P
20 Apr 2020	13 Nov 2020	VP2005P
18 May 2020	18 Dec 2020	VP2006P
27 Jul 2020	26 Feb 2021	VP2007P
24 Aug 2020	19 Mar 2021	VP2008P
12 Oct 2020	14 May 2021	VP2009P

Learn more at [collaw.edu.au/PLT](https://collaw.edu.au/PLT)



# What is PLT?

Practical Legal Training is a structured training program designed to help you develop the practical, day-to-day skills you will need as an entry-level lawyer.

During COVID we're offering PLT entirely online

## Iman Osman

Legal Adviser, Comcare

Graduate of the Practical Legal Training Program



Much like the last 5 kilometers of a marathon, PLT is the final run you need to become a practising lawyer. You know - the court-appearing, contract-preparing, law-talking kind.

After completing your PLT, you will be awarded a Graduate Diploma of Legal Practice (GDLP). This means you will be eligible to apply for admission as a legal practitioner in Victoria.

### Right... So you need PLT to become a lawyer. What else do you need?

1. Complete a law degree or equivalent
2. Finish a **Practical Legal Training program** (ensures you achieve the **Competency Standards for Entry Level Lawyers**, developed by the **Australasian Professional Legal Education Council (APLEC)** and **Law Admissions Consultative Council (LACC)**. Involves completing designated subjects and electives.)
3. Be recognised as a 'fit and proper person'

## When do I do PLT?

Usually after you finish your law degree, but the Early Commencement Rule means you can start once you have completed all your Priestly 11 core subjects with only 2 electives remaining on your law degree (or equivalent).

To start PLT early, you will need to seek approval from the Victorian Legal Admissions Board (VLAB).



## What's involved in PLT?



### Coursework

Unlike the theory-oriented black letter law you may be familiar with from your law degree (or equivalent), PLT study is entirely practice-oriented. It's intended to get you ready to work from Day 1; you're studying how to actually be a lawyer, rather than knowledge you need to convey as a lawyer. PLT study involves a mix of compulsory subjects and 2 electives.

PLT subjects sometimes don't have formal written exams. All part of the 'practical' in 'PLT.' Instead, there's a mix of multiple choice tests, oral interviews and other assessments, each designed to effectively mirror real work as a real lawyer.

You will practice competing tasks such as:

- Negotiating contracts and resolving real-life disputes
- Drafting Statements of Claim and Affidavits
- Identifying and solving common problems for clients
- Operating trust accounts, billing and file management

### Work Experience

You'll need to complete 75 days of work experience under a practising lawyer with an unrestricted practising certificate. (Think of it as any lawyer who no longer needs P plates.)

The good news is you can complete up to 60 days prior to starting PLT, while you're still doing your law degree (or equivalent). You can complete the rest as soon as you start your PLT.

There are a huge range of opportunities that may count towards your PLT work experience. Examples include: summer clerkships, paralegal work, volunteering at community legal centres, judge's associate or tipstaff, and assisting barristers in chambers.

The work experience can be paid or unpaid, and can sometimes lead to a full-time graduate job.

As you may (or may not) know, some PLT providers offer a faster option to 75 days work experience. The Clinical Experience Module, for example, offered by The College of Law Australia, allows you to do 15 days work experience as long as you also complete six weeks additional coursework. It does cost more, so it's worth considering particularly if 75 days of work experience is impractical for you.

### Continuing Professional Education (CPE)

You need to complete 10 hours of CPE seminars or you an complete alternatives, like the Legal Business Skills series. This give you a taste of the the Continuing Professional Development that you will need to undertake each year as a lawyer to maintain your practising certificate.

## How long is PLT?

- Full-time: 15 weeks
- Part-time: 30 weeks

And you get a Graduate Diploma of Legal Practice (GDLP) after PLT!

# NON-PRACTICE AREA ARTICLES

The next section of the Guide will go through a variety of articles, from firms, that are not practice area specific. They cover everything from life as a graduate to how you can improve your CV and cover letter. Hopefully these articles give you a better insight into life as a junior lawyer and is useful to you while going through the clerkship application process!



# DIVERSITY & INCLUSION AT CORRS



**HEIDI ROBERTS**  
Partner  
Diversity & Inclusion  
Corrs Chambers Westgarth

*Our diversity and inclusion vision is a generous, supportive and inclusive culture where all our people are connected, valued and empowered to succeed. We want our people to contribute their perspectives, ideas and talents, identify opportunities and challenge the status quo.*

Corrs Chambers Westgarth is enabling a truly diverse workforce. We strongly believe that diversity in all its forms should be embraced and celebrated, and know that if it is, our people, our clients, our firm and the industry at large will benefit.

Our success relies upon attracting, retaining and providing development opportunities to talented people with diverse ideas, backgrounds and experiences. We have therefore made a significant investment in integrating diversity and inclusiveness into everything we do.

### WHAT WE STRIVE TO ACHIEVE

Our diversity and inclusion vision is a generous, supportive and inclusive culture where all our people are connected, valued and empowered to succeed. We want our people to contribute their perspectives, ideas and talents, identify opportunities and challenge the status quo.

We're extremely proud of our diversity progress, and of our numerous policies, initiatives and programs for promoting a supportive and inclusive culture. Corrs has been consistently named as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency (13 consecutive citations), recognised on Diversity Council Australia's Inclusive Employers List 2019-20 and achieved Silver Tier Employer status in Pride in Diversity's 2019 Australian Workplace Equality Index.

### GENDER EQUALITY

The firm's ongoing commitment to gender equality is embedded in a strong strategy, with publicly known targets, tools and training, and measures to track progress. The firm continues to provide executive coaching for senior female lawyers, mentoring and networking opportunities, and is committed to addressing pay equity. We apply a gender equity assessment to talent identification, promotions, pay and leadership succession

planning. Our CEO, Gavin MacLaren, is a WGEA Pay Equity Ambassador and has made a panel pledge to increase the visibility and contribution of women leaders in public and professional forums.

### CARER SUPPORT

Corrs is committed to supporting individuals who care for others in their families or household. Our policies and resources help inform individuals and their supervisors about support available to better balance family, work and life responsibilities. The firm offers a gender neutral parental leave policy, including up to 18 weeks paid parental leave as well as paid superannuation contributions for employees during periods of paid and unpaid parental leave. Support mechanisms include an external, confidential information and care locator service and provision of onsite school holiday care.

### FLEXIBILITY@CORRS

Flexible working is a key business reality for the firm and a key driver of diversity. We recognise that people may want or need flexible work arrangements for many reasons at varying times in their lives and careers. We also know that flexibility and mobility between teams, practice groups and offices to resource matters and rapidly meet client needs is essential to success. Our Flexibility@Corrs program was developed with the aim of making flexible working a standard business practice for all our people, regardless of gender or age and without adverse impact on career goals.

### LGBTI+ INCLUSION

Our national Pride@Corrs Network aims to support the inclusion of our LGBTI+ people and enhance our broader engagement with the LGBTI+ community.

(Continued on next page)

All our policies are inclusive of LGBTI+ employees and a Gender Transitioning Policy has been in place since December 2017. We are proud members of Pride in Diversity (PID) and undertake numerous internal and external activities which promote and enhance inclusion. This includes LGBTI+ awareness and ally training, recognising and celebrating key community events, and continued pro bono advice and support for a number of organisations, including The Channel, Out for Australia and Australian Federation of AIDS Organisations. The firm is a Gold partner sponsor of Midsumma Festival, Victoria's premier LGBTIQ+ arts and cultural festival.

### CULTURAL DIVERSITY

Building awareness and understanding of the firm's cultural diversity and leveraging this for business success is essential. In 2017 Corrs signed a cultural diversity commitment with members of the Managing Partners Diversity Initiative to improve cultural diversity in leadership. We are members of the Asian Australian Lawyers Association (AALA), which promotes cultural diversity in the law and supporters of the Diverse Women's Mentoring Association and African Australian Lawyers Network. The firm recognises and celebrates key

cultural and religious dates and hosts various events, including the annual AALA AGM and AALA panel events, to hear diverse experiences and perspectives in our judicial system, bar and legal community at large.

### INDIGENOUS INCLUSION

Our 2018-2020 Innovate Reconciliation Action Plan (RAP) was launched in July 2018 and is the firm's second RAP. It provides a clear roadmap for the firm to increase its reconciliation support efforts, including bold new goals and progression of existing activities. The plan guides us in working shoulder-to-shoulder with Aboriginal and Torres Strait Islander (ATSI) peoples to develop and deepen mutual respect, relationships, opportunities and meaningful support. The firm, amongst other activities, participates in the CareerTrackers indigenous internship program to develop skills, provide experience and support career pathway opportunities for indigenous law students, are members of Supply Nation, which promotes supplier diversity, and provides extensive pro bono legal work for ATSI organisations and communities. We have made significant inroads and will continue delivering on our RAP commitments.



**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.



# HOW TO MAKE THE MOST OF A NETWORKING EVENT WITH CLAYTON UTZ



ADRIAN VOSK  
★ Monash alumni (LLB)  
Lawyer  
Clayton Utz

*"While often repeated, there is nothing like the unique energy a person brings to a room and to a conversation when they bring their whole self. This could be their quirky sense of humour or love for sports."*

For self-proclaimed introverts and those with naturally shy personalities, the idea of networking may feel firmly outside your comfort zone. However it's important to remember that networking is about the sharing of information and ideas in a group. Importantly it's about relationship building.

It's likely you will be faced with many opportunities to attend networking events as part of the clerkship and graduate process. To help you successfully navigate, benefit and enjoy networking here are some tips.

1. Be yourself
2. Be prepared
3. Etiquette - bring others into the conversation
4. Really get to know us - do we fit together?
5. Presentation and body language

**1. BE YOURSELF**

While often repeated, there is nothing like the unique energy a person brings to a room and to a conversation when they bring their whole self. This could be their quirky sense of humour or love for sports. We know you want to put your best foot forward. But be mindful of how it may come across if you're not being yourself. People can spot inauthenticity so steer clear of trying to box yourself into a pre-conceived mould of what you think firms want.

Of course, there needs to be a base level of professionalism, politeness, courtesy and subject matter of conversation. But beyond that, go for your life. I know that Clayton Utz values everyone bringing their whole and individual selves to work - it keeps the workplace dynamic and keeps us motivated to see our colleagues each day.

Unsurprisingly, my most memorable and enjoyable networking events were shared by those unafraid to be themselves. One

cocktail evening for example, I was immersed in a conversation about a prospective clerk's passion for the care and breeding of fish, and another on their bold plans to write a musical.

**2. BE PREPARED**

Yes, you should invest some energy into researching prior to the event - research the company, key/notable guests and industry topics/trends. There is no need to rehearse a script around what you want to say. If you have a particular area of interest (legal or non-legal), peruse the firm's website.

Have an understanding of recent deals that the firm has advertised on and catch up on news on its key clients. It is always great when attendees can prompt a conversation on a topic that a lawyer or partner is passionate about.

From my experiences, I don't think an intimate understanding of a topic is needed. I find that simply mentioning you're aware of its existence can prompt insightful conversations with lawyers around the firm who are often at the forefront of the matter. These events often end up being great exercises in listening and probing for more information where it is evident an attendee has an interest in the matter.

(Continued on next page)





# Great change is here. Shape the future with Allens

### 3. ETIQUETTE - BRING OTHERS INTO THE CONVERSATION

You will quickly see that our networking events are social, fun and informal. I really enjoy our events. They are about getting to know everyone, including your other prospective colleagues and clerks - your future colleagues, whether in the firm or in the legal profession. While you may be adjusting to meeting new people, it's an opportunity to recognise where others may be feeling the same. Remember to include others into the conversation. Always be prepared to bring others into the conversation, be inclusive and supportive of others' contributions. This will help facilitate a more collaborative vibe and atmosphere and a much more enjoyable event.

### 4. GET TO KNOW US - DO WE FIT TOGETHER?

Attending networking events as part of the clerkship or graduate program is not an interview. Consider it an opportunity to get to know people and the firm better and see if it could be the right fit for you.

We understand you are trying to gauge whether our workplace, our vision and opportunities align with what you want to achieve in your early career and beyond. The firm is excited to

attract motivated, bright and hard-working colleagues to join our community.

Participation in the networking events is the next step in helping you to make an informed decision on whether the firm is a good fit for you. So please ask questions. Interact and engage with lawyers and employees from different teams, levels of experience and roles so you can develop a full picture of what you might expect if you were to work at our firm.

### 5. PRESENTATION AND BODY LANGUAGE

As a more nuanced point, it is always recommended to dress neatly and be organised for a networking event, as you would with any job interview.

More so, non-verbal signals of your posture, tone of voice and level of eye-contact are more subtle signals that you are engaged and are listening to those around you.

Hopefully as you gain confidence and settle into the event, you find yourself engaged and displaying these best practices.

All the best and maybe I'll see you at the next event!

### A day in the life of an Allens clerk.

#### ROB VIENET 2019 LAW GRADUATE

**I'm Rob Vient, and I have a Bachelor of Laws and Bachelor of Biomedical Science from Monash University. In the summer that followed my penultimate year, I had the joy of clerking in Allens' Intellectual Property Team, in the Melbourne office. This led to my current role as a Law Graduate in the same team.**

#### Describe your clerkship at Allens

My clerkship at Allens offered me an incredible variety of interesting work. It coincided with the beginning of a patent litigation between two of the world's largest pharmaceutical companies. Allens represented the patentee, who was trying to protect their monopoly over their most successful vaccine. Notwithstanding the significance of the litigation, Allens brought me onto the matter immediately and invited me to each team meeting. My first research memorandum was to report on how the courts would likely interpret the patent's claims to define the claimed invention. A further task was to review another client's franchise agreement and report on whether the franchisor could assign certain individual rights to third parties. The Partner ultimately agreed with my reasoning, and advised the client accordingly. In addition to these client-specific matters, I was exposed to tasks that were designed to grow Allens' business generally. For example, Allens published my research on legislative changes to the regulation of therapeutic goods, and even distributed it to clients. Business development strategies really interest me, so they are something I participate in now as a Law Graduate.

#### What surprised you?

Having never worked at a commercial law firm before, I did not really know what to expect from my clerkship. My first surprise was how much Allens trusted its Clerks, and how much responsibility we had. My first research memorandum was ultimately relied on by our client and team to define the claimed patent invention before the Federal Court of Australia. It was unbelievable to see the carriage of my own work, and to watch counsel present some of my conclusions to a Federal Court judge. My second surprise was just how comfortable I felt at Allens. Despite the reliance on me at times, I felt more excitement than fear. The team were welcoming, and actively offered their assistance on every occasion. They endeavoured to meet me on a personal level; and, better still, made every effort to make sure I got to know them too. Especially considering that it was a busy time of year, the people at Allens were incredibly generous with their time.

#### What are the social opportunities like at Allens?

My time at Allens has been a lot of fun. In one month alone as a Law Graduate, I attended Allens' monthly firm-wide Friday night function, a wonderful dinner party hosted by Allens' LGBTIQ Committee, and Easter break-up drinks. As a general lover of sport, I am part of the Allens AFL Footy Tipping Committee, which manages a competition almost as fierce as my floor's Bachelor/Bachelorette raffle competition. Allens' Sport and Wellbeing Committee also provides a range of 'Active April' activities, including interfloor sporting competitions, rock climbing and tennis. As part of the Graduate Social Committee, I have also helped organise the annual Allens Graduate Retreat. In addition, the Intellectual Property team has fortnightly team breakfasts and monthly drinks. Of course, there are more casual opportunities too. Having formed close friendships at Allens, I meet up with friends each day, which is unbeatable. During my clerkship, people were always checking on me and would frequently ask me to join them for a coffee break. (Full disclaimer - I ordered an ice chocolate on each occasion. Don't worry if you don't drink coffee!) I also attended the Christmas party, where Allens acknowledged the hard work of all its employees by rewarding everyone with a circus-themed, all-inclusive, event. It was the perfect way to end the clerkship!

Find out more at [allens.com.au/yourcareer](https://allens.com.au/yourcareer)



# Welcome to a new dimension of Law

KING & WOOD  
MALLESONS  
金杜律师事务所



careers.kwm.com/en/graduates-australia

We are reimagining the KWM experience for students and graduates with the launch of two online platforms: KWM Virtual Reality and Global Virtual Experience Program. No matter where in the world you live or study, you can be part of KWM.



## Explore KWM with Virtual Reality

Immerse yourself in the KWM Virtual Reality experience and gain insight into the three key elements of the firm:

- Our global footprint
- The people who make it all possible
- And the incredible initiatives the firm has a key hand in.



## Kick-start your career with our Virtual Experience Program

What's life really like working at one of the world's leading corporate law firms?

Undertake our Global Virtual Experience Program and bring the KWM experience to life as you complete similar work our Graduates do, build real skills, and confidence while you explore the world of commercial law.

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Maddocks

MinterEllison

THOMSON GEER  
LAWYERS

# LIFE AS A GRADUATE AT KING & WOOD MALLESONS



NATALIE SHER

Law Graduate

King & Wood Mallesons

*"Joining KWM as a grad has meant being part of an amazing group of grads. We often take coffee breaks or have lunch together, and are always there for one another as both friends and colleagues."*

When asked to write about life as a grad, I thought the best place to start would be asking my fellow grads to sum up their experiences in a few words. Their answers were extremely varied, but some highlights included "exciting", "challenging" and even "time of my life". The broad range of answers reflect the fact that there is, of course, no universal experience of "life as a grad". Each of your experiences will be different depending on a huge range of factors, many of which are beyond your control and will likely involve things like your team, the people around you and even the season. However, to give you a bit of an idea of what life as a grad might be like, here is how my experience has been so far.

It started with training, and lots of it. The first few weeks of life as a grad were filled with a very comprehensive training program, provided by people across the whole firm and covering everything from IT to legal drafting to interpersonal communication. These training sessions were a great way to learn more about the firm and the different types of work being done by different teams. The training sessions were also a perfect opportunity to meet new people, many of which I have now had the chance to work with on various projects. After the first few weeks, as we settled into our respective teams, the training sessions became less frequent but more targeted, with a strong focus on helping us learn skills we could put into practice in our daily work.

Once we had some training behind us, it was time to start getting involved in work. The type of work you do as a grad, as well as how much work you do, will always depend on your team and their practice area. At KWM, we do three six month rotations, which has given me the opportunity to be part of three completely different teams (Banking and Finance, M&A and Dispute Resolution). This has been invaluable from both a professional and personal perspective, as I have had the opportunity to be involved in extremely varied matters and to work with clients across a range of industries (from banks, to public sector clients, to tech start ups and beyond).

Although some of the work is similar to university study, in that it involves researching cases and legislation, most of it is unlike anything I had done previously. Often, grads will be involved in tasks like drafting correspondence or advices, negotiating contracts, preparing for and attending meetings or phone calls and working with documents to either review or amend them. While some new tasks can be challenging, I have always felt extremely supported - each new task is accompanied by a patient explanation, and there are always many opportunities to ask questions.

Then there is everything that comes with being a grad that has nothing to do with the work we do, and everything to do with the people we work with. Joining KWM as a grad has meant being part of an amazing group of grads. We often take coffee breaks or have lunch together, and are always there for one another as both friends and colleagues. The social side of work is not limited to your fellow grads - your team and those you meet across the firm will also be a huge source of fun and support.

There are also many opportunities for grads to get involved in things that are of interest to them personally. For example, grads often get very involved in pro bono work - KWM's strong pro bono practice has given me the opportunity to engage with issues important to me, such as asylum seeker and refugee rights. KWM also actively encourages all of us to share our thoughts, and grads often participate in shaping the firm's agenda by joining committees with specific focus areas. There are also endless social sports activities like netball and cycling, and some grads have also decided to take up Mandarin lessons.

While starting work as a grad might seem a while away, particularly when you are in the midst of the stressful clerkship application process, I would definitely encourage you to take some time to think about what aspects of a job are important to you, and what excites you about joining the law world.



# MINTERELLISON'S TOP TIPS FOR YOUR CV & COVER LETTER



LOIS THORNTON  
Graduate Resourcing  
Consultant  
MinterEllison

*"The clerkship recruitment process is one of the highest (if not the highest) volume recruitment processes that you will ever be exposed to, so you need to make sure that the recruiter is able to distil the most pertinent information as fast as possible."*

## TOP TIPS FOR YOUR COVER LETTER

### 1. KNOW WHAT YOU ARE SELLING

Before you even start applying to firms, you need to think about what exactly it is that you want to tell them about yourself, as you only have a limited amount of space / wordcount with which to achieve this. Of course there may be future opportunities to expand further at an interview or during networking events, but make sure you focus on the most important things that you bring to the table in your cover letter. I would suggest focusing on around 3-5 attributes, which will form the basis of the "business case" that you will deliver to the organisation. Finally, always make sure you offer up examples of how you have demonstrated each of these attributes in the past.

### 2. YES, IT IS A LETTER...

This means you need to find the name of the recruiter that you are applying to. Avoid using generic titles like "Dear Graduate Recruiter". All it takes is a quick Google search to make sure that your cover letter looks well researched. After you have their name, you might even want to search them on LinkedIn - a little extra knowledge here can be useful down the track. If you are unable to find this information via Google, check with your University's Law Student Society, as they will most likely know who is who at different law firms.

### 3. 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, so 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 over it, then ask them what they thought were the key takeaway messages. Finally, please don't use overly convoluted language.

### 4. 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; What specific matters is the organisation working on that resonate with you (and why). Have you interacted with anyone inside the organisation? If so, make sure you mention them by name in your letter, which will enable the recruiter to reach out to that person for feedback. This can really work in your favour - assuming of course that you left a positive impression on them when you met!
- 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 attributes that you defined earlier and support them with accomplishment statements.

## TOP TIPS FOR YOUR CV

### 1. KEEP IT PROFESSIONAL!

- Photos...In some markets (for instance in many European countries), it is expected that you will include a photograph on your resume when you apply for a job and there are several valid reasons for this; the Australian legal market however is not this way inclined. Different recruiters have different feelings about this one - some don't mind, others are strongly against it. On a balance, I would say don't.
- Email addresses should 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. Also, make sure your voicemail message is active and professional, so that you leave a positive impression on anyone who tries to contact you.

### 2. 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 i.e. Paralegal - Commercial Disputes);
- Clearly defined start and finish dates, along with the number of days you work there per week;
- Responsibilities - These are your overarching operational duties (bullet points are good here); and
- 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?

### 3. 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 sizeable 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!

### 4. TWO PAGES MAXIMUM

Your cover letter and CV should each be a maximum of two pages long, but ideally less! This is non-negotiable and may mean being ruthless and cutting out certain entries in the interests of being concise. In fact, your cover letter and CV are great opportunities to demonstrate your ability to be a clear and concise communicator (an excellent skill for a lawyer!)

If you are looking for ways to reduce the length of your cover letter or CV, then consider cutting out the less recent jobs and experience, for example temporary jobs and extra-curricular activities that you did while you were at school.

Law students often wonder whether they should be including non-legal jobs on their CV when applying for clerkships or graduate roles. My advice would be to include them, if you have the space, but if it would be at the expense of not mentioning a highly relevant paralegal role, for instance, then you should prioritise mentioning the paralegal role. However, if you are still operating within your two-page quota or you have never worked in a law firm before, then definitely do mention your other jobs. Don't underestimate the value of the transferrable skills you may have gained through working in other roles or other industries.

(Continued on next page)

## WHY CLERK AT A MID TIER FIRM WITH LANDER & ROGERS



FIONA KARMOUCHE  
★ Monash alumni (JD)  
Lawyer  
Lander & Rogers

*"As a medium sized firm, Landers goes the extra mile to ensure that your graduate year is fun, full of growth, learning, and responsibility. My graduate year exceeded my expectations."*

Initially, I applied to clerk at both medium and large sized firms. Not knowing much about the firms, I cast the net relatively wide and applied to several firms ranging from national medium firms to multinational large firms.

It was at the interview stage that I was able to get a real insight into the firms and narrow my preferences. During this process, I started to form ideas about the kind of firm that I wanted to work at.

My experience of the interview process was that some firms were overly structured and formal, which could be intimidating. I found that the firms that I was drawn to were those that wanted to get to know me and helped to make me feel comfortable in what can be a stressful environment. For example, prior to my interview at Lander & Rogers, I was partnered with a junior lawyer to talk about life as a lawyer at Landers. This experience put me at ease. The formal interview at Landers was also not the daunting experience that I had prepared for. The interview was conversational, and I felt that I was able to provide confident answers and be myself while also getting a real sense of the culture at Lander & Rogers.

This positive experience carried on to the cocktail night. My interviewer, who was a senior female partner at the firm, approached me during the night and we had a worthwhile and relaxed conversation. I remember being impressed that she had remembered who I was and the information that I had told her during the interview.

My experience during the interview process meant that when it came to accepting

clerkship offers, Lander & Rogers was a definite. In addition to accepting a clerkship at Landers, I accepted a clerkship offer at a large multinational firm and another medium sized firm.

My clerkship at Landers was such a positive experience. Highlights during the clerkship included attending a client meeting at an AFL sporting club and drafting a piece of advice for a lawyer which was ultimately used in the final advice to the client. In a short amount of time, I was able to get to know many people at the firm, who again, made a real effort to get to know me.

Now, I couldn't imagine myself at another firm. As a medium sized firm, Landers goes the extra mile to ensure that your graduate year is fun, full of growth, learning, and responsibility. My graduate year exceeded my expectations. I appeared in court, drafted advices, court documents and participated in client meetings. I also had excellent support, including a supervisor and buddy in each team I rotated through, and an overall mentor for advice and support whenever I needed. Additionally, due to the collegiate nature of Landers, there were several other lawyers I could turn to for support if necessary.

All in all, working at a firm of this size has allowed me to thrive as a person and importantly, as a lawyer. My confidence has increased, and my legal skills have developed exponentially. For anyone who is about to embark on the clerkship experience, I strongly recommend that you consider what is important to you, and the type of firm that will bring out the best in you. For me, that firm is Lander & Rogers.

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When you join Lander & Rogers, you'll have the opportunity to grow into a great lawyer. But that's just the start. Working alongside some of Australia's leading experts and one of Australia's most highly regarded pro bono practices, you'll acquire the real world skills demanded of the very best lawyers. Here you'll become a lawyer and more.

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# MY CLERKSHIP EXPERIENCE AT MINTERELLISON

HANNEKE WIERSMA  
2019/20 Vacation Clerk  
MinterEllison

*"My advice to anyone participating in a clerkship would be to be yourself, don't feel like you need to know everything, and enjoy every minute of it."*

This past summer, I had the opportunity of clerking at MinterEllison as part of their ten-week clerkship program. I completed two rotations in the Workplace and Dispute Resolution teams.

MinterEllison were dedicated to making my clerkship an invaluable experience, in which they succeeded. My work was challenging, diverse and extremely interesting. In each of my teams, I assisted colleagues, from graduate to partner level, across a variety of matters. In the Workplace team, I was particularly involved in matters surrounding discrimination, unfair dismissal and industrial action. In the Dispute Resolution team, I was exposed to various pieces of commercial litigation on matters of law that I had little familiarity with. Although daunting at first, exploring new areas was very rewarding. I thoroughly enjoyed the sense of collaboration and strategic emphasis of the work. Some of my tasks included conducting legal research, assisting with discovery, creating proofs of evidence and drafting correspondence to clients. I was invited to attend court hearings and sit in on client meetings, which although may have been slightly stressful for the lawyers, was very exciting for me.

The team at MinterEllison made my experience even more memorable. They were friendly, approachable, and always willing to share their knowledge. No question was ever a silly question, and I had a great mentorship system. In both teams, I was assigned a buddy and supervisor who made a conscious effort to share feedback with me and assist me with any queries. MinterEllison place a great deal

of importance on making their clerks part of the team, and I found that everyone was eager to get to know me. Being the summer and Christmas period, the clerks were invited to all the various social events. The multiple Christmas parties, networking evenings for young professionals and the table tennis competition were all fantastic opportunities to network with the rest of the team.

The ten-week duration of the program was an ideal period to get immersed in the teams' most intriguing matters and allowed me to really get a feel for how they operate. There were also several information and training sessions that spanned across the entire clerkship. These ranged from seminars about teamwork to learning how to create ChatBots. We were even involved in a ChatBot building competition with the MinterEllison clerks from other states. Unfortunately, Perth did not take out the Crown, so hopefully the 2020/2021 clerks can make up for it!

My advice to anyone participating in a clerkship would be to be yourself, don't feel like you need to know everything, and enjoy every minute of it. Clerking is an invaluable learning opportunity that gives you insight into the operation of law in reality, while also being a way to meet new people and work on the skills that will assist you for the rest of your career. Don't be afraid to ask questions if you have them and show an interest in the areas you think you might enjoy.

MinterEllison is a great firm to begin your career. Good luck!

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

Our clerks and graduates become well-rounded, technically excellent lawyers who help to solve some of our clients' most complex challenges. But we'll empower you to be so much more.

### Never underestimate the power in you to make an impact

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

As one of Asia Pacific's leading law firms, our clients look to us to help them address their most complex legal challenges. But 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.

### We support you to succeed

Our award-winning clerk and graduate programs will expose you to a wide variety of business areas, skills, teams and challenges, helping you to understand where your strengths and interests lie. You'll accelerate your legal and business acumen by working alongside high-performing partners, lawyers and professionals in a diverse, collaborative and innovative environment.

You'll have the opportunity to gain international exposure through our broad network of offices and industry partnerships.

### Your success is our success

We celebrate and invest in our people. We're committed to helping our people achieve their best and progress in their careers.

Our development programs and initiatives are second to none. We'll work with you to provide you with challenging and career-building experiences, and we're always working to open more doors for you.

**"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

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

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# BEYOND DAY ONE AT MADDOCKS



**ALI GALLAHER**  
★ Monash alumni (LLB)

Associate  
Employment, Safety & People  
Maddocks

*"The firm has provided incredible support to me over the last 5 years. Most importantly, because of the people that work here and the emphasis on mentoring for junior lawyers."*

## WHAT IS YOUR ROLE AT MADDOCKS AND WHEN DID YOU JOIN?

I am an Associate in the Melbourne Employment, Safety & People team. I first joined Maddocks in 2014 as a seasonal clerk and completed the graduate program in 2015.

## WHAT TEAMS DID YOU ROTATE THROUGH AS A GRADUATE?

During my graduate year I rotated through the Property, Public Law, Corporate & Commercial and Employment, Safety & People teams.

## HOW DID THE SEASONAL CLERK AND GRADUATE PROGRAM SET YOU UP FOR SUCCESS?

The seasonal clerkship program was a great way to get a feel for what life as a lawyer away from the text books is really like. The graduate program led me to employment law, a field which I had no exposure to as a student, which also turned out to be the type of law I wanted to practice. I made lifelong friends in the graduate program and the support that came from that helped me to move confidently through the teams and eventually settle in Employment, Safety & People.

## WHO ARE YOUR MAIN CLIENTS AND WHAT DO YOU PROVIDE ADVICE ON?

I work for a range of clients including most of Victoria's local councils and many State and Commonwealth departments and bodies. As lawyers we are encouraged to try our hand at the full spectre of work done by the team, from litigation in the Fair Work Commission, Federal Court and Supreme Court, to advice about enterprise bargaining, occupational health and safety, contractual issues and employee misconduct.

## HOW DOES MADDOCKS SUPPORT YOU IN YOUR CAREER?

The firm has provided incredible support to me over the last 5 years. Most importantly, because of the people that work here and the emphasis on mentoring for junior lawyers. Our team runs its own comprehensive CLE program every year, which means we are constantly being up-skilled and keeping abreast of changes in the law.

I have also been involved in lots of pro bono work, including a trip to Canberra to instruct in the High Court on behalf of an asylum seeker detained in Nauru. We are encouraged to do as much pro bono work as we'd like, and we receive full credit for time spent on these matters.



# DAY ONE

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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.

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.



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.

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Ready to explore  
our world?

Natalie Mascarenhas +61 3 9617 4349  
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## LIFE AS A GRADUATE AT BAKER MCKENZIE



ADAENA SINCLAIR-  
BLAKEMORE  
Junior Associate  
Baker McKenzie

*"The team environment is fast-paced and I was frequently asked to undertake urgent research tasks for clients on niche aspects of employment law, ranging from adverse action to anti-discrimination to workplace health and safety."*

### KICK-STARTING MY CAREER

Having a background in foreign languages and a keen interest in cross-border legal issues, I knew that I wanted to work for a global law firm that would enable me to work for multinational clients and provide me with the opportunity to work overseas. So, when the time came to apply for Seasonal Clerkships, I was immediately drawn to Bakers.

I completed my Clerkship in the Dispute Resolution team in February 2018 and subsequently stayed on in the team as a Paralegal prior to accepting an offer for a Graduate position. During my Clerkship, I was fortunate to work closely with my supervising Partner on various disputes, ranging from insolvency to white collar crime. I also had the opportunity to attend client meetings, undertake pro bono work and attend all social events, including the infamous BakerBowl lawn bowls championship.

### BUILDING THE FOUNDATIONS

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

My first rotation was in the Employment team. The team environment is fast-paced and I was frequently asked to undertake urgent research tasks for clients on niche aspects of employment law, ranging from adverse action to anti-discrimination to workplace health and safety. I was also exposed to the litigious side of employment law and had the opportunity to work on multiple unfair dismissal and workplace health and safety disputes. In addition, I travelled interstate with an Associate to work from a client's premises as part of one of the disputes. While initially daunting, I knew that one of the reasons I chose to start my career at Bakers was the exposure to hands-on work and my time working interstate was my first exposure to that. All in all, my first rotation

was a steep but enjoyable learning curve!

My second rotation was in the Dispute Resolution team. I had the opportunity to work on a number of high-profile matters that went to trial in the Supreme Court of Victoria and the Federal Court of Australia while I was in the team. What I enjoyed most about litigation during my Clerkship, was the opportunity to work across many areas of law - and my Graduate rotation with the Dispute Resolution team certainly delivered! I had the opportunity to work on a class action, a judicial review dispute, several high-profile consumer law disputes and a white collar crime trial. I have now settled in the Dispute Resolution team and have no doubt that I made the right choice.

My third rotation was in the Intellectual Property, Technology & Media team (or "IPTech", as we say for short). As the team name suggests, this team assists clients with a broad array of legal issues, ranging from data and privacy law to trademark infringement to defamation. I was primarily involved with the "Technology" part of the team and had the opportunity to work on advices for some of the world's largest tech companies. I was required to undertake contract reviews, localise foreign contracts to comply with Australian law and draft advice concerning Australia's privacy and data protection laws. I also had the opportunity to do some work for the "Media" part of the team which involved research on topics like defamation, injurious falsehood and journalistic privilege. This even led to me and a Senior Associate writing an article on the scope of journalistic privilege in Australian evidence law, which is going to be published shortly in the Communications Law Bulletin!

(Continued on next page)



### AN UNRIVALLED INTERNATIONAL NETWORK

I was also fortunate enough to be selected to undertake an International Clerkship in the Firm's Singapore office, where I worked in the office's Dispute Resolution team. I had the opportunity to work on various international commercial arbitrations as well as a white collar crime matter that involved Bakers lawyers from 14 jurisdictions! I am grateful to have already had the opportunity to work in an overseas office so early in my career.

### GIVING BACK AND GETTING INVOLVED

Bakers has an excellent pro bono program and Graduates are strongly encouraged to be involved in pro bono work. I currently volunteer at Refugee Legal through the Firm's pro bono program and have previously undertaken pro bono work for Women's Legal Service Victoria and Justice Connect. Bakers' international network means that there are also global

pro bono opportunities. For me, this has included undertaking research for UN agencies and international NGOs on global legal issues.

I also feel privileged to be a part of two of our Diversity & Inclusion committees, BakerWomen and BakerLGBTI & Allies. It is really rewarding to be able to effect change and make a difference to the people in our Firm via these initiatives.

### IT'S NOT JUST ABOUT THE WORK

Bakers prides itself on having a supportive and collaborative culture where every employee enjoys coming to work. From the first day of my Summer Clerkship, I felt welcomed and supported by the Firm to be myself and to become the type of lawyer that I want to be. I feel fortunate to work alongside intelligent, driven and friendly people and to be able to call many of my colleagues my friends.



make  
the difference  
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# PRO BONO WORK AT ASHURST



GEORGIA SPARTA  
Graduate  
Ashurst

*“Working with pro bono clients is a privilege. Their life stories will shape you into a more well-rounded lawyer. I encourage all of you to involve yourselves in pro bono work as you embark on your legal career.”*

2020 has been a challenging year for our communities facing marginalisation and disadvantage. It began with widespread fires and now widespread virus.

Our First Nations communities, low income and insecure workers, people with disabilities, prisoners and victims of domestic violence are amongst the groups which will need substantial, multifaceted and ongoing legal support over the coming months. Now more than ever, I feel privileged to work for a firm which is committed to making the law available to all, irrespective of an individual's financial situation, while providing its lawyers with opportunities to give back to the community through meaningful pro bono.

Ashurst's overarching vision is to be the most progressive global pro bono practice, delivering radical solutions to complex social justice problems. COVID-19 is undoubtedly highlighting and expanding the social justice issues we have faced for decades as it increases social, economic and health inequalities. Over the past few weeks, I have been fortunate enough to personally witness Ashurst's vision come to life as our Global Head of Pro Bono, Sarah Morton-Ramwell, took the initiative to bring together other Australian law firms and key stakeholders to organise a co-ordinated response to the key legal issues arising out of the COVID-19 crisis.

At Ashurst, pro bono is a stand-alone legal practice, with pro bono work treated in the same manner as commercial. Each lawyer in the firm has a target of 52 pro bono hours each year and involvement in pro bono work is something that's encouraged from the very first day you begin as a summer clerk. Ashurst's pro bono work primarily falls within six key priority areas: furthering financial inclusion and resilience; modern slavery; First Nations Peoples; rural, regional and remote communities in Australia; gender rights and

## LGBTI+ Rights.

Some pro bono matters will require our lawyers to directly apply their commercial legal skills. This is because charities, not-for-profits and social enterprises all have similar legal needs to our commercial clients in areas such as IP rights, employment and tax. As an example, lawyers from every Ashurst office around Australia have provided a broad range of commercial legal assistance to Orange Sky Laundry, a Brisbane-based charity launched in 2014 by two 20-year-old friends Nic and Lucas. The Brisbane office provided the first piece of legal advice to Nic and Lucas as they installed a couple of washing machines and dryers in the back of an old van and visited parks in Brisbane so that the homeless could wash and dry their clothes. Since then, Ashurst has assisted Orange Sky as it has grown throughout Australia and now seeks to expand into New Zealand and the US. Pro bono work exposes graduates and lawyers to new areas of law and important policy discussions which we are not otherwise exposed to in our day-to-day commercial work

Through Ashurst's Law Reform Project, lawyers assist community legal centres and under-resourced not-for-profits to advocate for systemic change. These front line service providers have the key knowledge and experience of the impact of law on vulnerable communities yet are resource restrained in preparing research for systemic reform. Our lawyers provide silent behind the scenes research, drafting, submission writing and case study development in order to support their advocacy strategies. This work is valuable in developing and expanding our critical thinking, legislative interpretation, writing and advocacy skills, all of which are fundamental skills transferable to commercial law.

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To date, graduates and lawyers have assisted in a wide range of projects, including preparing submissions on support for child sexual abuse survivors, research on services for women in prison and reviewing the ALRC inquiry into incarceration rates for Indigenous peoples. Lawyers also have the opportunity to assist organisations to produce and collate case studies. In response to COVID-19, Ashurst graduates have been reviewing best practice for remote legal service delivery and updating legislative changes both at State and Cth level that will impact those living rough during COVID-19. The team is also developing case studies on behalf of Community Legal Centres. Case studies provide concrete examples of lived experiences to ensure that the social justice problems facing marginalised communities are understood and not pushed away as the abstract.

In addition to conducting pro bono work from the office, Ashurst lawyers provide frontline service delivery at legal clinics. For over fifteen years, the Melbourne office has partnered with the Mental Health Centre to represent clients subject to compulsory medical treatment orders at hearings before the Mental Health Tribunal. Ashurst lawyers take detailed instructions from the client to fully understand their circumstances, prepare submissions and appear before the Tribunal to request that the client's compulsory medical treatment order be revoked or modified. Lawyers in Melbourne also represent Youthlaw clients suffering from mental illness, family violence, homelessness, intellectual disability and/or substance addiction with their infringement matters in the Melbourne Magistrate's Court. Being able to work directly with the client and taking direction of their matter from inception through to outcome is an incredibly rewarding experience for junior lawyers.

In Queensland and Perth we support similar frontline programs through Streetlaw, Homeless Persons Legal Clinic and Self Representation Services. In Canberra, graduates and lawyers attend Canberra Community Law for a half day to assist with telephone advice to clients on ACT housing law matters. Lawyers assist with issues such as difficulties securing public housing, evictions and rent arrears.

Lawyers also have the opportunity to go on pro bono secondments to various organisations with which Ashurst has long-standing relationships.

The North Australian Aboriginal Justice Agency (NAAJA) provides frontline legal services to remote Aboriginal and Torres Strait Islander communities in the Northern Territory. Lawyers from across the Australian offices travel to NAAJA's office in Katherine for six months at a time, acting for its clients in civil law matters and providing holistic legal support to assist NAAJA as an organisation. The lawyers who have gone on this secondment speak of the life changing experience it provided on both a personal and professional level.

A six month secondment to the not-for-profit Human Rights Law Centre in Sydney is also offered. Past secondees have been exposed to frontline human rights advocacy on issues such as same-sex marriage, Aboriginal deaths in custody and women's reproductive freedom.

In Melbourne lawyers have the opportunity to take a six month secondment to Youthlaw, an organisation which provides free legal advice to youth under 25 years of age experiencing homelessness, disadvantage, mental illness and/or domestic violence.

As commercial lawyers, our matters are often large-scale, involving complex and technical legal issues. All pro bono work encourages lawyers to see the law from a different perspective and to work on matters of broad public and community concern. Pro bono gives you the opportunity to take greater ownership of matters, develop a broader skill-set and build your networks with lawyers outside of your direct team and within the broader legal community.

Working with pro bono clients is a privilege. Their life stories will shape you into a more well-rounded lawyer. I encourage all of you to involve yourselves in pro bono work as you embark on your legal career.

# MY GRADUATE EXPERIENCE AT K&L GATES



**KARLA HODGSON**  
★ Monash alumni (JD)  
Lawyer  
Corporate  
K&L Gates

*“The graduate year goes quickly, and with each passing rotation, I felt that I advanced my technical legal and practice management skills, better understood what clients need from their legal counsel, and that I was genuinely contributing to the firm.”*

I joined K&L Gates as a graduate in March 2019 after completing the Juris Doctor at Monash University in late 2018. When I reflect on my graduate year, I see it as being divided into three interrelated facets. The first is, of course, the rotations. The K&L Gates graduate program is structured into three practice group rotations which run for four months each. To assist you in becoming a well-rounded lawyer and in gaining exposure and contacts across the firm, at least one rotation will be completed in a 'transactional' or 'front-end' practice group and at least one rotation will be completed in a 'litigious' practice group. The next facet is formal and informal development. Your supervisors and practice group will provide you with plenty of informal training 'on the job', and the firm hosts regular formal training and development sessions. The third facet is K&L Gates' solid social and support network. When you first start at K&L Gates it becomes immediately apparent that this is a workplace where you can bring your whole self to work - not only is the office filled with great talent working on interesting legal matters, it is a friendly and sociable place to work.

## ROTATIONS

My first rotation was in Corporate Mergers and Acquisitions (M&A). Each day usually involved sitting in on client calls and almost always involved learning something new - whether it was understanding the peculiarities of buying a wind farm or knowing what to look out for when reviewing a target company's key client contracts. What I really enjoyed in this group was the quick-draw problem-solving and comradery that arises from the fast-paced days just ahead of a deal reaching completion.

My second rotation was also in a Corporate group, this time in Commercial Technology & Sourcing, where I was given ample client-exposure and commercial contract drafting experience. All team members are also able

to contribute to the groups' Cyberwatch blog - which is also a right-of-passage for clerks joining the team! A highlight in this team was sitting in on a day-long negotiation for an IT project and then going ahead and making all of the required amendments to the contract we were negotiating - being involved in a hands-on and meaningful way from beginning to end.

I joined the Finance (Restructuring and Insolvency) group for my final rotation, where I gained exposure to the big wide-world of finance contracts, learnt all about court procedure, and sharpened my formal letter-writing skills. What kept me on my toes in this team was the unique circumstances of every matter we worked on - including having to research some fairly niche legal concepts. It would also be remiss of me not to mention that a highlight for me in this group was making my first court appearance!

Throughout the year, I also had plenty of opportunity to get involved in pro bono work. I have a strong interest in LGBTIQ+ issues and found it incredibly rewarding to assist a LGBTIQ+ organisation to incorporate and prepare to apply for charity-status. It was also pretty rewarding to see one of our pro bono clients kiss the agreement they were about to sign which released them from some aggressive financial burdens!

The graduate year goes quickly, and with each passing rotation, I felt that I advanced my technical legal and practice management skills, better understood what clients need from their legal counsel, and that I was genuinely contributing to the firm.

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## CONTINUOUS DEVELOPMENT

Aside from learning on-the-job, there are non-stop formal development opportunities at K&L Gates. For graduates, this includes completing practical legal training at The College of Law and attending training sessions put on for all lawyers at the firm. These training sessions occur at least once a fortnight and can cover anything from technical legal skills to effectively using your voice to cultural insights to assist you with working with clients and colleagues across the globe.

## A SUPPORTIVE AND SOCIAL WORK ENVIRONMENT

The firm clearly wants you to succeed. In each practice group rotation, you have a supervisor and also a "buddy" (typically a junior lawyer in the group), who is there to help you to navigate your time at the firm - the work, juggling priorities, and the (initially) spatially-confusing offices across 3 floors in the 2

Rialto towers. You will also be introduced to a senior lawyer who you can develop a mentor relationship with and who can assist you to start thinking about your career development.

There are other groups operating at K&L Gates as well; we have 'Women in the Profession', the LGBTIQ 'INspire' group, the 'Law Reimagined' innovation group and the social club, each arranging training and awareness sessions, networking events and celebratory morning teas. There's plenty of social activities put on by the firm and the social club as well - fortnightly Friday night drinks, a Lunar New Year lunch, yoga, inter-firm cricket, the end of financial year party, the Christmas party...it's safe to say that between rotating through three different groups, the multitude of training sessions, social club activities, Friday night drinks and the mentor program, you will go beyond the borders of your practice groups and have plenty of opportunities to connect with your colleagues across the firm.



# BEING A GRADUATE AT HALL & WILCOX



CHARLIE RENNEY  
★ Monash alumni (LLB)

Graduate Lawyer  
Hall & Wilcox

*"I was the first person in my immediate family to finish high school and the first to go to university and into the corporate world. If I can do it - anyone can do it. But don't think for a second that those opportunities just fall in your lap."*

## WHAT'S YOUR JOB ABOUT?

I am currently a Graduate Lawyer at Hall & Wilcox and am rotating through the Firm's Property & Projects team. As a Grad at Hall & Wilcox I have also rotated through a number of other teams including Commercial Dispute Resolution, Banking and Financial Services and Tax.

What does a Grad do while rotating through these team? Just about everything! Regardless of the team you're in, Grads at Hall & Wilcox are involved in everything from going to court to meeting clients, preparing advices, liaising with barristers and attending business development functions and events all while working directly with the partners and senior lawyers.

More specifically, in our Property & Projects team I have been involved in preparing contracts for major construction projects, assisting with litigated property disputes, helping to draft all kinds of unusual leases and assisting with significant transfers and acquisitions of property. No two days are ever the same and I love being given the opportunity to work on a wide variety of matters for different and interesting clients.

Hall & Wilcox also recognises that your graduate year is all about learning the skills of being a lawyer so there are near constant workshops, seminars and guest presentations for graduates to get involved in. These range from the practical things like effective time recording and efficient research all the way up to presentations from leading industry experts and even having a go at presenting on a chosen topic yourself. In my experience, the more of this stuff you do right at the start, the easier your graduate year becomes.

## WHAT'S YOUR BACKGROUND?

Have you heard of Berrivilllock? Not many people have. It is a tiny town in rural Victoria where I grew up. My parents are farmers and I spent my childhood helping out on the farm, playing sport and attending the local school. In Year 9 I started boarding school in Ballarat and finally commenced my Law/Commerce Degree at Monash University in 2014.

For people from the city it probably seems strange for kids to go off to boarding school but for me it was one of the most important experiences in my life. I had fantastic teachers who opened my eyes to the importance of working not only harder but also smarter and taking on opportunities as they arise. These attitudes ultimately helped me to get into university and inform how I conduct myself at work every day.

I was a seasonal clerk at Hall & Wilcox in December 2017 and was fortunate enough to be accepted into their graduate program in 2019 after finishing my final year at university. I rely on the skills and attitudes that I picked up at boarding school and university every single day. I also love meeting new people and talking to colleagues about their work and to clients about their businesses - something I attribute to growing up in a close-knit country town and being actively involved in my local community where everyone was always up for a chat.

To anyone applying for graduate jobs I would really encourage you not to forget your roots and educational experiences. They inform who you are and what you stand for and likely equip you better for your graduate year than you first might think.

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## COULD SOMEONE WITH A DIFFERENT BACKGROUND DO YOUR JOB?

I was the first person in my immediate family to finish high school and the first to go to university and into the corporate world. If I can do it - anyone can do it. But don't think for a second that those opportunities just fall in your lap. If you have gotten to this stage and are looking at grad jobs you're clearly intelligent but unfortunately that doesn't quite cut it.

You have to be proactive. Put time and effort into your resume and elevator pitch and be willing to shake hands and meet new people who may one day be your boss. Applying for grad jobs is essentially trying to sell who you are and the skills and attitudes you possess to potential employers. Give yourself the best advertising possible by doing all the little extra things to market yourself properly - they really add up.

## WHAT'S THE COOLEST THING ABOUT YOUR JOB?

Hearing back from happy clients! When you are a junior it can be hard to keep a big picture view of why you do the work you do. As lawyers, clients only come to us when they have a problem in their lives or business that they don't know how to fix and usually it is the biggest and most stressful issue going on in their lives.

When clients write back to the Firm saying that the advice you worked on was really helpful or the transaction you assisted with turned out to be a big success it hits home how much the work we do really matters for people. It isn't just words on a page or lines in an email - everything you do is read, listened to and relied on by someone who needs your assistance which means you should take real pride in your work. That is by far the coolest thing about my job.

## WHAT ARE THE LIMITATIONS OF YOUR JOB?

You don't know what you don't know. What does that mean? It means that the law is so complex and constantly evolving that you will never know everything. But, through trial and error you will get better at spotting issues and dealing with red flags. After all, you know how to go about researching the answer it is just that sometimes you will need guidance from someone more experienced to point the red flag out to you. As long as you remember those hints and tips and learn from your mistakes you will be fine.

## THREE PIECES OF ADVICE FOR YOURSELF WHEN YOU WERE A STUDENT...

1. Make it easier for yourself - leaving assignments until the last minute is tempting but it only causes stress down the track. Stay on top of your work and it will teach you great juggling skills for when you finally start your career and have lots competing tasks to manage.
2. Meet new people - break out of your group of high school friends that ended up at the same university as you. You will meet amazing people from all over Australia and the World and you will be surprised how often you bump into them once you start your career.
3. Back yourself - the only person who can get you where you want to go is you. Be bold - apply for that job, position or opportunity and actively pursue it. You have nothing to lose and everything to gain so you're silly if you don't give it a go.

# LIFE AS A JUNIOR LAWYER AT THOMSON GEER



SESHIKA PAIVA  
★ Monash alumni (LLB)

Law Graduate  
Thomson Geer

*"The best thing about being a graduate/junior lawyer at Thomson Geer is the autonomy and responsibility provided in managing files and working closely with clients, which is something I consistently experienced throughout my rotations."*

After studying a Bachelor of Laws and Bachelor of Science at Monash University Clayton I completed a seasonal clerkship in the Property and Projects team at Thomson Geer and then secured a Graduate position. I am currently a Graduate Lawyer at Thomson Geer, eagerly waiting to be admitted in the coming weeks. The firm, the people and the work immediately stood out to me and I was excited to begin my graduate year at the firm.

As part of my graduate year at Thomson Geer, I have had the opportunity to complete rotations with the firm's Property & Projects, Construction & Infrastructure and Employment & Safety teams. Having the opportunity to rotate through different teams, has given me insight into different 'lives' of lawyers from various practice groups.

While no day is the same for a graduate/junior lawyer, a day in my life as graduate/junior lawyer in the Property & Projects team would often look something like this:

8:00am – My morning consistently begins with a coffee at Bonnie Coffee Co (a coffee shop near our offices).

8:15am – I settle down at my desk and check my emails to see if anything has come up overnight as it then allows me to plan for my day ahead. I also respond to any emails that require immediate attention.

9:00am – I attend a team meeting where we discuss interesting developments, new matters and work capacity of each team member.

10:00am – I complete a research task for a Special Counsel in the team and prepare a memo presenting my research and email it to the Special Counsel for review.

12:45pm – The firm runs regular continuing professional development sessions and new lawyer training sessions over lunch (with lunch provided!). I attend the new lawyer training

session which usually focuses on topics such as Client Service Development, Attending Court and Attending Meetings.

2:00pm – I return to my desk and begin reading a Contract of Sale in which we act for the Vendor. I prepare a settlement checklist of tasks that need to be completed leading up to and on the day of settlement. I then diarise each task so that it is not overlooked.

4:00pm – I review instructions from a client instructing us to prepare a new lease for a premises in which they are the proposed tenant. I open a new matter and order a title search. I prepare a draft lease in accordance with the client's instructions and provide it to the Special Counsel/Partner for review.

6:00pm – Before heading home for the night, I check my emails and clean out my inbox. I then finish entering my time for the day and prepare a to-do list for tomorrow. I check in with team members to see if they need any assistance before I head home. If this was a Friday, I would usually attend the firm's monthly "themed" Friday night drinks which usually begins at 5pm.

The best thing about being a graduate/junior lawyer at Thomson Geer is the autonomy and responsibility provided in managing files and working closely with clients, which is something I consistently experienced throughout my rotations.

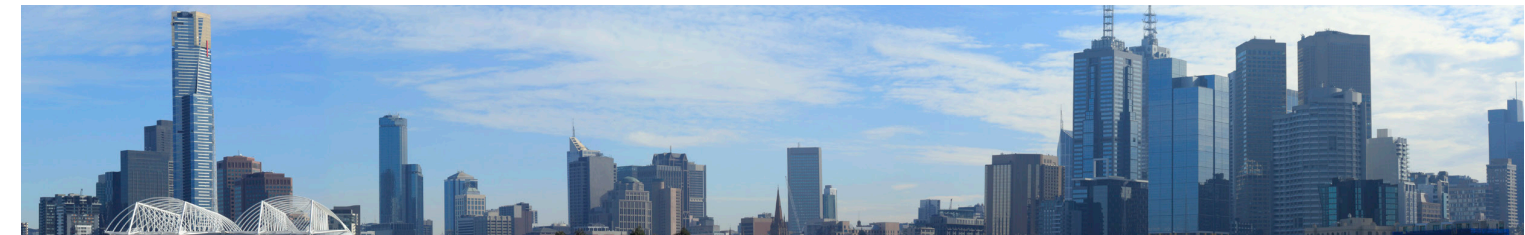
My tips for university students looking for opportunities to begin their legal career would be to network with individuals in the legal industry and other industries as these individuals often have valuable insights, experiences and connections that they are more than happy to share with students.

Connect with us...

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## ARRIVE... at a large Australian corporate law firm

Sydney  
Melbourne  
Brisbane  
Perth  
Adelaide

We have more than 560 people, including 116 Partners operating out of Sydney, Melbourne, Brisbane, Perth and Adelaide. We are one of the 10 largest law firms operating in Australia, and the 5th largest independent Australian law firm.

Our industry coverage & client work is diverse and we are regularly engaged on challenging, complex, commercial work.

### WHY CHOOSE US?

We know you're not just a student on 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.

### 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 & 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. Our employees love to get involved in mixed sporting teams and they enjoy healthy breakfasts and snacks.

We also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.

### WHO ARE WE LOOKING FOR?

We are 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 enthusiastic about commencing their career with a dynamic law firm.

We are especially keen to talk to students who have, or are working towards, a second degree in fields such as commerce, engineering, science and other technical fields.

### OUR CLERKSHIP PROGRAM

Our structured four week program helps clerks to learn through a combination of hands-on experience, training, coaching and observation. During your clerkship with us, you will:

- undertake meaningful work for real clients, including opportunities to attend client meetings, observe court proceedings, conduct legal research, draft correspondence and court documents and develop technical skills in areas such as drafting, due diligence and disclosure
- have the assistance and support of a supervising partner as well as a junior lawyer who remembers what it was like to be a new clerk and can act as a buddy and mentor
- participate in a formal performance review process with your supervising partner and mentor to reflect on your development and capture feedback from your colleagues.

### GRADUATE OPPORTUNITIES

Students who complete a clerkship with us will be eligible to be considered for a position in our next graduate program, commencing in 2022. We offer a Supervised Workplace Traineeship (SWT) which runs for 12 months and includes rotation among three different practice areas to help determine the area of law which best suits you. Comprehensive training is provided to allow you to meet all required competencies to gain admission to practice.

### ARRIVE... AT THOMSON GEER

If your ambition is to develop a career in commercial law and you possess the drive to make your ambitions a reality, we want to hear from you!

Applications open on 6 July 2020, via cvMail or our website.



# MY JOURNEY OF BECOMING A PRO BONO LAWYER AT HALL & WILCOX



**DAN POOLE**  
★ Monash alumni (LLB)  
Lawyer  
Hall & Wilcox

*"All in all, I love my job, and I can't see myself going anywhere else soon."*

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, corporate environment.

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 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 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 claims), corporate and commercial and judicial review.

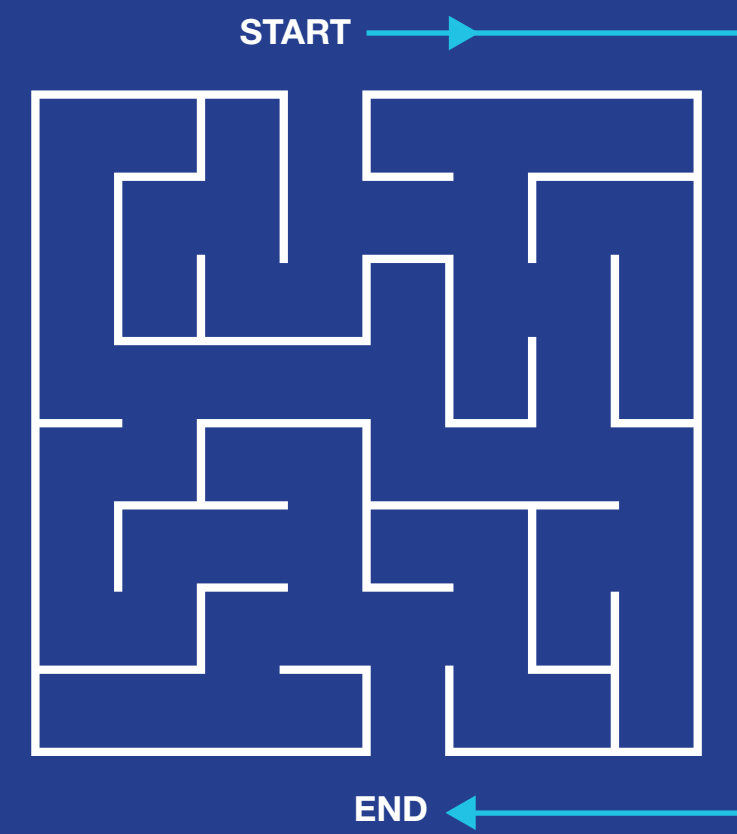
Outside of work, I am a co-founder of the legal start-up Anika Legal, which provides free legal advice to tenants in Victoria, and so I am also starting to build up a bit of a tenancy practice. I've also had lots of other great opportunities as a pro bono lawyer. For instance, I undertook a secondment at the Human Rights Law Centre,

where I was part of the Medevac taskforce 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. 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, 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.



Work **smarter.** Not harder.

For more information about our clerkship and graduate programs visit [hallandwilcox.com.au/careers](http://hallandwilcox.com.au/careers)



# WHAT IT MEANS TO BE A COMMERCIAL LAWYER AT K&L GATES



**JONATHAN CHAN**  
 ★ Monash alumni (LLB)  
 Lawyer  
 Commercial Litigation and  
 Dispute Resolution  
 K&L Gates

*“Always strive to improve yourself as a lawyer and as a person. There is a stark difference between those who do things because they are required to, and those who take the opportunities open to them so that they can improve themselves.”*

This is a difficult question to answer, as the answer will be different for every commercial lawyer. Some transactional lawyers love negotiating terms in a contract, whereas some litigation lawyers find joy advocating in Court. The most important thing is to find the aspect of commercial law that resonates with you, that makes work a pleasure rather than a burden.

## MY OWN CAREER PATH

When I finished high school, I wanted to study a degree that would give me flexible career options. I therefore chose to study Commerce and Law at Monash University. After starting my degree, I found that I loved studying law, which led me down the path of clerkships, a graduate role at K&L Gates and ultimately joining the firm's Commercial Litigation and Dispute Resolution team. I decided to be a commercial lawyer because I enjoy the analytical aspect of law, the problem solving required in a commercial environment, and working in a cohesive team in a law firm.

My immediate team has three partners who specialise in different areas of litigation. I work with all three partners, which means I have a very broad and varied experience across different areas of law and matter size.

For example, one day I will be working on a multi-million dollar international arbitration, and the next day I will be attending an insured person's premises to interview them and inspect the property. The disputes are incredibly varied, and I can honestly say that I have used knowledge from every law subject that I studied in university.

While I work on a diverse range of matters, I always learn something that makes me a better lawyer. I learn from working with teams of lawyers on larger matters, and also from directly representing clients myself in smaller matters.

## INNOVATION

I am a member of my firm's Technology and Innovation Committee. It is exciting to see the new technologies in the pipeline, and to be involved in innovation at a firm level. However, innovation is also something that all lawyers should practise at an individual level.

Ultimately, being innovative is simply asking the question “is there a better way to do this?” and acting upon the answer to that question. It is through these small, incremental changes that we can all be innovative in our daily work.

For example, I devised a way to automate a discovery task, so that a program automatically generates the list of relevant documents, instead of those documents needing to be typed out manually. This has saved me (and others in my firm) a significant amount of time.

Some people may be more technologically inclined than others. However, not all innovation requires technology. Some of the most effective innovations come from improving daily tasks and processes. It is possible for everyone to be innovative - the most important thing is your mindset, rather than how technology savvy you are.

## NETWORKING

Networking is a vitally important aspect of every lawyer's life. Indeed, it is practically impossible to become a partner of a law firm if you do not have a well-developed network. Even for those who do not aspire to partnership, your network can lead to opportunities of which you would otherwise not be aware.

While networking becomes increasingly important as you become more senior, it is never too early to start networking, even as a university student or graduate. Start small - for example, by keeping in touch with the people who you studied with at university. Meet your friends of friends in professional spheres, and keep in touch with them as you progress in your careers. At the end of the day, networking is simply keeping in touch with people who you may be able to assist, and who may be able to assist you. It seems daunting, but try to enjoy the process!

## MY ADVICE TO YOU

Here's a couple pieces of advice that have helped me flourish as a commercial lawyer.

First, find a firm and team for which you are a good “cultural fit”. This will go a long way towards your day to day enjoyment of your career in law. Every firm will boast that its firm culture is what sets it apart from other firms. This is, in fact, mostly true, because each firm will have a different culture which appeals to those who work in the firm. If you can find a firm which suits your personality and career goals, you will have a much more fulfilling career.

Secondly, always strive to improve yourself as a lawyer and as a person. There is a stark difference between those who do things because they are required to, and those who take the opportunities open to them so that they can improve themselves. If you strive for self-improvement, you will set yourself apart. This leads to greater responsibility and further opportunities, which will serve you well in your career.

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# A DAY IN THE LIFE OF AN EMPLOYMENT LAWYER AT K&L GATES



JESSICA MCINTOSH  
★ Monash alumni (JD)  
Lawyer  
Labour, Employment & Workplace Safety  
K&L Gates

*“Graduates and junior lawyers in our team are immediately exposed to meaningful and varied work which allows us to develop a holistic skill set applicable to both front-end and back-end legal practice.”*

At the outset, it must be stated that in our practice group no two days are ever the same. I am part of a full service employment practice which means we advise both public and private sector clients across all industries about all aspects of employment law, this involves advisory, litigation and transactional related work.

As a result, graduates and junior lawyers in our team are immediately exposed to meaningful and varied work which allows us to develop a holistic skill set applicable to both front-end and back-end legal practice.

### A TYPICAL DAY

8.15am: I wake up, quickly get ready and walk into the office. I live in the inner city so I am fortunate to be able to walk into work and can be there within 20 minutes. If I am required to attend court that morning I will get to the office earlier to make sure all court documents are ready in preparation for the hearing. On these days, Counsel also often have last minute requests which need to be actioned quickly before we meet the client and attend court.

8.45am: I arrive at the office and immediately check my emails. It's important to make sure nothing urgent has come in overnight which requires action. I regularly advise clients from interstate or overseas and therefore due to the time difference emails come at all times of the day and night.

9.00am: It goes without saying that no day starts unless our team has had a coffee. I often head out with fellow team members for a quick takeaway coffee before settling back at my desk for the day.

Presently due to the COVID-19 pandemic our team are all working from home, therefore the above has changed. At the moment, I simply log on using my work laptop at home at around 9.00am and its like I am at my office. In these

unprecedented times I am grateful that I am able to work remotely without any major disruption to my work.

10.00am: Daily capacity meeting with the entire team, this meeting is brief however it is as an opportunity for me to catch up with my supervising partner, flag urgent items, and ensure any developments with respect to matters and client queries are discussed so next steps can be confirmed. The partners also use this time to ensure workloads are evenly distributed and check overall team capacity.

10.30am: I am currently assisting the Sydney K&L Gates M&A corporate team with a large due diligence. A due diligence report is a legal report prepared for a client who may be considering acquiring a business and therefore seeks our advice with respect to that business . As a result I spend my morning reviewing numerous executive service agreements, employment contracts, workplace policies and procedures and other employment related documents to identify any material issues which requires our client's consideration.

1.00pm: Before I know it, after spending hours looking at the voluminous amount of documents stored in a data room, its lunch time. We have a work kitchen where lots of us gather and have lunch together, so this is a good opportunity to see other colleagues who work across different practice groups.

2.00pm: A special counsel in my team comes to my office to discuss two ongoing litigation matters we are working on. I provide him with an update and set out our proposed next steps, I also drafted a letter to the court which I have prepared for his review and sign off. The Special Counsel signs the letter and asks me to send it straight to the court and to the other parties. I quickly action this.

(Continued on next page)

2.15pm: I receive a phone call from an interstate client who wishes to discuss termination of an employee who is allegedly engaging in serious misconduct, I provide initial advice verbally, review the employee documents the client has subsequently provided me and confirm my advice in writing. My supervising partner reviews and signs off on the advice before sending to the client.

3.00pm: I attend a virtual ZOOM practice group training session regarding stand down provisions in the Fair Work Act 2009 (Cth). All team members from other employment groups across Australia attend so we are able to discuss matters as a wider national group.

4.00pm: I jump back on the due diligence I was completing earlier, mark up the report and set out all material employment related issues which I've identified throughout the course of my document review. I also set out a couple of requests for further information (RFI's) to the 'target business' as some further details are required. The report can now be circulated to my supervising partner.

5.30pm: My supervising partner calls me into his office to jump on a call with a client. This client seeks urgent advice regarding managing ill and injured employees in their workplace. I take notes throughout the call, ask the client specific questions and gather as much information as possible about the type of advice the client is seeking.

5.45pm: Prepare written advice following on from the call after reviewing the relevant documentation sent through by the client.

6.00pm: My supervising partner has now reviewed the due diligence report and I can now send it to the corporate team.

6.30pm: Check emails before logging off to make sure everything has been actioned for that day and get ready to head home. I also always check in with team members to see if any assistance can be provided prior to leaving so that everyone else can also get home on time!

# INTERNATIONAL CLERKSHIPS WITH BAKER MCKENZIE



ELLEN LEISHMAN  
Graduate at Law  
Baker McKenzie

*"The International Clerkship was a truly fantastic experience, both professionally and personally. It is very unique for a Firm to provide international training opportunities for junior employees, and the International Clerkship program is a reflection of Baker McKenzie's personal investment in their Graduates."*

I initially applied to Baker McKenzie due to its strong global reach and reputation. Upon undertaking my Seasonal Clerkship in the Dispute Resolution team, I was able to appreciate some of the Firm's other strengths - the way that senior lawyers invest in and mentor junior lawyers, the 'real' work junior lawyers undertake on a daily basis, the Firm's extraordinary client base and, most importantly, the incredibly friendly and supportive people in the Melbourne office.

and conducting comparative national and international research in administrative law for high profile national clients. I also experienced the Firm's strong client base, undertaking research for state commissions, attending meetings with advocates and conducting anti-corruption and bribery work.

I felt like a member of the team pretty quickly and was motivated by my level of responsibility. Under the tutelage of generous pro bono mentors, I was able to attend meetings, prepare briefs of evidence and conduct research into potential claims for two animal rights organisations. Additionally, I assisted the team in seeking an injunction on behalf of a pro bono client to prevent the deportation of protected wildlife species for commercial exploitation.

A significant highlight for me was connecting with trainees and Associates in Johannesburg. I was fortunate to experience the office's month-end drinks (coupled with a very entertaining night of office karaoke!).

Upon returning to Melbourne, I am still in contact with my colleagues in Johannesburg and hope to return to work with the team in the future. In the meanwhile though, I look forward to experiencing a fantastic Graduate year and to continuing to build my global network in the years ahead.

*Ellen Leishman*

(continued on next page)



MATTHEW JARRETT  
★ Monash alumni (LLB)  
Graduate at Law  
Baker McKenzie

Following my Clerkship, I undertook a Paralegal role with the Dispute Resolution team and was able to continue working on the exciting matters I'd experienced as a Clerk. Shortly after receiving my Graduate offer, I was awarded an International Clerkship - an exciting opportunity to learn about the Firm's global business and experience how another office operates.

I received my top preference for my International Clerkship and was fortunate to be placed in the Dispute Resolution team in Johannesburg, South Africa.

South Africa is such a beautiful country and I took every opportunity to immerse myself in the stunning scenery, wildlife and culture! As the largest financial centre in Africa, Johannesburg is also an exciting jurisdiction in the legal world.

The team was lively and busy - and I immediately experienced the supportive, friendly culture that Baker McKenzie is renowned for. Working in a foreign jurisdiction at such an early stage in my career was both exciting and challenging. One day, it was understanding the tendering process for state-sponsored major projects, and the next day it was physically attending court to enrol matters. I was involved in researching and drafting compliance advice for key multinational clients across 17 jurisdictions in sub-Saharan Africa,

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

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

My work included assisting with the restructuring of a global consumer goods company and assisting with a piece of advice on the enforceability of electronic signatures across European jurisdictions. I was also able to work with the Dispute Resolution

practice group on a matter involving parties in England, Italy, China, South Korea and Kuwait: all in a day's work at a global firm like Baker McKenzie!

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

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

*Matthew Jarrett*





## GRADUATES GO GLOBAL: INTERNATIONAL SECONDMENTS AT HERBERT SMITH FREEHILLS



**Siobhan Lane**  
Solicitor (Vacation Clerk 2017/18)

After having been on exchange twice during my time at university, I was very keen to explore any opportunities in my professional career to work overseas. When I was presented with the chance to work in one of Herbert Smith Freehills' international offices, I could not pass it up.

All graduates at Herbert Smith Freehills are able to apply for a six month international secondment as part of the graduate program in either your third rotation, or as an optional fourth rotation. As part of the application process, you can choose to go to Tokyo, London, Seoul, Singapore or Hong Kong, with the practice group allocations changing every six months for each of the offices. As I had never been to Japan and had developed a strong love of sushi, I applied for the Tokyo secondment and was fortunate enough to be sent over to Japan only a few months later.

I grew so much personally and professionally during my time on secondment. I was fortunate

enough to work on a range of cross border matters which helped me to develop a greater understanding of the different markets and jurisdictions in which our clients operate. When working on these matters, I collaborated with lawyers in Tokyo, London, Hong Kong, the United States and Indonesia, which exposed me to different working styles and ways of thinking. Not only was I able to expand my professional network, but I have also been able to develop my own unique working style, having adopted elements from each of the various lawyers that I worked with.

As the Tokyo office is a satellite office, I worked with smaller teams and was challenged to take on greater responsibility for some matters. This enabled me to participate in strategic discussions with senior lawyers in the team, and also allowed me to communicate directly with the client. I really valued the opportunity to have increased client contact whilst on secondment, as this is a crucial skill for junior lawyers to develop. This increased client contact helped me to develop a greater understanding of and appreciation for, cultural differences in the business context.

Although I had never spoken a word of Japanese before I arrived in Tokyo, this did not prove to be a barrier at all to undertaking high quality work whilst on secondment. To help me learn some basics, Herbert Smith Freehills organised weekly language lessons during my secondment which was very helpful. Whilst I may not be fluent in Japanese now, these lessons definitely helped me to embrace the local culture and feel more at home during my time in Japan.

Living in another country on secondment also means that you have plenty of opportunities to explore on your weekends. Whilst in Tokyo I hiked Mt Fuji, explored temples in Kyoto, sang my heart out at karaoke, ate every Japanese delicacy I could find, and go-karted around the crazy Tokyo streets. I was lucky

enough to share so many of these memories with the amazing friends that I met on secondment. I became close friends very quickly with the other graduates that I met from the Herbert Smith Freehills London office, as well as graduates from other London-based firms. I can happily say that these people are now friends for life.

Reflecting on the last six months, I can confidently say that my international secondment to Tokyo was by far the greatest experience in my professional career. Herbert Smith Freehills provided a very strong support network during my time away from home, and made it an incredibly valuable experience. I would highly recommend applying for an international secondment when you start as a graduate lawyer!



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# GLOBAL EXPERIENCES WITH BAKER MCKENZIE



LEAH CUTRI  
★ Monash alumni (LLB)  
Senior Associate  
Baker McKenzie

*"Baker McKenzie is the perfect environment for those with a global mindset, who are seeking a diverse and exciting experience."*

I joined Baker McKenzie as a lateral hire from a domestic Australian firm. This was at a time where the globalisation of law firms was a hot topic amidst a spate of international mergers. How different could an international firm actually be, I wondered. From day one, the international nature of life at Bakers was apparent, which is a strong reflection of Bakers being an organically global firm.

## HITTING THE GROUND RUNNING

Within a matter of months I found myself in Bangkok on a regional training conference. Lawyers of all levels from the M&A and IPTech teams across the region gathered for three days of training, networking and sampling some delicious Thai food! The hands-on sessions led by the Partners were invaluable and I credit the development of many of my practical skills to tips learnt during that trip. The greatest value, however, was the opportunity to meet and connect with colleagues from all over the region.

So, I'd had my first taste of the global lifestyle at Baker McKenzie. Surely that was it for a while, right? Definitely not! A couple of weeks later I was off again, this time to Singapore for the Firm's Asia Pacific Mid-Level Associates' Meeting (APMAM). APMAM brings together Associates of a similar level from across the region for a series of practical sessions focussed on professional development and preparation for the next stage in our careers. As with my trip to Bangkok, the highlight was the time spent meeting colleagues from our various offices. The Singapore Associates were wonderful hosts, providing us with a glimpse of what Singapore has to offer. The trip gave me a small taste of Singapore and I couldn't wait to get back - more on that later!

## CROSS-BORDER TRANSACTIONS

In between the globetrotting in the first few months, the transactions we were working on showed another facet of the global nature of

Baker McKenzie. I would find myself working with colleagues in North America, Europe or Asia on a daily basis to deliver a seamless, cross-border result for our clients. Whether it be handling the Australian aspects of a global carve-out, acting for an international client acquiring an Australian target, or assisting our Australian clients with investments in new jurisdictions, every matter would throw up new and interesting challenges.

It wasn't long until I was on the road again - this time to Kuala Lumpur for the Asia Pacific Senior Associates' Meeting. The meeting was a mixture of sessions based on understanding Firm strategy, business development initiatives and personal skill development. I also had my first experience of role-playing with professional actors in order to put our newfound skills to the test!

## LIFE ON 'THE LITTLE RED DOT'

Fast forward a couple of years and my desire to return to Singapore was still strong. As a result, since late 2018, I have been based in our Singapore office. Being located in one of the world's financial hubs has been a thrilling and rewarding experience. Singapore is a part of our Joint Asian Office (JAO), which has given me broad exposure to transactions and legal systems across Asia. From Singapore, I've been involved in venture capital, private equity, renewable energy and global carve-out transactions, across both emerging markets and some of the largest economies in the world.

A highlight of my time in Singapore has been our recent JAO M&A retreat in Seoul. All M&A lawyers across the JAO offices gathered for a few days of strategy planning, professional development and plenty of karaoke! It was great to reconnect with colleagues I'd previously met at APMAM or APSAM, and to be able to meet, in-person, those I'd been working with on transactions over the last few years. The retreat culminated in a gala dinner featuring K-Pop performances from each of the offices. It turns out our skills aren't purely legal!

## CULTURE OF FRIENDSHIP

From my time with the Firm, I've also become aware that whichever office you're in, the Bakers culture of friendship is strong. It was exciting to be shown to my office on my first day in Singapore only to see that I would be sharing it with a colleague I'd first met at APMAM, someone I now count as a good friend. Whichever office you travel to, there's always a friendly face waiting to greet you.

## IS THIS SOMETHING YOU ARE INTERESTED IN?

The ability to have these international experiences and, more importantly, to have them all within the one firm, has been invaluable to my professional development. What has been evident to me since day one at Baker McKenzie is the Firm's investment in our professional and personal development, and the value that it places on us being one, global firm. Baker McKenzie is the perfect environment for those with a global mindset, who are seeking a diverse and exciting experience.

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## LIFE AS A GRADUATE AT GILBERT + TOBIN



ERIN KIRKER  
Graduate  
Gilbert + Tobin

*"What I love most about working at Gilbert + Tobin is the amount of responsibility and matter involvement you have from the get-go."*

Erin recently completed a Bachelor of Arts and a Bachelor of Laws at Monash. She clerked at Gilbert + Tobin in the Technology + Digital team in December 2018 and returned as a paralegal in February 2019. She is currently in her first rotation in the Corporate Advisory team.

My role at Gilbert + Tobin has shifted several times: between clerk, paralegal and now graduate, there have been a range of different people, opportunities and work that I have been exposed to.

What I love most about working at Gilbert + Tobin is the amount of responsibility and matter involvement you have from the get-go. Even on my first day as a paralegal, I was already asked to help with a fascinating IT contracting dispute, getting across the matter and discussing with the partner what the likely plan of attack was. I'm pleased to say this has translated into my role as a graduate, even in an entirely different team!

I thought I'd take you through what my day-to-day life is like working as a graduate - below is an outline of one of my first days in the Corporate Advisory team.

8:40am: I get off the tram and make my way into the office. I'm not a huge morning person, so I'm not about to write on how I woke up with the sun and went for an hour-long run!

8:45am: I get to my desk, say hi to everyone and log in to check my emails. One of the senior lawyers has responded to a research task on Funds that I completed for her yesterday. I'm copied into all the client correspondence so I can see how the matter is going. The client has asked us to look more into a particular point of my research. We have a team meeting this morning, so I quickly respond to the lawyer, asking if we can chat afterwards.

9:00am: We have the M+A team meeting this

morning. Bonus is that breakfast and coffee is provided. This is a weekly check-in we have with each other, to check what everyone is working on and how they are going in terms of capacity. The team is conscious of work being spread around, so nobody is too overloaded and everyone can get exposure to different matters.

As a grad, this is also a great opportunity to learn about the various matters that you might want to work on. A special counsel in the team mentions that she's working on an acquisition of a company that develops face-matching technology. There are potential privacy issues that are being picked up in our initial review of the company that our client wants to acquire (what is known as 'due diligence'). This is definitely something I'm interested in, so I make a note to ask her if I can help out.

9:45am: The meeting ends and I catch up with the lawyer who gave me the research task. She gives me some feedback on my initial research. The lawyers that I've worked with are very good at giving constructive feedback and explaining complicated concepts, so I can understand where I could have improved with a better understanding of the topic. Even in my first few days, I've already had many chats like this with both senior and junior lawyers.

10:00am: The lawyer emails me some more instructions on the research. I was previously looking into how our client could restructure from a listed investment company to an unlisted fund. I see on the email that the client now wants to restructure into an exchange-traded managed fund. The lawyer asks me to find some examples of other companies that have done this, and what the process is.

(Continued on next page)

12:00pm: I finish summarising my research in an email and send it off to the lawyer. Truthfully, I'm not super familiar with Funds work, so I spent a bit of time looking into the background of it. In M+A, Investopedia is your best friend! There is also lots of great introductory material on the document management system. I was worried when I started in the team that I would need to know every aspect of Corporations Law. The lawyers absolutely do not expect you to know everything, but you are expected to be curious, ask questions and give things a go.

12:15pm: It's lunch time! I have an awesome grad group, so we go out to lunch together often. Today we're going for ramen; we're lucky to work near the best ramen places in the CBD. There's a lot of chat about the upcoming graduate retreat - every year, one of the partners lets the grad group stay in his beach house in Portsea for a weekend.

1:15pm: I get back from lunch and grab a coffee from the kitchen. You can often find lawyers gathered around, doing the quiz from The Age or talking about the Fantasy Football draft.

1:30pm: Another lawyer comes past my desk and asks if I've got capacity to help with a capital raising. She is having a call with the client at 2pm and expects that some preliminary documents will need to be drafted out of it. I'm not familiar with the steps involved in a capital raising, so she explains how it works and the key documents she expects us to prepare.

2:00pm: I sit in on the call with the lawyer and the partner on the

matter. They're discussing the next steps, especially because the way COVID-19 is impacting the market will likely affect how much they can raise. It's interesting to see how these factors impact commercial decisions and the way the partner relays this to the client.

2:30pm: I'm asked to help draft the first cut of the terms for a Share Purchase Plan for the capital raise. I spend some time looking at examples of these terms and find one that's similar to our capital raising to work off of.

3:45pm: I email the terms I've drafted to the lawyer. My mentor then sends me a message to check how I'm going and what my capacity is like. A big due diligence has come in and we need to turn the draft report around quickly. The partner wants me to be involved, so my mentor briefs me on the deal and asks me to review some company constitutions for key issues.

5:30pm: I've made it through most of the constitutions and prepared a draft summary of the issues I've found. I check in with my mentor about my progress. As a grad, the most important thing is to communicate your workload and progress with people around you. The report is due soon but some of the review isn't needed until later tomorrow, so we work out what can wait until then.

5:45pm: Home time! I'm off to choir rehearsal and later to chill out with my dog.

# FIRM PROFILES

This area examines in great depth each different firm. It is useful for understanding the specific strengths of different firms and the types of work they specialise in. You will also learn about the unique initiatives each firm offers and what sets one apart from another.



## Arnold Bloch Leibler

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## ABOUT ARNOLD BLOCH LEIBLER

### ABOUT US

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.

### PRO BONO AND CSR AT ABL

Giving back to the community has always been one of our core values.

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.

In 2016, ABL was identified by the Australian Pro Bono Centre as having made the largest contribution to community service of any law firm of any size in Australia. Our Pro Bono hours were nearly double the national average for law firms with more than 50 FTE lawyers, and more than double the voluntary target of hours per lawyer. This was recognized in 2017, when we were awarded the prestigious Lawyers Weekly Pro Bono Program of the Year for our unparalleled work with Aboriginal and Torres Strait Islander peoples, communities and organizations.

### WHAT MAKES US SPECIAL

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.

### DIVERSITY AND INCLUSION AT ABL

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 diversity initiatives include the following:

- Flexible work practices
- Gender pay equity
- Generous parental leave
- Recruitment representation
- Career progression opportunities
- Mentoring program
- Transition coaching for those returning to work following a period of parental leave
- Equitable Briefing Policy
- Public Support to encourage discourse on topics of diversity, and the advancement of legal rights through advocacy
- Policy information and education
- Cultural awareness training
- Unconscious bias and inclusive leadership training
- Test case litigation on a pro-bono basis on behalf of disenfranchised and disempowered minority groups
- ABL Indigenous Solidarity Network committee



## KEY VALUES AT ABL

### People

At Arnold Bloch Leibler, people are central to the firm's success. We recognise that it is only with motivated people that the firm can provide personal service and practical, commercial and cost-effective solutions to client problems. We hire the best and the brightest, and recognise and reward our people with professional development and mentoring opportunities, competitive remuneration, community involvement opportunities and a deep and true interest in accelerating individuals' careers. We want every ABL person to be well-rounded and accomplished, and to bring their whole selves to work.

### Clients & Solutions

From a client perspective, our aim is not to service our clients for all of their legal needs – rather, we position ourselves as the lawyers to go to when everything is on the line, where strategic imperatives are invoked, and when commercial thinking that's out of the box is required. We aim to develop long-term relationships with our clients, and to gain a solid understanding of their businesses and needs. This enables us to formulate unique solutions to their problems with a broader context. At ABL, we give our clients value by finding simple, practical, commercially intelligent and cost-effective solutions to what often seem to be complicated and confusing problems.

### Excellence & Success

Our firm has an unwavering 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 Reconciliation Action Plan committee, among many more.

## KEY CLIENTS / 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.

## WORKPLACE 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, our fully subsidized gym membership, flexible work practices among many more.

## WHAT DISTINGUISHES ABL?

ABL is well known for being the go-to firm when it matters. We pride ourselves on providing strategic guidance and solving complex problems related to our clients' commercial interests, legal position and reputation. This means that our legal staff are exposed to interesting and varied work where they can fully utilise their skills and potential. We do not try to be everything to everyone – rather, we strive for excellence in our chosen areas of expertise. We encourage our employees to bring their whole selves to work each day, recognising that diversity of thought, background and life experience all contribute to our distinctive culture and the solutions we deliver for each of our clients.

## RECENT ACCOLADES AT ABL

ABL has been listed across a number of categories in the 2020 edition of the independent Legal 500 Asia Pacific guide. Twenty-five lawyers from ABL have been recommended in the editorial, with five individuals named in the elite 'Leading lawyers' list. ABL's expertise has been recognised by the Legal 500 in the following areas: banking & finance, capital markets, competition & trade, construction, corporate and M&A, dispute resolution, class actions, intellectual property, real estate, restructuring & insolvency and tax. In addition, Partner Elyse Hilton featured in the 'Next generation partners' list for dispute resolution in Australia.

ABL has also once again been recognised as a leading firm by the independent legal guide Chambers Asia Pacific. ABL's expertise is noted by Chambers in the following practice areas: anti-bribery & corruption, banking & finance, capital markets, charities, competition, construction, dispute resolution, intellectual property, private wealth, native title, real estate, restructuring & insolvency and tax.

Further, ABL lawyer Nyadol Nyuon was announced the winner of the Diversity and Inclusion category in this year's Women of Influence awards, which recognise "the most influential, inspirational and visionary women" in the country.

## CAREER DEVELOPMENT AT ABL

At Arnold Bloch Leibler, continuing professional development is part of our DNA. We believe in life-long learning and continuous improvement.

Our graduate training program is distinctly different – your training is provided in-house by partners and senior associates who are leaders in their fields. The content is practical and hands on, and something that our graduates genuinely enjoy about their first 12 months at the firm.

In respect to continuing education, much of the training is hands-on and practical, because that is the way people learn best. Law graduates, for example, are assigned to a partner who is primarily responsible for that person's progress. The partner helps to develop your technical and legal skills, ensures quality of your work and encourages you to thrive.

## INTERNATIONAL OPPORTUNITIES

ABL may be located in Australia but we have substantial global reach. We are renowned for advising entrepreneurial businesses all over the world and possessing influence within legal, business and political circles. You will have the opportunity to do global work, from a local office.



# Clerk with us

  
**Hayley Brown**  
 HR manager  
 hbrown@abl.com.au

  
 LIV  
 Signatory

## CLERKSHIP PROGRAM

45 clerks  
 in Melbourne  
 (~ 15/intake)

3 intakes  
 Nov/Dec 2020  
 Jan/Feb 2021  
 Jun/July 2021

One team  
 with scope to take  
 on matters outside  
 practice group

Interactive  
 workshops &  
 training sessions

Buddy  
 system



## CLERKSHIP APPLICATION PROCESS

Opens:  
 Monday,  
 6 July 2020

Closes:  
 Monday,  
 31 August 2020  
 (11:59pm)

Penultimate  
 students only



- CV (uploaded seperately)
- Academic transcript
- Cover letter



### What kind of work does an Arnold Bloch Leibler clerk undertake?

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.

### What other opportunities are there for an Arnold Bloch Leibler clerk?

During your clerkship, we arrange a number of extra-curricular activities such as dinners with our current grads and lunches with different groups across the firm (including a team lunch, firm-wide legal staff lunch and a special partner lunch).

A recent addition to our clerkship program includes 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.

### One-round interview process September/October 2020

2 Partners &  
 1 HR representative



## RECRUITMENT PROCESS

Coffee  
 catch-up



Cocktail  
 night



### What do we look for in a seasonal clerk?

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

# Graduate program

 **20** graduates

## Priority offer system

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.

15-20 from clerking pool

## Single practice group experience

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, be exposed to clients, and make a real and meaningful contribution.

 Graduate offers can be deferred

## Why the Arnold Bloch Leibler 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 off 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.



## Great minds think differently

At Arnold Bloch Leibler, we believe great minds think differently. We believe success comes from investing in personal and professional growth. That's why we've stepped outside the square to provide a unique in-house graduate training program.

For information about our seasonal clerkship and graduate recruitment programmes, visit our careers page [www.abl.grad.careers](http://www.abl.grad.careers)





# Ethical Sponsorship Statement

Arnold Bloch Leibler is committed to protecting the health and wellbeing of our employees and law students applying for seasonal clerkship and law graduate opportunities with our firm.

## Seasonal Clerkship and Law Graduate recruitment

We are a proud signatory to the LIV Clerkship & Traineeship guidelines and strictly follow the guidelines throughout the seasonal clerkship and law graduate recruitment processes.

We run a transparent seasonal clerkship recruitment process, with candidates being kept informed at each stage. Our recruitment process is simple, asking students to submit their CV, cover letter and academic transcript via cvMail, with no additional questions, problems, aptitude or psychometric testing. Our interview process is also simple, with one interview followed by a coffee with a law graduate or junior lawyer. We email candidates selected for interviews with some additional tips and information prior to their interview. Arnold Bloch Leibler also hold an information evening at the firm, which does not form part of the assessment, but is designed to give candidates an opportunity to meet more of our people and get a feel for the firm's personality and culture.

## Mental health & wellbeing

Arnold Bloch Leibler have a number of practices and procedures in place to combat negative behaviour and are committed to fostering a workplace that is inclusive, open and solutions focused. For example, we offer a confidential EAP program, regular health & wellbeing initiatives, resilience and mental first aid training, a mentoring program, participation in events such as R U OK Day, and have a cultural focus on both flexibility and mental health awareness, including partners speaking openly on the topic.

## 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 takes all complaints seriously.

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.

## The ABL difference

Arnold Bloch Leibler is regarded as one of Australia's leading commercial law firms.

We're known for doing things a little differently by the way we work and our approach to problem solving.

We do not try to be everything to everyone – rather, we strive for excellence in our chosen areas of expertise.

For information about our seasonal clerkship and graduate recruitment programmes, visit our careers page [www.abl.grad.careers](http://www.abl.grad.careers)





# ashurst



LEVEL 26, 181 WILLIAM STREET, MELBOURNE VIC 3000



+61 3 9679 3000



WWW.ASHURST.COM/CAREERS



BRISBANE, CANBERRA, MELBOURNE, PERTH, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- BANKING & FINANCE
- COMPETITION
- CORPORATE TRANSACTIONS (M&A)
- EMPLOYMENT
- DISPUTE RESOLUTION (LITIGATION)
- PROJECTS
- REAL ESTATE
- ENERGY AND RESOURCES
- IP
- DIGITAL ECONOMY TRANSACTIONS
- TAX
- INFRASTRUCTURE
- RESTRUCTURING, INSOLVENCY AND SPECIAL SITUATIONS



## ABOUT ASHURST

### ABOUT US

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 finance, M&A, disputes and competition.

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.

### WHAT MAKES US SPECIAL

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

### KEY VALUES AT ASHURST

1. We are passionate about quality.
2. We deliver through collaboration.
3. We think differently.

### WORKPLACE 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.



# Tips for clerkship success

### PRO BONO AND CSR AT ASHURST

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. These legal services are provided in accordance with our established pro bono criteria which states that pro bono is the provision of legal assistance free of charge:

- to disadvantaged and marginalised people of limited means;
- to non-profit organisations and social enterprises assisting people who are disadvantaged and marginalised, where payment of legal fees would unreasonably deplete the organisations economic resources and in matters for the public good or of broad public or community concerns.

Our global pro bono and corporate responsibility partner, Sarah Morton-Ramwell, aims for each of our offices to operate a leading national pro bono practice. Sarah also recognises the importance of taking on cross-border pro bono projects which enable our offices to work together to tackle global and regional social justice issues. Alongside our pro bono legal work, we also play an active role around the world in supporting the development of local pro bono culture, infrastructure and collaboration.

### DIVERSITY AND INCLUSION AT ASHURST

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 know that:

- A diverse talent pool enables us to leverage the innovative and original thinking critical to providing creative solutions to our clients' problems and setting us apart from our competitors;
- An inclusive culture enables everyone to perform at their best. Higher engagement and better business performance are inextricably linked.

We aim to embed diversity and inclusion into 'business as usual' through:

- Ensuring a level playing field for all through a continual focus on processes and procedures;
- Continually raising awareness of diversity and inclusion issues and promoting events which celebrate different aspects of diversity and inclusion;
- Driving inclusive leadership through personal accountability to secure the appropriate change in culture, with a particular focus on role modelling appropriate behaviours.

#### 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

# Clerk with us

  
**Trent Shorten**  
 HR Consultant, Graduate Programs  
 graduate.programs@ashurst.com  
 (03) 9679 3000



## CLERKSHIP PROGRAM

65 clerks  
in Melbourne  
(~ 18-22/  
intake)



3 intakes  
Nov/Dec 2020  
Jan/Feb 2021  
Jun/Jul 2021



One team  
Build connections  
with cohort &  
across the firm



Stimulating  
Events to  
understand each  
practice area



Buddy  
system



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Penultimate Year, Final  
Year & International  
(with working rights)  
students



Psychometric  
testing



- Online application form
- CV (uploaded separately)
- Cover letter
- Academic Transcript
- Short answer responses

### What kind of work does an Ashurst clerk undertake?

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?'

- Show initiative and seek opportunities
- Ask questions
- Remember to request feedback after completing tasks
- Develop your networks – speak to as many people as possible
- Have a positive attitude

### What other opportunities are there for an Ashurst clerk?

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 on job learning, providing informal and formal feedback.

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

### One-round interview process September - October 2020

1 Partner &  
1 Senior Associate or HR



## RECRUITMENT PROCESS



### What do we look for in a seasonal clerk?

There's absolutely no Ashurst 'type.' We want to actively involve 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 required past experience - 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



# Graduate program


 ~ 20 graduates

## Priority offer system

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.

~ 20 from clerking pool

## 18 month program

 3 x 6-month rotations

 Graduate offers can be deferred

## Why the Ashurst 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 18-month graduate programme, you'll enjoy a mix of classroom and on-the-job experience. In collaboration with you, we plan three rotations of six 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.



## Ethical sponsorship statement

At Ashurst 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 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.

Ashurst Australia is 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.



# Baker McKenzie.



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WWW.BAKERMCKENZIE.COM/EN/LOCATIONS/ASIA-PACIFIC/AUSTRALIA



BRISBANE, MELBOURNE, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- 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
- ENVIRONMENTAL MARKETS
- IP TECH



## ABOUT BAKER MCKENZIE

### ABOUT US

At Baker McKenzie, we are different in the way we think, work and behave. Our story is one of imagination, determination and hard work. Like no other law firm, we were born global, so thinking and working globally is embedded in our culture. For 70 years, our people have helped nurture our unique organisation. We have followed clients into new markets, establishing offices driven by local lawyers and talent. Our growth has been organic, giving us a strong, common culture that runs through our Firm. We understand the challenges of the global economy. Our commitment to excellence underpins our success.

The Firm is continually expanding and currently employs over 5,000 lawyers in 76 offices in 46 countries. We have been in Australia since 1964 and employ approximately 220 lawyers and 80 Partners across Melbourne, Sydney and Brisbane.

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. We 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 have an inclusive culture of learning, coaching and opportunity, where you work in small teams on matters that cross borders. We are The New Lawyers for the New World.

### KEY CLIENTS AT BAKER MCKENZIE

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>

### WORKPLACE CULTURE

Many of our Seasonal Clerks, Graduates and lawyers say the reason they join us is because of our people and culture. In Melbourne, the size of our office enables everyone to get to know each other - plus we have the benefit of a strong global connection to our other offices, offering something unique and special to our people. Our people are genuinely friendly and diverse, and enjoy coming to work 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.).

We are also committed to ensuring our employees have a healthy work/life balance which means fostering flexibility in our workplace. Our 'bAgile' initiative offers 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.



## WHAT ARE BAKER MCKENZIE'S KEY VALUES?

Quality and excellence together with integrity, honesty, team work and responsiveness are some of Baker McKenzie's key values - and are central in us delivering outstanding service to our clients. 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 have a strong and diverse culture of friendship, inclusion and collaboration.
- We are commercial pragmatists who make complex issues simple for our clients and we focus on our clients' business needs.
- We strive to stay ahead of the curve and encourage entrepreneurship.
- We actively encourage and support contribution to the 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 six areas:

- BakerWomen – gender equality and supporting the progression of women;
- BakerDNA – ethnic, indigenous and cultural diversity;
- BakerBalance – supporting carers and parents, and workplace flexibility;
- BakerWellbeing – mental health and wellbeing;
- BakerLGBTI & Allies – lesbian, gay, bisexual, transgender and intersex diversity; and
- BakerIndigenousEngagement – commitment to engagement with our Aboriginal and Torres Strait Islander community.

## RECENT ACCOLADES AND/OR RECOGNITION

- World's Best Law Firm Brand - Acritas' Global Elite Law Firm Brand Index - 10th consecutive year.
- Number one legal brand in the Asia Pacific region - Acritas' Asia Pacific Brand Index 2019 - 3rd consecutive year.
- Top global law firm for 2019 - Law360 (ranking of top 20 firms with greatest global reach and expertise) - 9th consecutive year.
- Ranked number 1 firm in the world by number of cross-border deals for the last 12 years - Thomson Reuters.
- Chambers Global released its 2020 guide ranking Baker McKenzie in 315 practice areas and in 406 lawyer categories.
- Baker McKenzie FenXun (FTZ) Joint Operation, co-established by Baker McKenzie and FenXun Partners, took home 16 awards at the China Business Law Journal's China Business Law Awards 2020, including the coveted "Best International Law Firm" award for four years running.
- One of Stonewall's Top Global Employers for 2019. The Firm was one of only 14 companies worldwide to have been recognised for its work in LGBT+ inclusion. Plus, one of only 10 employers to feature in the 'Top Trans Employer' listing for a second consecutive year.
- Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality - 2020 - 10th consecutive year.
- Identified as one of the best law firms for women by Working Mother magazine, Law360 and Euromoney.
- Silver Employer recognition at the LGBTI Inclusion Awards - The Australian Workplace Equality Index (AWEI) - 2019

## WHAT DISTINGUISHES BAKER MCKENZIE FROM OTHERS?

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 knowledge 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. Recently, programs have been held in Bangkok, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Singapore, Taipei and Tokyo.

We also provide our lawyers with opportunities to attend USA summer school courses and scholarships for full-time legal study overseas. We also support our lawyers to 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. In the last few years, we have placed lawyers/International Clerks in London, Netherlands, Frankfurt, Paris, Stockholm, Chicago, Washington DC, New York, San Francisco, Toronto, Rio de Janeiro, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Taipei, Singapore, Shanghai, Bangkok, Tokyo, Jakarta, Myanmar, Johannesburg, and we have had lawyers across our network come to work with our Melbourne office too.

## DIVERSITY AND INCLUSION

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. 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. 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 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.

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

- BakerWomen – gender equality and supporting the progression of women;
- BakerDNA – ethnic, indigenous and cultural diversity;
- BakerBalance – supporting carers and parents, and workplace flexibility;
- BakerWellbeing – mental health and wellbeing;
- BakerLGBTI & Allies – lesbian, gay, bisexual, transgender and intersex diversity; and
- BakerIndigenousEngagement – commitment to engagement with our Aboriginal and Torres Strait Islander community.

## PRO BONO AND CSR AT BAKER MCKENZIE

Pro Bono and Community Service initiatives are an integral part of Baker McKenzie's mission. Our Pro Bono, Community Service and Corporate Social Responsibility programs aim to inspire staff to make a difference and collaborate with clients who share the same commitment to social justice. Baker McKenzie staff are actively encouraged to undertake pro bono work. We believe that the provision of pro bono legal services is a fundamental professional responsibility.

### (a) Pro bono legal services

Baker McKenzie is a signatory to the National Pro Bono Aspirational Target of at least 35 hours of pro bono legal work per lawyer per year. Last financial year, we significantly exceeded this target with our lawyers undertaking an average of 55.25 hours of pro bono work! Our lawyers regularly undertake a wide range of pro bono legal work for disadvantaged clients in Sydney, Melbourne and Brisbane as well as not-for-profit organisations. Some of our work includes assisting victims of domestic violence seek compensation; representing asylum seekers in Court who are seeking judicial review of decisions relating to their refugee status; assisting asylum seekers prepare their statements in support of protection visas; helping the elderly, seriously ill clients and young people exiting the child protection system with their legal affairs; working with various organisations to prepare submissions and advocacy papers to support law and policy reform; presenting legal workshops to vulnerable and at risk youth; and much more. Our pro bono work extends globally, including the Asia Pacific region.

### (b) Community Service and CSR

Baker McKenzie staff also have the opportunity to participate in a variety of community service initiatives. Our community service programs include the LEAPS literacy and mentoring program in Sydney, and the MacChat program run by the Peter MacCallum Cancer Centre in Melbourne where our staff volunteers visit patients during an evening and have a chat with them/keep them company. Baker McKenzie staff also have the opportunity to join their office's Community Service Committee which is responsible for organising awareness and fundraising activities and events for each office's nominated charities throughout the year. A highlight is the Firm's annual 'Bake-Off'!

## INTERNATIONAL OPPORTUNITIES

As per above, the Firm offers numerous and varied global training opportunities to our people (at each career stage and for every practice group).

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. The most relevant (and exciting!) opportunity for you is our International Clerkship program. Seasonal Clerks who accept a Graduate role with the Firm are eligible to apply for an International Clerkship, which is an opportunity to work in one of our overseas offices for a 4 week period. The Firm covers costs like flights, accommodation, visas, etc.

In the last few years, we have placed International Clerks/lawyers in the following offices: London, Amsterdam, Frankfurt, Paris, Stockholm, Chicago, Washington DC, New York, San Francisco, Toronto, Rio de Janeiro, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Taipei, Singapore, Shanghai, Bangkok, Tokyo, Jakarta, Myanmar, Johannesburg and of course, we have had lawyers across our network come to work with our Australian offices too.



Your journey begins with a world-class Seasonal 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.


[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



# Clerk with us

  
**Natalie Mascarenhas**  
 Talent Management Consultant  
 natalie.mascarenhas@bakermckenzie.com  
 (03) 9617 4349



## CLERKSHIP PROGRAM

~16-20 Clerks in Melbourne (~ 6-9/intake)



3 intakes  
 25 Nov - 22 Dec 2020  
 1 Feb - 26 Feb 2021  
 28 June - 23 July 2021



One practice group

Get broader exposure to work, have ongoing involvement in matters and build stronger relationships.

Supervisor & Buddy



Speed Networking Program



## CLERKSHIP APPLICATION PROCESS

Opens: Monday, 6 July 2020

Closes: Monday, 31 August 2020 (11:59pm)

Eligible to apply  
 Penultimate Year students  
 Final Year students



- Online application form
- Cover letter
- Academic Transcript



### What kind of work does a Baker McKenzie Clerk undertake?

The type of work that Clerks get involved in includes drafting correspondence, preparing court documents, drafting advices or agreements, document review tasks, attending client meetings, attending court/mediations, attending meetings with counsel, attending meetings with expert or other witnesses, attending settlements, preparing client alerts - and of course, you get to put to work those excellent skills which you gain at university - undertaking legal research, preparing memoranda and preparing case summaries.

The Clerks who have ultimately succeeded during a Clerkship and in securing a Graduate position have, of course, performed strongly - displaying excellent legal and technical skills. But they've also displayed commercial acumen and awareness, strong communication and interpersonal skills, enthusiasm and a great attitude, initiative, a client-service focus, 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.

### What other opportunities are there for a Baker McKenzie Clerk?

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 Diversity & Inclusion (BakerWomen, BakerDNA, BakerBalance, BakerWellbeing, BakerLGBTI & Allies, BakerIndigenousEngagement) meetings and 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 bowls night and end of financial year party.

### One-round interview process September/October 2020

2 Partners  
 or  
 1 Partner & 1 Senior Associate



### RECRUITMENT PROCESS

### Information & cocktail night TBC 2020



### What do we look for in a Seasonal Clerk?

Baker McKenzie looks for people who genuinely want to work with us and who understand Baker McKenzie's unique offering, values and position in the market. We look for well-rounded, motivated individuals who share our global perspective; who are intellectually curious and have sound academics; who display business acumen and are practical in their approach; who enjoy a challenge and seek new opportunities; who take responsibility and use their initiative; who act with integrity and honesty in all of their dealings, decisions and actions; who express themselves confidently while staying open to new ideas; who strive to provide excellent service to their clients; who seek a friendly, diverse, and inclusive culture; and who take seriously our role in making a difference to our local and global communities.

How to stand out in an interview? Proper Preparation Prevents Poor Performance! A critical element of setting yourself up for a successful interview is knowing as much as possible about the challenge you're going to face. Speak to anyone who's had an interview at the firm, talk to HR and legal representatives at events, read guides like this for tips on the type of questions you might be asked, and conduct Google 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 practice practice practice!

# Graduate program



## Why the Baker McKenzie Graduate Program?

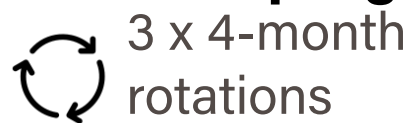


### Priority offer system

We generally recruit our graduates from our Seasonal Clerk pool.

6-8 from Clerking pool

### 12 month program



After, you will 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.

➔ **Deferring Graduate offers considered on a case-by-case basis**

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

We work with each Graduate to create a tailored development plan targeting five areas — legal knowledge and expertise, planning your career, business development & client service, people & self-management and the business of law. To help you reach your goals, we offer targeted learning opportunities — from seminars on core legal topics to practical skills development in areas such as drafting, presenting, communication, etc. We also invest in your development by covering the costs of your Practical Legal Training and through our dedicated Graduate professional development program, to ensure you get the best possible foundation for your career. In addition, we have regular roundtables and mid and end of rotation sessions 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 help our people foster networks across the Firm. And we have also sent our Graduates on client secondments - virtually and on-site.

## Ethical sponsorship statement

### EQUAL EMPLOYMENT OPPORTUNITY AND SAFE AND INCLUSIVE WORKING ENVIRONMENT

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 take a ‘zero tolerance’ approach to 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.

Underpinning the above are our Australian ‘Anti-Discrimination, Harassment and Bullying Policy’ and ‘Health and Safety Policy’, as well as a range of global policies including our ‘Code of Conduct’ and ‘Respect, Inclusion and Workplace Behaviour 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 fresher training sessions throughout their employment with us.

### MENTAL HEALTH AND WELLBEING

At Baker McKenzie, we care about our people. We want to support them to thrive and we know that our professional and personal lives do not operate independently - instead they influence each other. 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, emotional wellbeing and spiritual 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:

- our global 'bAgile' program which offers our employees a wide range of flexible and agile work arrangements;
- our Employee Assistance Program (EAP) which is a free and confidential counselling service;
- study leave and support;
- fortnightly massages;
- flu vaccinations;
- a range of corporate discounts (including gym memberships);
- a range of sporting and social events through our social committee; and
- healthy catering, including fresh fruit.

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 and BakerBalance committees are active in offering programs,

events and resources to our people.

## ADHERENCE TO LIV CLERKSHIP AND TRAINEESHIP GUIDELINES

Baker McKenzie Melbourne is a signatory to the LIV Seasonal Clerkship Guidelines 2020 and LIV Traineeship Guidelines 2020 (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 HR consultants, who are responsible for our Graduate and Clerk recruitment and programs across Melbourne and Sydney, are former lawyers who have been through this process themselves! We aim to make our process as transparent as possible - prior to the recruitment process commencing (in the Clerkship Guide 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 our written and verbal communications. In addition, we run a number of sessions for students, unique to Baker McKenzie, to support them 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.



Your journey continues with a world-class Graduate Program

Market-leading work – across borders. And a global approach to development. Our Graduates want the best foundation for their career – just like you. We've been developing our Graduates into exceptional, global lawyers for more than 50 years.

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

Find us at @BakersAUS

Find us on Facebook



# CORRS CHAMBERS WESTGARTH



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+61 3 9672 3000



WWW.GRADUATES.CORRS.COM.AU/CAREERS



BRISBANE, MELBOURNE, PERTH, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- ARBITRATION
- BANKING & FINANCE
- DISPUTES (CLASS ACTIONS & COMMERCIAL LITIGATION)
- COMPETITION
- CORPORATE/M&A
- EMPLOYMENT & LABOUR
- ENVIRONMENT & PLANNING
- FINANCIAL SPONSORS
- INTELLECTUAL PROPERTY
- PROJECTS
- PROPERTY & REAL ESTATE
- RESTRUCTURING, INSOLVENCY & SPECIAL SITUATIONS
- TAX
- TECHNOLOGY, MEDIA & TELECOMMUNICATIONS (TMT)



# ABOUT CORRS

## ABOUT US

Corrs Chambers Westgarth is Australia's leading independent Australian law firm. We're known and respected 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.

Working 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 have 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 MAKES CORRS SPECIAL

We invest in international experiences that help our lawyers grow their skills, cultural understanding and relationships worldwide.

Our International Study Scholarship supports the continuing professional development of exceptional legal staff. The Scholarship provides financial support for the completion of further study at Oxford, Cambridge or a US equivalent (full-time on campus).

Over the last seven years, we've sent 44 secondees to 14 countries worldwide.

We have sent our lawyers on secondment to some of the world's leading firms in the USA, UK, Japan, Singapore, China, Spain, France, India, Germany, Brazil, Indonesia and Hong Kong.

## KEY VALUES AT CORRS

At Corrs, our culture is defined by excellence, collaboration, commitment and respect.

## WORKPLACE CULTURE AT CORRS

Corrs lawyers are known for their strategic approach with clients. We don't just focus on legal advice – we go a step further by providing our clients strategic guidance to help them mitigate risks and achieve their business goals.

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.

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.

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.

## CAREER DEVELOPMENT AT CORRS

Our extensive in-house learning and development program will keep your professional skills and technical knowledge up to date.

We continue to provide support for post-graduate programs at Australian universities to support staff to enhance their technical knowledge and expertise.



Be exceptional.

**Your journey from outstanding graduate to exceptional lawyer begins at Corrs.**



From your first day at Corrs you will have the opportunity to accelerate your career in a high-performing and supportive environment. Our lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it.

[graduates.corrs.com.au](http://graduates.corrs.com.au)



**DIVERSITY AND INCLUSION AT CORRS**

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.

For almost 15 years, we've been recognised as an Employer of Choice by the WGEA Employer of Choice for Gender Equality citation (replacing the EOWA Employer of Choice for Women award in 2014). We have a strong and ongoing commitment to LGBTIQ+ inclusion amongst our people, our clients and the broader community. Our CEO, Gavin MacLaren, is a member of the Leadership Council for Cultural Diversity, an initiative of the Australian Human Rights Commission (AHRC), and we have signed a cultural diversity commitment with members of the Managing Partners Diversity Initiative to improve cultural diversity in leadership. Corrs is also a member of the Asian Australian Lawyers Association (AALA), which promotes cultural diversity in the law, and supports the AHRC's 'Racism. It Stops With Me' campaign.

**RECENT ACCOLADES AND/OR RECOGNITION**

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. From Global Guides, to Chambers Asia Pacific and Best Lawyers, Corrs lawyers are called out for legal excellence across our practice areas.

Our commitment to providing our people with the opportunity to build successful careers has made us a much sought-after employer. For almost 15 years, we've been recognised as an Employer of Choice by the WGEA Employer of Choice for Gender Equality citation (replacing the EOWA Employer of Choice for Women award in 2014).

**INNOVATION AT CORRS**

We continuously seek new and better ways to deliver real value for our clients – whether it be a ground-breaking transactional structure, an innovative application of law, or harnessing new technology.

Our commitment to innovation is embedded in our client service and the way we work.

We've created a range of cutting-edge web-based solutions for clients that streamline business processes to improve efficiency and productivity, provide confidence in data quality, and reduce costs. Our developments are consistently recognised by the market and industry awards. Our clients actively use our solutions to make enhanced business decisions, efficiently manage repetitive tasks, and focus their resources on value creation. Our market-leading platforms also provide clients with insightful market information not provided by other law firms.

Some of our pioneering innovations that are delivering real value to clients include:

- Corrs Collaborate
- Corrs Cyber
- CorrsEdge
- Corrs Forensic
- Corrs Legal Technology Solutions
- Orbit

For more information, please visit our website.

**PRO BONO AND CSR AT CORRS**

As a graduate lawyer, you'll have the opportunity to contribute to pro bono matters. We perform around 20,000 hours of pro bono and volunteer work each year, helping those who need it most.

Our people are committed, and actively encouraged, to support disadvantaged and marginalised individuals and groups, charities and not-for-profit organisations through pro bono legal work, volunteering and workplace giving, all of which form part of our dedicated Pro Bono and Community program.

We are the principal legal partner for the United Nations Refugee Agency in Australia, and other organisations we work with and support as part of our Pro Bono & Community program include Hagar Australia, Justice Connect, The Salvation Army, The Big Issue, Very Special Kids, Oxfam and more.



# Clerk with us

  
**Marianne Saliba**  
 People & Performance Consultant  
 marianne.saliba@corrs.com.au  
 (03) 9672 3318



## CLERKSHIP PROGRAM

60 clerks  
in Melbourne  
(20/intake)



3 intakes  
Nov/Dec 2020  
Jan/Feb 2021  
Jun/July 2021



One team  
3.5 weeks in a  
practice group



Interactive  
workshops &  
training sessions



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Penultimate students  
Final year students



- Online application form
- CV (uploaded separately)
- Academic transcript
- Short answer responses

### What kind of work does a Corrs clerk undertake?

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.

Following two days of orientation, you'll be exposed to a broad 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. To ensure you get exposure to all areas of the firm, we also arrange interactive practice group meetings, partner connection sessions and networking opportunities.

### What other opportunities are there for a Corrs clerk?

We provide opportunities for professional and personal growth for all employees.

We take our work seriously but we also recognise the importance of looking after ourselves and having fun.

We encourage staff to be socially active and participate in social and sporting events as well as learning and development activities.

Some of our activities include mixed netball, pilates and yoga, touch football, cricket day, Friday night drinks, trivia nights, End of Financial Year party and Christmas Party.

Corrs recognises the importance of health and well-being and is committed to providing a safe and healthy workplace through a range of programs and policies. Our well-being program provides a range of initiatives to assist people in maintaining good overall health.

### One-round interview process September - October 2020

1 Partner,  
1 Senior Associate &  
1 People and Performance



## RECRUITMENT PROCESS

Cocktail night  
*A Taste of Corrs*



### What do we look for in a seasonal clerk?

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.

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.

Working 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.




# Graduate program

 **20** graduates

## Priority offer system

No market offers

## 18 month program

 3 x 6-month rotations

 **Deferring graduate offers considered on a case-by-case basis**

## Why the Corrs Graduate Program?

The reason we continue to attract exceptional graduates and lawyers is simple: we provide you with the opportunity to work with great people; to work on career-defining matters from the start of your career; and to work and/or study internationally.

Our graduate development program is your first step towards a successful career. As part of our 18-month program, you will have access to:

- on-the-job training as you work directly with partners and senior lawyers;
- structured learning;
- mentoring; and
- regular feedback.

During this time, you'll complete three six-month rotations through a variety of our practice areas and you'll also be involved in pro bono opportunities.

The program begins with our Graduate Academy – a highlight for our graduates every year. We bring all our graduates together for a multi-day learning experience, giving you the chance to meet with your peers, learn and have fun. Then it's on to your Practical Legal Training (PLT) studies and your local orientation before you dive into the program.



## Ethical sponsorship statement

Corrs recognises the importance of health and wellbeing and is committed to providing a safe and healthy workplace through a range of programs and policies. In particular, we offer a range of initiatives that bring insight and awareness to assist people in maintaining good overall health. Importantly, we also recognise the role a person's manager plays in their wellbeing and we place emphasis on effective 'everyday leadership' and have processes in place to monitor a person's welfare and workload.

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 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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MELBOURNE, PERTH, SYDNEY

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**PROMINENT PRACTICE AREAS IN MELBOURNE**

- BANKING + INFRASTRUCTURE
- COMPETITION + REGULATION
- CORPORATE ADVISORY
- TECHNOLOGY + DIGITAL
- DISPUTES + INVESTIGATIONS

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## ABOUT GILBERT + TOBIN

### ABOUT US

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. Law students and graduates working at G+T often comment on the exceptional level of personal engagement they experience from the firm's professionals.

### KEY VALUES AT GILBERT + TOBIN

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.

### KEY CLIENTS AND MATTERS AT GILBERT + TOBIN

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.

### WHAT DISTINGUISHES GILBERT + TOBIN FROM OTHERS?

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'."

This is what underlies the positive, productive and personal relationships we build with each other, and with our clients. Interactions that embrace what it means to be an individual. Constantly looking for ways to bring out the best in ourselves as well as others.

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."



## WORKPLACE CULTURE

Gilbert + Tobin values and is dedicated to inclusion. We are committed to providing and maintaining a diverse and inclusive environment and a culture which fosters and celebrates difference. For G+T it is about diversity of thinking and bringing people's life experience into the mix and making sure that we are as diverse as the Australian community is.

We celebrate the diversity and uniqueness of our people and that of our clients and know that our people can achieve all that is possible if they are safe and supported by a culture which encourages them to bring their whole selves to work.

We believe that being able to complete tasks at home or at different times is one of the most important elements of work/life balance and can make a heavy workload more flexible to manage – we have invested in the tech hardware and systems to make 'working anywhere' possible. G+T has a flexible working policy, and all lawyers are entitled to firm funded IT equipment for set up in their home.

## DIVERSITY AND INCLUSION AT GILBERT + TOBIN

At Gilbert + Tobin we are continuously introducing new initiatives to further accelerate our progress towards building a diverse and inclusive workforce. The firm is taking action to address barriers to women's full participation in the workforce and help play a role in improving the representation of women in senior leadership across the legal profession.

The initiatives announced include:

- A new target to increase the representation of women in its partnership to 40% by 2023, as a critical step towards becoming a gender-balanced partnership.
- Extending superannuation contributions to cover unpaid portions of parental leave for primary carers.
- Providing employees with a 'work from home IT kit' including a full-sized screen and keyboard to enable greater flexibility in how people manage their personal commitments with the needs of clients.
- Continuing to support new parents through best-practice parental leave entitlements, flexible working options and return-to-work support.

OUT is Gilbert + Tobin's LGBTI (lesbian, gay, bisexual, transgender and intersex) and allies' group. OUT's objective is to ensure that Gilbert + Tobin continues to celebrate diversity, including for all LGBTIQ+ staff, as a fundamental value of the firm. Embracing and celebrating the difference in our people, is embedded in our culture at Gilbert + Tobin.

## INNOVATION AT GILBERT + TOBIN

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 start-ups to explore better ways of meeting the needs of our clients, new business models and more efficient business processes.

Our innovation team is made up of leading legal practitioners, consultants and technologists from across the firm, all interested in the future of legal services, moving the law forward and creating new opportunities to better serve our clients.

G+T encourages all employees to harness their specialised knowledge and experience to rapidly facilitate the production of new and improved knowledge and innovation materials and projects.

With a significant financial investment from the board and Partnership, "Project Invigorate" is a commitment by G+T that time spent on innovation will be counted as billable for the purposes of performance reviews. This work is indistinguishable from any other billable work and may include testing and training artificial intelligence, the development of new productivity tools, piloting new technology, or knowledge related activities such as drafting or precedent standardisation.

## INTERNATIONAL OPPORTUNITIES

G+T offers secondment opportunities both in Australia and overseas. These secondments are a great personal and professional development opportunity. Our lawyers tell us that their secondment experience has been an invaluable part of their career development.

### Client secondments

Our client secondments range in duration in a wide variety of industries, providing you with an opportunity to gain a better understanding of how in-house counsel operate. This first-hand knowledge enriches your legal experience and enables you to anticipate the needs of our clients and strengthen our relationship.

### International secondments

G+T has a "best friends" network with top tier firms internationally. We will support you in seeking opportunities to work abroad, which will expand your commercial skills in a global setting.

## PRO BONO AND CSR

With a dedicated team of four lawyers and two partners, Gilbert + Tobin is a pro bono pioneer in Australia's legal sector. The firm believes that lawyers have a responsibility to ensure that the legal system is fair, equitable and accessible to all.

Gilbert + Tobin is a proud advocate of social justice and focuses on providing advice and support to marginalised and disadvantaged clients and the organisations that work with them. The practice covers many diverse areas of law including discrimination, administrative law, defamation and public international law. Pro bono work at Gilbert + Tobin is particularly focused on issues affecting Aboriginal and Torres Strait Islander people, refugees, people with disabilities and the protection of human rights.

G+T's large pro bono practice is supplemented by our corporate social responsibility practice, which is focused on three priorities – reconciliation with Indigenous Australians, sustainability and community programs.

Our commitment to the community now includes our support for numerous not for profit organisations, education in high schools and the university sector. We are very proud of our ten-year support of the Gilbert +Tobin Centre for Public Law at UNSW. Most importantly, our support for Indigenous Australians across all of their very legitimate aspirations, has been a hallmark for what we stand for.

## CAREER DEVELOPMENT AT GILBERT + TOBIN

In addition to legal expertise, we provide our lawyers with essential personal development which focuses on providing tools to be innovative future leaders of the firm.

- Our learning programs include:
- Leadership capabilities
- Legal Project Management
- Being as an expert in your practice
- Commercial expertise and financial acumen
- Strategic business development
- Driving an innovative mindset
- Design Thinking
- Interpersonal skills self-awareness, coaching, resilience, agility and flexibility

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. While studying, you may also be offered study leave to study and attend exams.

### Scholarships

Each year we award a number of scholarships of up to \$10,000 to support our people to study at any educational institution in the world in a subject area of their choice, which aligns with the work that they are doing, or a focus area for the firm. Past scholarship winners have studied at prestigious institutions in the United Kingdom, United States and Hong Kong, including Oxford, Harvard and LSE, amongst others.

# Clerk with us

  
**Sarah Crinnigan**  
 Early Talent Manager  
 scrinnigan@gtlaw.com.au  
 (08) 8656 3396

## CLERKSHIP PROGRAM

30 clerks  
in Melbourne



3 intakes  
Nov/Dec 2020  
Jan/Feb 2021  
June/July 2021



One team  
but you are allocated to a lawyer  
from another practice group to  
facilitate learning about another  
area.



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Penultimate year students  
(incl. International students)  
Final year students



- CV (uploaded separately)
- Academic Transcript
- Short answer responses

### What kind of work does a Gilbert + Tobin clerk undertake?

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

We purposely take smaller groups of clerks so that we can really get to know each clerk that works at G+T. 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. It is important that they don't take themselves too seriously and most of all have fun!

### What other opportunities are there for a Gilbert + Tobin clerk?

A legal transformation activity. 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.

## RECRUITMENT PROCESS

Pre-interview  
cocktail night



One-round interview process  
8 September - 2 October 2020

1 Partner &  
1 People and Development team member



### What do we look for in a seasonal clerk?

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 and dedicated, but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates that will complement our practice groups and don't feel the need to take themselves too seriously.



# Graduate program


 **10**  
graduates

## Why the Gilbert + Tobin Graduate Program?

### Priority offer system

Our priority is to recruit through our clerkship process, however, from time to time we also may consider increasing our intake of.

### 18 month program

 3 x 6-month  
rotations

 Deferring graduate offers considered on a case-by-case basis

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.

# 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 Sydney office. 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 summer clerk 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	9 June	12 July
Melbourne	6 July	16 August
Perth	13 July	2 August

## CONTACT

**SARAH CRINNIGAN**  
Early Talent Manager  
+61 3 8656 3396 | [scrinnigan@gtlaw.com.au](mailto:scrinnigan@gtlaw.com.au)





# 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. Their four major streams of focus are gender, flexibility, accessibility and mental wellbeing. As part of our mental wellbeing strategy, we have implemented several new initiatives in the last year, including:

- Launching 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.
- Changing our EAP provider (to Centre for Corporate Health) to offer a more comprehensive and improved service to our employees and their families.
- Running national wellbeing events, including 'wellbeing weeks' in Sydney

and Perth and a 'wellbeing month' in Melbourne. Events included free massages, yoga, nutrition seminars, running shoe fit and postural alignment sessions.

- Offering free comprehensive executive health checks for all partners and special counsel.
- Introducing more 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.

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 in an ongoing project for us and a fundamental part of our business strategy. In October 2018 we announced our new three-year strategy for the firm and a critical element of this 'taking a leadership position on embracing flexible work practices.'

In 2018 the International Bar Association carried out a global survey exploring bullying and sexual harassment in the legal profession. The survey

found that of 1,000 lawyers in Australia, 37% had experienced sexual harassment (compared with 25% globally) and that young lawyers were particularly at risk. Gilbert + Tobin has a zero-tolerance policy towards sexual harassment and we want to be a leader in combatting this issue. In August 2019 we invited Kieran Pender, author of the report 'Us Too? Bullying and Harassment in the Legal Profession,' to lead a discussion with us on how the industry can ensure positive, safe and inclusive workplaces.

We have several workplace policies + training in place to prevent sexual harassment, including:

- Unconscious Bias training for all employees, designed to complement our progressive D+I agenda.
- Mandatory annual training for all workers on sexual harassment, discrimination and bullying prevention.
- Appropriate workplace behaviour policy that covers discrimination, sexual harassment and bullying.
- In addition, 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 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 key ways this is achieved is through our Indigenous Clerkship Program.
  - We support our LGBTIQ+ employee action

group called 'OUT' with firm events and networking.

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, we introduced superannuation on unpaid parental leave and continue to support working parents through best-practice parental leave entitlements, flexible working options and return-to-work support. We also expanded our 'Women's Circle' program nationally and have worked with clients to support the development of their senior women leaders.



**HERBERT SMITH FREEHILLS**

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+61 3 9288 1868

WWW.HERBERTSMITHFREEHILLS.COM

BRISBANE, MELBOURNE, PERTH, SYDNEY

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**PROMINENT PRACTICE AREAS IN MELBOURNE**

- ALTERNATIVE LEGAL SERVICES (ALT)
- COMPETITION, REGULATION AND TRADE
- COROPORATE
- DISPUTE RESOLUTION
- EMPLOYMENT, INDUSTRIAL RELATIONS AND SAFETY
- FINANCE
- PROJECTS AND INFRASTRUCTURE
- REAL ESTATE

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# ABOUT HERBERT SMITH FREEHILLS

## ABOUT US

With over 25 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.

## KEY CLIENTS / MATTERS

Herbert Smith Freehills represents a substantial number of Australia's largest businesses.

These clients include; TPG, Coles, Wesfarmers, Westpac, Tiger airlines and many more.

Herbert Smith Freehills are continuing work on include the Mental Health Royal Commission and the proposed TPG/Vodafone Merger.

## INTERNATIONAL OPPORTUNITIES

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.

With over 25 offices spanning Asia, Europe, Australasia and the Middle East, we offer international opportunities to both graduates and experienced staff. You'll be offered unrivalled secondment and transfer opportunities. In 2019 we sent 14 Australian Graduates on international secondments.

## KEY VALUES

- Connect
- Collaborate
- Lead
- Excel

## DIVERSITY AND INCLUSION

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. Joining our networks unlocks a supportive group of role models and peers committed to creating a more diverse and inclusive profession – you will have the opportunity to be involved in some exciting projects from day one.

"Our vision is that we are a world class firm bringing together the best people to achieve the best results. Fundamental to our vision is embedding a culture where we are truly inclusive – diverse people, perspectives, ways of thinking and skill sets – and where this diversity permeates throughout all levels."

DANIELLE KELLY, HEAD OF DIVERSITY & INCLUSION





## PRO BONO AND CSR

We believe that communities benefit through greater access to justice and opportunity. We're uniquely placed to respond to a range of needs that exist in

the communities and regions that we serve. Just like our partners and lawyers, many of our graduates participate in pro bono legal and community work and describe it as one of the highlights of their rotations.

Nationally, we provide over 35,000 hours of pro bono legal work a year.

There are generally between 600-700 pro bono matters open at any given time for around 300 clients.

We're rising to the challenges and opportunities of an interconnected world, in which serious challenges such as social inequality, human rights abuses and climate change have the potential to affect every community.

## INNOVATION

The legal services landscape is changing dramatically and if we don't adapt, we risk being left behind.

We have established the Digital Law Group – a group of specialist lawyers providing legal, strategic and practical advice to our clients in relation to their biggest and most important digitalisation projects.

Comprising a permanent team of experienced lawyers, and supported by a rotating cohort from across the firm, the Digital Law Group works hand-in-hand with our market-leading TMT practice, other practice groups and our Alternative Legal Services (ALT) team as well as our legal operations, legal process design, innovation and technology experts.

Our Legal Operations team comprises a group of specialist members across multi-disciplines including legal project management, legal process design, legal automation, pricing, innovation and technology. Legal Operations team members work together with our lawyers and directly with our clients to address changes to the way we are working, legal market disruption and increased pressure on resources. We use technology to empower our people and encourage a culture of challenging the status quo to find unique perspectives and new ways of doing things.

## RECENT ACCOLADES AND/OR RECOGNITION

- One of the Top 25 Companies In Australia (LINKEDIN TOP COMPANIES 2019)
- Law Firm of the Year (Lawyers Weekly Australian Awards 2018)
- Winner, Organisational Change (Alongside Bendelta for #Futurefit Program) (Australian Psychological Society Workplace Excellence Award 2019)
- Winner, Best Mental Wellbeing Initiative in a Legal Workplace (Minds Count Foundation 2019)
- Silver Employer (AWEI Australian LGBTI Inclusion Awards 2018)
- One of the Women Leaders - Awarded to 2 Partners (Euromoney IFLR 1000 2019)
- Top 100 Graduate Employer (GradAustralia 2019)
- Top 5 for Innovation in Collaboration (FT Asia-Pacific Innovative Lawyers Awards 2019)
- Highly Commended for Rule of Law and Access to Justice (The Shopfront) (FT Asia-Pacific Innovative Lawyers Awards 2019)

**We're looking for those who see things differently, the kind of people who bring new ideas and create innovative opportunities for our clients.**

## ABOUT US

With over 25 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 WE LOOK FOR

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 an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes. 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.

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

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

## JOINING US

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website:

[careers.herbertsmithfreehills.com/au/grads/vacation-clerkships](https://careers.herbertsmithfreehills.com/au/grads/vacation-clerkships) or contact one of our graduate recruitment consultants.

## KEY DATES/DEADLINES

MELBOURNE	
Approximate number of positions	60-65
Clerkship programs	1 Summer & 1 Winter
Applications for all 2020/21 programs open	6 July 2020
Applications for all 2020/21 programs close	31 August 2020
Offers made	Wed, 28 Oct 2020 (From 10am)

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

## Our global practice groups

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Industrial Relations and Safety
- Finance
- Projects and Infrastructure
- Real Estate

## Contacts



**Lachlan Berry**  
 Graduate Recruitment Consultant  
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[graduates.melbourne@hsf.com](mailto:graduates.melbourne@hsf.com)



# Clerk with us

  
**Lachlan Berry**  
 Graduate Recruitment Consultant  
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 (03) 9288 1868



## CLERKSHIP PROGRAM

70 clerks  
in Melbourne  
(35/intake)



2 intakes  
23 Nov - 18 Dec 2020  
21 June - 16 July 2021



One team  
4-weeks in one  
practice group



Hands-on  
practical  
experience



Collaborate on  
**diverse**  
challenges



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Final year students  
Recent graduates  
International students



- Online application form
- CV (uploaded separately)
- Cover letter
- Academic transcript
- Short answer responses

### What kind of work does a Herbert Smith Freehills clerk undertake?

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:

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

### What other opportunities are there for a Herbert Smith Freehills clerk?

Our seasonal clerkship program offers an immersive three-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.

*"When I was applying for clerkships the word on the grapevine was that Herbert Smith Freehills was a great firm at the top of its field but in terms of culture was very serious. I began my clerkship with the expectation that that would be the case. My experience with the firm could not have been more different. From day one I found everyone at the firm to be warm, welcoming and friendly. Of course it is true that everyone takes their work seriously but that is not at the expense of having a laugh and making time for one another. I was particularly surprised by the amount of time that solicitors, senior associates and partners invest in junior team members."*

### One-round interview process September 2020

One-on-one interview  
with a Partner



## RECRUITMENT PROCESS

Information  
evening




### What do we look for in a seasonal clerk?

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

# Graduate program

 **30** graduates


## Priority offer system

Expressions of interest following the clerkship program.

No market offers.

30 from clerking pool

## 18 month program

 3 x 6-month rotations

 Deferring graduate offers considered on a case-by-case basis

## Why the Herbert Smith Freehills 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.



## 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 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."



# KING & WOOD MALLESONS 金杜律师事务所



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BRISBANE, CANBERRA, MELBOURNE, PERTH, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- BANKING & FINANCE
- COMPETITION
- CONSTRUCTION
- DISPUTE RESOLUTION
- EMPLOYEE RELATIONS & SAFETY
- ENVIRONMENT & PLANNING
- INTELLECTUAL PROPERTY & TRADEMARKS
- MERGERS & ACQUISITIONS
- PROJECTS & REAL ESTATE
- TAXATION
- TECH LAW



# ABOUT KING & WOOD MALLESONS

## ABOUT US

As an elite international law firm headquartered in Asia, we are reshaping the legal market by challenging our people and our clients to think differently about what a law firm can be today, tomorrow and beyond.

Exceeding the expectations of our clients is a key priority, and as such the world's leading organisations turn to us to unlock their biggest opportunities and deliver solutions to their most vexing challenges.

With ambitious thinking and innovation in our DNA, we partner with our clients to bring to life pioneering solutions which will help them to adapt, reinvent and grow. We believe innovation comes from giving our people room to grow, and as such actively encourage input and ideas at all levels of the firm.

Our people are encouraged to think differently and shape their own career path, supported at every step of the way with world-class training, coaching and hands-on experience. There is no 'one size fits all' career model, and we offer multiple opportunities for our lawyers to gain experience and thrive..

## KEY CLIENTS AND MATTERS

Our clients range from a mix of global financial and corporate powerhouses through to the new industry-makers and all levels of government.

## KEY VALUES

Our vision and values are the backbone of how we work and behave. They are part of our brand promise to our people, and our clients, and they ensure that we make a difference.

Our values are:

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. We are bold in our aspirations and confident in our execution.

One team, one firm - Our belief is that the power of together delivers the best results for our people, our clients, and the firm. We operate as 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 our clients and 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.

## WHAT DISTINGUISHES KING & WOOD MALLESONS FROM OTHERS?

Our ability to connect Asia to the world and the world to Asia, is our key differentiator. Through local connections and deep understanding of the region's culture we are focused on opening up the world's fastest growth region for clients.

King & Wood Malleasons is a unique employer for a number of reasons. As the only global law firm that can practice Chinese, Hong Kong, UK, European and Australian law, we offer real depth and local connections in China.

Our Australian practice spans international, local and regional clients, focused on creating value in a real and tangible way. With an ambition to help clients to shape their business for the future - we can help you to shape your world too. That's because our people are our future and a significant source of pride to us at KWM.

We offer more than 200 years of collective knowledge and experience, and we know that our future is in the hands of the next generation of lawyers. As such, at KWM we make your development our priority, and encourage our lawyers to be innovative and creative in meeting our clients' challenges.

## WORKPLACE CULTURE

KWM is a firm with a community feel with room for everyone to make their mark. Our people are the difference. Our belief in the power of together delivers the best results for our people, our clients, and the firm.

We are results orientated and have a track record of achievement and performance in life, not just in our academic career but beyond. We also have a strong focus on recognising and acknowledging our staff's contribution. We are client centric and work in our clients' worlds and partner with them to achieve their business goals.

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. Each centre has social and sporting committees to help organise a wide range of activities for staff to enjoy, from themed Friday night drinks to free gym memberships. We also have a multitude of sporting teams including soccer, basketball, netball and cricket.

At King & Wood Mallesons what motivates each of us will reflect our identities as individuals, but working with other talented people as part of our team is important and rewarding. We recognise that both our clients and our staff are seeking a flexible work environment that fosters and supports diversity.

## DIVERSITY AND INCLUSION

Diversity for us is not optional - it is fundamental to our business success and to creating our great place to work.

Diverse teams cultivate different ideas, make unique contributions and offer innovative solutions. With an international client base such as ours, diversity enables us to deliver a service that reflects our clients' needs, and deliver an exceptional client experience. We define this as diversity and inclusion.

Some of our key diversity priority areas are:

- Advancing gender equality
- Mainstreaming flexible and agile ways of working
- Strengthening our cultural intelligence and awareness
- Creating a diverse workforce through partnering with the Rare CRS Recruitment tool
- Increasing LGBTI inclusion
- Creating more pathways towards indigenous inclusion via our Reconciliation Action Plan (RAP)
- Continuing our focus on physical and mental wellbeing, including dedicated efforts to eliminate inappropriate behaviours such as harassment, bullying and discrimination

## RECENT ACCOLADES AND RECOGNITION

- Most Popular Overall Law Employer in the 2018 and 2019 AFR Top 100 Graduate Employers Rankings
- Top 15 global elite brand\*
- #1 ranked law firm in Australia and China\*\*
- #1 law firm for Client Service\*\*
- 28 international offices
- One of the largest international legal networks in the Asia region with 500+ partners and more than 2000 lawyers
- Our clients range from a mix of global financial and corporate powerhouses through to new industry-makers and all levels of government
- With an unmatched ability to practise Chinese, Hong Kong, Australian, English, US and a significant range of European laws under one integrated legal brand, we are connecting Asia to the world, and the world to Asia

\*Source: 2020Acritas Global Elite Law Firm Brand Index

\*\*Source: 2020 Chambers Asia Pacific rankings

## INNOVATION

At KWM, innovation means actively asking ourselves if there is a better way to create greater value for our clients.

To provide the firm with a competitive edge, we want to grow an innovation mindset. This involves empowering everyone to help identify opportunities for new revenue streams as well as improving the way we deliver our current services.

At KWM Innovation is a team sport and everyone has a role to play.

## PRO BONO AND CSR

Our firm is proud of the ongoing contribution that we make to the community. KWM Community Impact is a multi-faceted, national integrated strategy that uses the skills of our lawyers and non-lawyers. We give back to the communities in which we live and work through financial contributions, pro bono support and volunteering.

## INTERNATIONAL OPPORTUNITIES

Our Graduate Program also promotes and supports the mobility of our staff across our offices, by giving you the opportunity to apply to go on exchange to one of our interstate or overseas offices. Through this, you are able to access a greater choice and variety of destinations and on-the-job experience.

## CAREER DEVELOPMENT

At King & Wood Mallesons we adopt a holistic "70/20/10" learning philosophy. This means that we encourage an integrated approach to learning, where you build capability through a range of "formal" and "informal" learning experiences, ranging from day-to-day work activities, through to the more traditional face to face learning programs.

The Graduate Program provides a practical business foundation for junior lawyers in their first two years. You will receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and of course the people you'll work with.

As part of the Graduate Program, we also offer Practical Legal Training (PLT) for our Australian Law Graduates. PLT ensures that you meet the practical requirements for admission to legal practice. Delivered online during your first six months as a law graduate, it's a customised, in house program conducted in association with the College of Law and aligned to the work you'll do with us.









# Clerk with us

  
**Sofija Jovic**  
 People & Development Advisor  
 (Melbourne Graduate Program)  
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 +61 3 9643 5105



## CLERKSHIP PROGRAM

## CLERKSHIP APPLICATION PROCESS

<p><b>75 clerks</b> in Melbourne (25/intake)</p> 	<p><b>3 intakes</b> Nov/Dec 2020 Jan/Feb 2021 Jun/July 2021</p> 	<p><b>One team</b></p> 	<p><b>Hands-on</b> Work closely with partners, senior associates &amp; solicitors</p> 	<p><b>Buddy system</b> Clerks will be paired with a junior solicitor</p> 	<p><b>Opens:</b> Monday, 6 July 2020</p> <p><b>Closes:</b> Monday, 31 August 2020 (11:59pm)</p>	<p><b>Eligible to apply</b> Penultimate Year students (incl. international)</p> 	<ul style="list-style-type: none"> <li>• Online application form</li> <li>• CV (uploaded separately)</li> <li>• Cover letter</li> <li>• Academic transcript</li> <li>• Short answer responses</li> </ul>
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### What kind of work does a King & Wood Mallesons clerk undertake?

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

- During your clerkship, you'll learn:
- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos/documents, managing your practice and professional relationships
  - Our core practice teams– who they are, what they do, how they're structured, the clients they work for, and of course, your role within them
  - Our culture – you'll be exposed to (and encouraged) to get actively involved in the many activities and events that define KWM
  - 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 succeed.

### How to stand out during the clerkship program?



- Get involved! – join in with various social and team based activities
- Ask questions – we have an open and honest culture, it's fine to ask questions and we actively encourage you to do so
- Share your thoughts and ideas – the 'power of together' is all about sharing your thoughts and ideas to improve what we do, think differently and create value for clients and each other
- Build connections – genuine and authentic conversations, be yourself!
- Team player – help solve problems through team-work, collaboration and engagement.
- Legal knowledge – aim to demonstrate a logical and systematic approach to understanding concepts and legal issues
- Research – ensure you know the firm and show your interest

### One-round interview process September 2020

2 Recruitment committee members  
(normally 1 Partner & 1 Senior Associate)



### RECRUITMENT PROCESS

<p><b>Coffee catch-up</b></p> 	<p><b>Office tour</b></p> 
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### What do we look for in a seasonal clerk?

We recruit high achieving, client centric people, who learn agilely with an international perspective. We understand that technical excellence is only one success factor.

- We value a range of skills in our employees and recognise that a diversity of strengths leads to best results. We are looking for people who have an intellectual curiosity and are intrinsically motivated. Excellent marks are not necessarily a predictor of career success.
- Are you empathetic? Can you stand in the shoes of our client and experience the problem from their perspective?
- Is it more important to you to admire the problem or are you most interested in providing a practical, efficient and commercially sound solution?
- Are you traditional and risk averse or are you excited by a changing and fluid work environment?
- When you think about your career are you only focused on Australia, or do you appreciate that Australia's closest neighbours are the new power houses of the global economy?

We believe in teamwork and the 'Power of Together.' We are not a collection of siloed practices, but work closely across the network to pursue client opportunities. Through a high performance culture our results are realised through collaboration, innovation and engagement.

# Graduate program


 **25** graduates


## Why the King & Wood Mallesons Graduate Program?

### Priority offer system

We invite applicants to submit an online application in accordance with the LIV Traineeship Guidelines.

Majority generally recruited from clerking pool

 **3 x 6-month rotations**

 **Deferring graduate offers considered on a case-by-case basis**

We offer a unique training experience with multiple rotations and a comprehensive learning and development program for our graduates. We invest heavily in development to support graduates in fulfilling their potential. The program provides a practical business foundation for junior lawyers. You'll receive:

- Meaningful work covering a wide range of practice areas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice groups
- A practical understanding of areas of our legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes and, of course, the people you'll work with

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

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

The program also promotes and supports the mobility of our staff across our offices, by giving you the opportunity to apply to go on exchange to one of our interstate or overseas offices. Similarly, as part of the program we also provide you with the opportunity to apply for various client and pro bono opportunities. Through this, you can access a greater choice and variety of destinations and on-the-job experience.

# Welcome to a new dimension of law.

**Immerse yourself in the KWM virtual experience.**



# 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.

At King & Wood Mallesons, leading in wellbeing is one of our core priority areas. Our wellbeing focus is preventative rather than curative and involves examining our systems and processes to work out where there might be contradictions that could impact the creation of a wellbeing culture. 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. Among the initiatives that we have embedded to support positive mental health and wellbeing include:

- One-stop "Managing your workload and wellbeing" dynamic intranet site provides information, policies, processes and support for how we manage our work and the wellbeing of our people, including the risk of fatigue
- Emphasising our protocols and systems that identify and manage workloads, in particular on "Extra Demand Matters",

to support our people's wellbeing and development

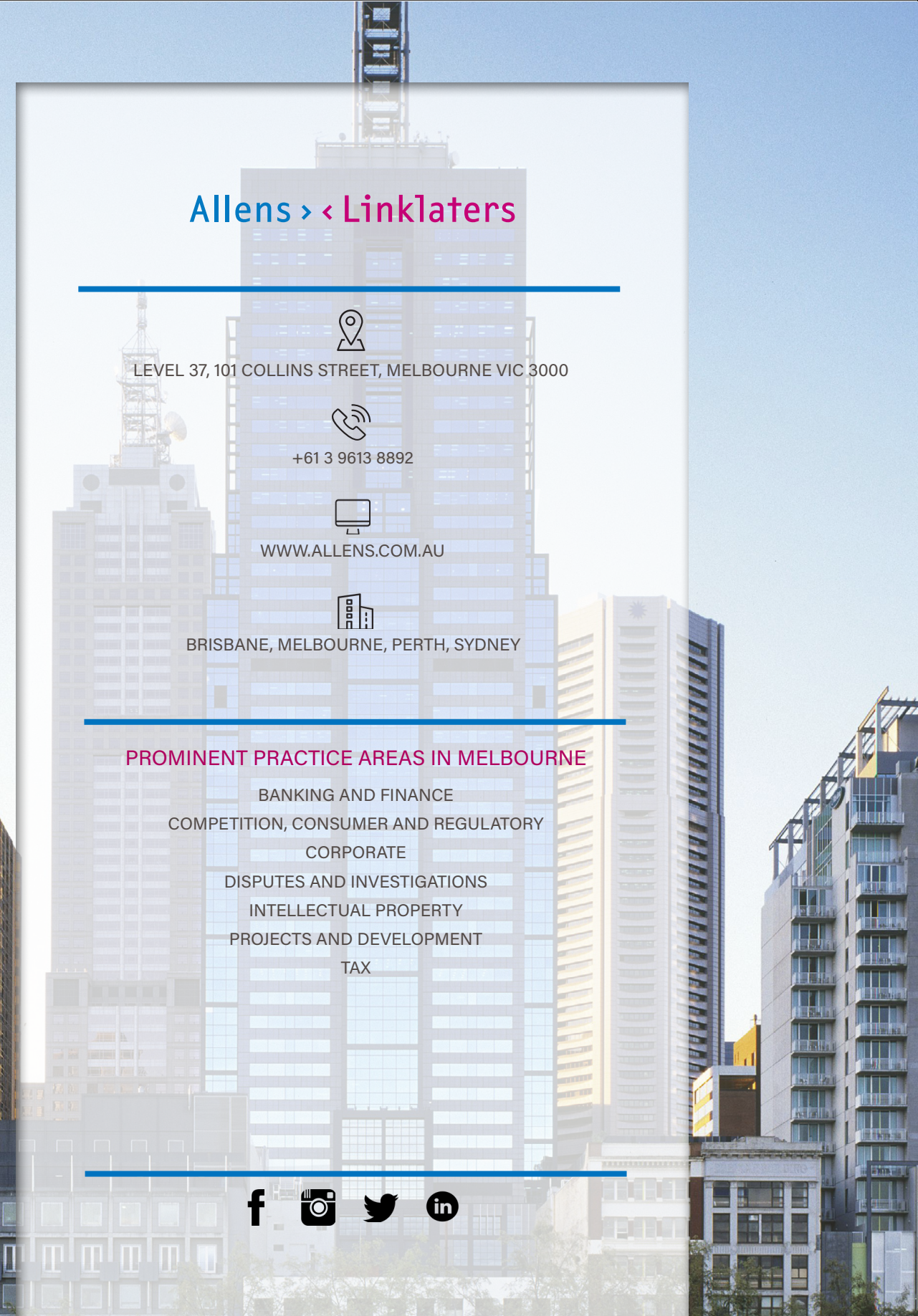
- Regular career coaching conversations for all lawyers and supporting our people managers with the tools to have meaningful conversations
- Leadership development program for new partners to integrate wellbeing into their leadership roles
- Confidential Employee Assistance Program and Psychological Rehab Support Program (24/7), both of which report (on an anonymous basis) usage and identify trends for us to proactively action

Critical to the maintenance of positive mental health and wellbeing is the elimination of inappropriate workplace behaviours including sexual harassment. At King & Wood Mallesons, we are committed to fostering an environment that is fair, safe and based on respect and integrity. Central to this is letting our people know it is safe to speak up to raise concerns regarding sexual harassment. We have comprehensive policies, processes, measures and education in place to safeguard our people and to ensure they understand their rights and responsibilities.

# Welcome to a new dimension of law.

Immerse yourself in the KWM virtual experience.





## Allens > < Linklaters



LEVEL 37, 101 COLLINS STREET, MELBOURNE VIC 3000



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WWW.ALLENS.COM.AU



BRISBANE, MELBOURNE, PERTH, SYDNEY

### PROMINENT PRACTICE AREAS IN MELBOURNE

- BANKING AND FINANCE
- COMPETITION, CONSUMER AND REGULATORY
- CORPORATE
- DISPUTES AND INVESTIGATIONS
- INTELLECTUAL PROPERTY
- PROJECTS AND DEVELOPMENT
- TAX



# ABOUT ALLENS LINKLATERS

## ABOUT US

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. Allens has approximately 757 legal staff including around 135 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 200 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.

## WORKPLACE CULTURE AT ALLENS

Culture can be a tricky thing to put your finger on from the outside. We've had almost 200 years to build ours, and it's what we think makes Allens such a great place to build a career. But don't just take our word for it. We've drawn back the curtain on our culture, so you can see whether it's one you'd thrive in. Follow us on Facebook, LinkedIn or Twitter and visit our early careers website for the inside scoop.

## DIVERSITY AND INCLUSION AT ALLENS

Allens has long been committed to inclusion and diversity. Harnessing the many talents of our people helps us connect with our clients, solve complex problems, innovate and attract even more great people. As a team, we 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 structural, behavioural and 'hearts and minds' opportunities across a range of pillars, including gender, LGBTQ+, parents and carers, Indigenous, social mobility and flexible work. We're looking to build on inclusion as a strength, mainstream flexible work and actively support and manage our talent throughout their careers.

## WHAT MAKES US SPECIAL

Comparing firms can sometimes feel like an impossible task. While we think there are a few things that make us unique - like our two-year graduate program which offers two 12-month rotations and a commitment to invest in your career for the long term, our illustrious list of alumni and the fact that we're one of Australia's longest running businesses - it's our culture and the way we work together that really sets us apart.

## KEY VALUES AT ALLENS

- In it together
- Eyes on the horizon
- Courageous and creative
- Driven by excellence
- Fostering greatness



# Great change is here. Shape the future with Allens

## INTERNATIONAL OPPORTUNITIES

Our alliance with Linklaters gives our people enormous opportunities to accelerate their careers within a global network. For our clients, the alliance means access to strong teams in 39 offices across 28 countries. Our global teams act as one, sharing their knowledge, best-practice approaches and talents to help solve our clients' most complex problems, seamlessly.

For our people, the alliance means:

- Opportunities to work on global deals with market leading lawyers.
- Opportunities to work on multi-jurisdictional matters with a broader range of clients.
- Access to Linklaters job opportunities globally.
- International assignment opportunities (short and long term).

While both Allens and Linklaters excel in their markets, we are stronger together. Having international counterparts allows us to experience new things, develop new thinking and constantly evolve.

## CAREER DEVELOPMENT AT ALLENS

- Learning and development programs
- Secondment opportunities including:
  - Client secondments
  - Overseas secondments via Linklaters
  - Membership of professional organisations
  - Study leave and support
- Promotion conferences to equip you with skills for your next career milestone
- Career deal including our market leading career model
- For our graduate lawyers:
  - 18-week in-house Graduate Diploma of Legal Practice program
  - 12-month rotation program to Linklaters London, Hong Kong and Singapore

## PRO BONO AND CSR AT ALLENS

At Allens, we use our position to give back to our community. We stand up for what we believe in and strive to make a real difference. Not only because it's the right thing to do, but because we are truly motivated by positive change. You'll find individuals and teams across the firm committed to providing access to justice, alleviating disadvantage, promoting reconciliation and protecting the environment. At Allens, we are proud of the important role we play in our community.

Pro bono work is a valued part of life at Allens. Join us and you'll have the opportunity to apply your skills and contribute to causes and organisations. You'll also be encouraged to take part in challenging matters and develop new skills that complement what you already know.

Currently, our work is focused on advancing the human rights of asylum seekers, the homeless and LGBTIQ+ people. We partner with inspirational organisations and community legal centres such as Homeless Persons' Legal Clinics, the Human Rights Law Centre and asylum seekers' legal services. We also offer a pro bono secondment at the Refugee Advice and Casework Service and fund the only ongoing graduate position in the community legal

## RECENT ACCOLADES AND/OR RECOGNITION

- Ranked #1 law firm of the year by Grad Australia, for the third year in a row, as voted for by students
- Ranked #1 law firm in the top 75 graduate employers by Australian Association of Graduate Employers (#22 overall)
- Clerkship program recognised on the 2019 AAGE Top Intern Programs List
- Listed in the 2019 AFR BOSS 100 Most Innovative Companies (ranked 6th)
- Employer of Choice for Gender Equality (WGEA)
- Law Firm of the Year (> 500 lawyers) in the 2019 Australasian Law Awards.
- Named a LinkedIn Top Company in 2019.
- Tier 1 firm in 15 practice areas in Australia in the Asia Pacific Legal 500 rankings
- An elite band one firm in 17 practice areas in Australia in the 2020 Chambers Asia Pacific results.

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?**

## 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).

# Clerk with us

  
**Courtney Reynolds**  
 Graduate Resourcing Senior Consultant  
 student.careers@allens.com.au



## CLERKSHIP PROGRAM

-  ~80 clerks in Melbourne (25-30/intake)
-  3 intakes  
 Nov/Dec 2020  
 Jan/Feb 2021  
 June/July 2021
-  One team  
 3-weeks in one practice group
-  Hands-on practical experience
-  Collaborate on diverse challenges

## CLERKSHIP APPLICATION PROCESS

- Opens:** Monday, 6 July 2020
- Closes:** Monday, 31 August 2020 (11:59pm)
- Eligible to apply:** Penultimate & final year students (incl. International students)
- Critical reasoning assessment**
  - Behavioural preferences & personality
  - Strengths-based & scenario-based
- Online application form
- CV (uploaded separately)
- Cover letter
- Academic transcript

## What kind of work does an Allens Linklaters clerk undertake?

Our clerks daily responsibilities are similar to those of a junior lawyer.

Whilst we celebrate our differences, it's important to understand what unites us. The following attributes contribute to our success and are what our people have in common;

- 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.

- 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 we face – as well as the wider commercial environment in which we operate.

**One-round interview process**  
 1 - 15 October 2020


One face-to-face interview



## RECRUITMENT PROCESS

Cocktail & information night  
*Allens Insider Access*

Coffee catch-up





## What do we look for in a seasonal clerk?

We're 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 are ambitious, not only about the law, but have interests outside their university life and career. Our people are our greatest asset, and it's having diversity and different personalities that we believe sets us apart. 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 cliched as it sounds, be yourself. We 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.



# Graduate program

## Ethical sponsorship statement

 **35** graduates

### Why the Allens Linklaters Graduate Program?

#### Priority offer system

We typically recruit all of our graduates from our clerkship pool. If we need to go to market, it varies from year to year. If you have completed a clerkship with us, we seek expressions of interest and ask you to provide your up to date CV. We do not interview for graduate positions for previous clerks

#### 2 year program

 **2 x 12-month rotations**

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.

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;
- Completing a graduate diploma in legal practice (via Allens Academy); and
- A 12 month weekly legal seminar series (cornerstone program).

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 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.

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?**

#### INCLUSION AND DIVERSITY

Allens has long been committed to [inclusion and diversity](#). Harnessing the many talents of our people helps us connect with our clients, solve complex problems, innovate and attract even more great people.

As a team, we 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 implementing the right structures, driving inclusive behaviours and building 'hearts and minds' commitment across a range of pillars, including gender, parents and carers, LGBTQ+, Indigenous, cultural and linguistic diversity and flexible work. We're looking to build on inclusion as a strength, mainstream flexible work and actively support and manage our talented people throughout their careers.

#### MENTAL HEALTH AND WELLBEING

We take the health and wellbeing of our people seriously at Allens. We know wellbeing is a combination of physical, mental, emotional and social health factors, and our approach to wellbeing reflects this.

Our wellbeing framework focuses on 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

Examples of initiatives we use to support wellbeing across these areas include: flexible work and leave policies,

professional counselling, gym memberships, flu vaccines, healthy catering, parental leave transition coaching, carer referral services, fitness challenges, and targeted campaigns, pilots and programs. Each lawyer is assigned a Performance Coach who supports their wellbeing and assists with workload management. Other employees are supported by their managers.

#### EQUAL EMPLOYMENT OPPORTUNITY, BULLYING AND HARASSMENT POLICY

Allens is also committed to the principles of equal employment opportunity (EEO) and ensuring our workplace is free from discrimination, harassment and bullying.

Providing a safe and supportive workplace is critical to our business. 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.

Our EEO policy sets out responsibilities and applies to behaviour at work. All employees must complete online EEO training when they commence and refresher training during their employment.

#### ADHERENCE TO LIV CLERKSHIP AND TRAINEESHIP GUIDELINES

In 2020, 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 encourage candidates to reach out if they are unclear on our process or have any questions: your wellbeing—particularly during this process—is vital.

 Graduate offers can be deferred

[Find out more at graduates.allens.com.au](https://graduates.allens.com.au)



# CLAYTON UTZ



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WWW.CLAYTONUTZ.COM/GRADUATES



BRISBANE, CANBERRA, DARWIN, MELBOURNE, PERTH, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- CAPITAL MARKETS
- CONSTRUCTION
- CORPORATE
- INTELLECTUAL PROPERTY
- M&A
- MAJOR PROJECTS
- PUBLIC SECTOR
- TECHNOLOGY



# ABOUT CLAYTON UTZ

## ABOUT US

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.

## KEY CLIENTS / MATTERS

Our client base includes a number of the top 100 Australian companies as well as over 250 Federal and State Government Departments and 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 MAKES US SPECIAL

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.

## WORKPLACE 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.

## KEY VALUES

- Trust
- Respect
- Cooperation



## INTERNATIONAL OPPORTUNITIES

Yes, we offer a CU Abroad opportunity for junior lawyers after they have finished their graduate program.

## CAREER DEVELOPMENT

From our national graduate curriculum to our leadership programs, we have a range of development programs and opportunities for every career stage to develop legal, business and personal skills that will be leading the market.

Your career development starts on Day 1 of your clerkship program through your local orientation, and your journey continues through the graduate program and beyond at regular intervals. In addition to local and national orientation, you can expect to receive practice group intensive sessions when you rotate as a graduate and ongoing professional development courses that expand your technical and leadership development.

## DIVERSITY AND INCLUSION AT CLAYTON UTZ

Our people come from a wide range of backgrounds and have different skills, interests, personalities and capabilities. We are committed to an inclusive culture in which all of our people are recognised for their unique contributions and are encouraged and supported to achieve their full potential.

Diversity at Clayton Utz includes diversity of thought, background, experience, personal circumstances, education, religion, sexuality, gender, age, cultural background and ability/disability. That diversity helps to generate new ideas, creates more effective teams and relationships, and is a key enabler to attract, develop and retain the very best people.

Diversity and inclusion is integral to our culture which is founded on the values of trust, respect and co-operation. We are a proud member of the Diversity Council of Australia.

## PRO BONO AND CSR AT CLAYTON UTZ

Clayton Utz is serious about pro bono best practice. It's embedded into the culture of the firm. We were the first large Australian law firm to establish an in-house pro bono practice; the first to appoint a full-time pro bono partner; and the first to sign the National Pro Bono Target.

In 2018 we became one of only three firms in the world to appoint a second pro bono partner. In FY19, the firm averaged over 50 hours of pro bono work per lawyer for the fourth year in a row. Importantly, pro bono is about the real difference that our work makes to clients' lives.

We remain focused on our clients' needs; collaborate with the legal assistance sector and pro bono colleagues; and make pro bono work a part of each of our lawyers' everyday practice.

## RECENT ACCOLADES AND/OR RECOGNITION

- 2019/2020 Workplace Gender Equality Agency (WGEA) - Employer of Choice (Sixth Consecutive Year)
- Who's Who Legal Pro Bono Law Firm of the Year, London, May 2019
- 2019 LGBTI Inclusion Awards - Gold Employer (Third Consecutive Year)

# 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](https://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.**



# Clerk with us

  
**Alison Tassiou**  
 Graduate Resourcing Consultant  
 careers@claytonutz.com  
 (03) 9286 6000



## CLERKSHIP PROGRAM

45 clerks  
in Melbourne  
(~ 20-25/  
intake)



2 intakes  
23 Nov - 18 Dec 2020  
28 June - 23 July 2021



2 Rotations  
Spend 2 weeks in  
2 different practice  
groups each



Volunteer  
at one of our  
Community  
Connect Program  
partners



Network  
at a range of  
different firm  
events



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

- Eligible to apply
- Penultimate year students
  - International students (must be able to independently obtain work visa)
  - Final year students (outline why clerkship not completed in penultimate year)

Psychometric testing  
Pymetrics



- Online application form
- CV (uploaded separately)
- Academic transcript
- Short answer responses (in lieu of cover letter)



### What kind of work does a Clayton Utz clerk undertake?

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.

### What other opportunities are there for a Clayton Utz clerk?

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

### One-round interview process September - October 2020

1 Partner &  
1 People & Development (HR) Team member



## RECRUITMENT PROCESS



### What do we look for in a seasonal clerk?

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 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!



# Graduate program

 **15** graduates

## Why the Clayton Utz Graduate Program?



### Priority offer system

Our clerks will be contacted directly to apply for a graduate position. If an opportunity arises to apply for the graduate program direct from market, we will advertise these opportunities on our website.


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.

### 100% 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. Please refer to our website for further information on when these opportunities are available, and how to apply.

Our rotation program means you'll 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 approach to learning & development, you'll get the support you need to become the best you can be.

### 2 year program

 3 x 6-month rotations

After, you will settle in one of the practice groups you have rotated through

 **Deferring graduate offers considered on a case by case basis**

#### ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Clayton Utz is a signatory to both the LIV Seasonal Clerkship and Traineeship Guidelines 2020. As a firm, we recognise the importance of transparency for students as they move through the recruitment process. Our decision to be a signatory to these guidelines is to ensure that students are given a fair and equitable chance to consider all available opportunities on a level playing field. We believe this allows students to make informed decisions about how they would like to begin their career without unnecessary additional pressures and/or stress.

#### MENTAL HEALTH AND WELLBEING

Clayton Utz takes the mental health and wellbeing of its Partners and employees seriously. We have a range of robust policies, procedures and initiatives to best support our people. These include an Anti-Discrimination, Sexual Harassment & Bullying policy, Flexible Work Policy and a Domestic and Family Violence (DFV) policy.

#### 1) Policies

- We recognise the impacts of DFV on individuals and the workplace; and through our DFV policy, we're committed to supporting people at risk by providing a safe and supportive work environment. Our policy provides support options for our people who are exposed to DFV, and guidance and support for Partners/managers and colleagues who are assisting individuals in these situations.
- Additionally, Clayton Utz takes a systematic approach to risk management. As part of this, we have established an intervention framework that addresses risk and protective factors (including suicide prevention). We also have a comprehensive early return to work and psychological rehabilitation programs. This ensures that our support continues to be people centric and is fully integrated across all areas of health and wellness.

2) Training

- We offer our people the opportunity to volunteer as mental health advocates and drive awareness and education around mental health across the firm. We offer this through training as a Mental Health First Aif officer or Mental Health Champion. This training has equips individuals with skills to help identify and start conversations around mental health. Everyone who completes this training has a clear identifier at their desk and in our virtual address book. This makes them easily accessible as a point of contact or referral if an employee needs it.
- We foster a culture of positive mental health and wellness. To support this we regularly offer training and development to our people to promote positive mental health and wellbeing initiatives. By offering regular sessions and education around wellness, we're ensuring we can maintain an open dialogue across our people in each office.

3) Appointment of National Mental Health Manager and Health, Safety & Wellbeing Manager

- To further advance our progress in the mental health and wellbeing space, Clayton Utz appointed Emma Howard (National Mental Health Manager) and Julio Bara (Health, Safety & Wellbeing Manager) in 2019 to provide expertise and ensure best practice around our integrated mental health and health and wellbeing and strategies. This also ensures we can continue to develop and evolve our policies and in-house initiatives.

4) External Support

- Clayton Utz engaged with the Centre for Corporate Health to manage its external Employee Assistance Provider (CU Assist). It is available around-the-clock for confidential counselling, both for employees and their immediate family.

**SEXUAL HARASSMENT IN THE LEGAL PROFESSION**

Research from the 2019 International Bar Association survey shows there is a culture of sexual harassment and bullying amongst the global legal industry. The firm has a zero tolerance for bullying and sexual harassment.

As a firm, we took on board the findings in the Independent Review of Russell McVeagh (NZ) to ensure we are fostering a positive culture. This also informed that our policies and procedures continue to remain sustainable while proactively preventing sexual harassment in the workplace. Our commitment to ensuring a workplace free from sexual harassment includes:

1) Policies

- Clayton Utz has an Anti-Discrimination, Sexual Harassment & Bullying policy backed by mandatory online and face-to-face training led by our Workplace Relations partners. A focus on preventing sexual harassment is reinforced through our Drug and Alcohol policy and also considered in our progressive Gender Diverse and Gender Affirmation policy. In 2019 we introduced Contact Officers in each of our offices. Contact officers are

a new support group with which anyone can raise workplace issues or concerns to. They are an additional layer of support and can provide initial guidance on escalating the concern, or identify the options available under our firm's policies and procedures.

2) Training

- As a new starter at Clayton Utz, your onboarding includes training around expected behaviour. We also conduct refresher training for all Partners and employees every two years in accordance with the Workplace Gender Equality Agency guidelines.
- Additionally, we offer training to all employees on the intended and unintended consequences of inappropriate behaviour including "casual sexism." Rolling out improved awareness and training helps to ensure our employees understand

the impacts within a workplace as well as steps to prevent instances of casual sexism.


- The firm encourages/mandates unconscious bias training for graduates, Partners and managers at key points in the talent cycle. This improves awareness around diversity education and managing anti-discrimination in the workplace.


3) Australian Human Rights Commission's National Inquiry into Sexual Harassment in Australian Workplaces

- As a firm, we supported the above national inquiry (of which the Report was recently released). As part of this participation, we were proactive in waiving non-disclosure agreements to ensure our Partners and employees felt empowered to make confidential submissions, should they wish.





  
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BRISBANE, CANBERRA, DARWIN, MELBOURNE, NEWCASTLE, PARRAMATTA PERTH, SYDNEY

**PROMINENT PRACTICE AREAS IN MELBOURNE**

- BANKING AND FINANCIAL SERVICES
- COMMERCIAL DISPUTE RESOLUTION
- CORPORATE AND COMMERCIAL
- EMPLOYMENT
- HEALTH AND COMMUNITY
- INSURANCE (GENERAL AND STATUTORY)
- PRIVATE CLIENTS
- PROPERTY AND PROJECTS
- PUBLIC SECTOR
- TAX
- TECHNOLOGY AND DIGITAL ECONOMY
- PRO BONO



# ABOUT HALL & WILCOX

## ABOUT US

Hall & Wilcox is a leading independent Australian law firm. We are a firm of over 750 people delivering outstanding legal services to corporate, public sector and private clients, both Australian-based and those offshore doing business in Australia.

Hall & Wilcox was recently named finalist: Best Law & Related Services Firm (\$50m-\$200m revenue) and Best Provider to Financial & Insurance Services Industry at the Client Choice Awards 2020. The firm was also recently granted the Employer of Choice Gender Equality citation for 2019-20.

## 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 - 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.

## WHAT MAKES US SPECIAL

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 that are better, faster and effective. Smarter Law 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.

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 with 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.

## KEY CLIENTS / MATTERS

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.

## DIVERSITY AND INCLUSION

At Hall & Wilcox diversity and inclusion are vital components in our practise of Smarter Law. We are committed to creating and maintaining a diverse and inclusive workforce that reflects our people, our clients and our community.

We have four areas of focus that help us achieve our inclusive culture: Flexibility, Gender equality, Inclusion for all identities and connection for thriving careers.

This supports us attracting, retaining and engaging the best possible talent and leveraging the cognitive diversity offered by our people to build stronger relationships and deliver Smarter Law to our clients.



## WORKPLACE 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. We are committed to offering genuine flexible working arrangements which balance flexibility with the commercial needs of the firm and our clients.

## INNOVATION AT HALL & WILCOX

We are committed to Smarter Law. In simple terms that is delivering legal services better, faster and more effectively to our clients. Innovation is central to that. We define innovation as 'change that adds value.' The key word is change. We are action oriented. Innovation is ingrained into one of our core values #evolvealways. We support innovation in the following ways:

- Our performance management system has Smarter Law and innovation as a key performance criteria and we recognise achievements in this area across the firm
- We have a dedicated innovation team (our Client Solutions team) who support and enable innovation in the firm. The Client Solutions team assist our people with design thinking. We use a wide range of modern legaltech tools to enable us to be more efficient and implement new legal services for our clients
- We train up our lawyers with business improvement methodologies, legaltech skills training, hackathons, workshops and other competitions to foster ideas across the firm.
- We run our matters and innovation projects with multi-disciplinary teams. Legal and other professionals working together to develop better solutions. We involve our clients in this process so they can co-create the future with us.

## CAREER DEVELOPMENT

At Hall & Wilcox, we are committed to a culture of development and continuous improvement. Our focus is to retain and grow our talent by supporting our employees in their personal and professional development.

Learning is an ongoing process that is critical in every aspect of our work. That's why we create an environment where collaboration, critical thinking and creativity thrive. It's what drives Smarter Law and helps us to create a high performance learning culture.

HW Academy is how we deliver and support continuous learning at Hall & Wilcox. It aligns learning to strategy and provides clear development pathways for all our people. To support this learning, we have recently introduced an internal mentoring program. Mentor Connect links mentors and mentees together to encourage our people to share knowledge, experience and expertise to help everyone reach their full potential.

Starting with a personalised induction program, your ongoing development will include the opportunity to participate in regular legal seminars, internal and external workshops, online learning and webinars. We develop leadership capability with bespoke programs for emerging and new leaders, senior leaders and high potential female leaders.

## INTERNATIONAL OPPORTUNITIES

Hall & Wilcox is an independent national law firm and although we do not typically offer opportunities to work internationally we have the flexibility to work with clients and other firms from around the world. We have several international desks led by partners and senior lawyers who are native speakers and understand first-hand the commercial and legal issues of doing business in that country.

## RECENT ACCOLADES AND/OR RECOGNITION

Hall & Wilcox was recently named finalist: Best Law & Related Services Firm (\$50m-\$200m revenue) and Best Provider to Financial & Insurance Services Industry at in the Client Choice Awards 2020, independently researched by Beaton. The firm was also granted the Employer of Choice Gender Equality citation from the Workplace Gender Equality Agency (WGEA) for 2019 and 2020.

Our partners are recognised in leading legal directories, including Chambers and the Legal 500.

## PRO BONO AND CSR

We're committed to giving back to our communities by doing work for the public good. Our pro bono practice embraces our ethical responsibility as a firm to help those in need, and enriches the personal and professional lives of the Hall & Wilcox lawyers who get involved.

We are proud of our pro bono practice and our engagement with not-for-profit community groups, individuals and charities. We recognise and embrace the community responsibilities that come with being a successful, respected firm and a representative of the legal profession. For our people, the firm's pro bono and community involvement is personally and professionally enriching.


We run a coordinated pro bono & community practice that comprises of employees from all areas of the firm. We encourage and give full credit for pro bono work to everyone at the firm. As part of our graduate program, our Law Graduates can choose to rotate through our Pro Bono practice, which includes a one day per week secondment to a legal center.

We have fostered close, ongoing relationships with several inspirational community organisations, to which we provide pro bono legal services. Some of these include:

- Public Interest Advocacy Centre
- Justice Connect
- Refugee Advice & Casework Service (RACS)
- Human Rights Law Centre



# Clerk with us

  
**Phoebe McGarry**  
 National Graduate Advisor  
 phoeve.mcgarry@hallandwilcox.com.au  
 (03) 9603 3650



## CLERKSHIP PROGRAM

**2 intakes**  
 23 Nov - 11 Dec 2020  
 July 2021



**One team**  
 3-weeks in one practice area



**Workshops, development & training sessions**



**Buddy system**



## CLERKSHIP APPLICATION PROCESS

**Opens:**  
 Monday, 6 July 2020

**Closes:**  
 Monday, 31 August 2020 (11:59pm)

**Eligible to apply**  
 Final year students  
 Recent graduates  
 International students



**Blind review**  
 Candidate details will be hidden to eliminate "hidden bias"



- Online application form
- Cover letter
- Academic transcript
- Short answer responses

### What kind of work does a Hall & Wilcox clerk undertake?

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 three weeks in the one team and 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.

### What other opportunities are there for a Hall & Wilcox clerk?

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, social and sporting activities.

### One-round interview process 7 Sept-18 Sept 2020

1 Partner,  
 1 Lawyer &  
 1 People and Culture representative



## RECRUITMENT PROCESS

Information evening



### What do we look for in a seasonal clerk?

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 extra-curricular activities.
- Excellent communication skills, including language and interpersonal skills.


# Graduate program



## Priority offer system

"Priority offer" system set out by the LIV to provide offers to candidates who have clerked with us.

 3 x 4-month rotations

 Deferring graduate offers considered on a case-by-case basis

## Why the Hall & Wilcox Graduate Program?

Our graduate program is a priority for us and 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 with many of our current partners completing the program in their Hall & Wilcox career journey.

As a Law Graduate you will be a part of a 12 month program which includes three, four month rotations with extensive on-the-job training and support. In particular, you will receive:

- 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 including our Elevate program, designed to further develop our graduates and provide them with the skills and expertise to excel.
- Opportunities to participate in Pro Bono and Smarter Law initiatives
- Ongoing feedback, both formal and informal.
- The opportunity to immerse yourself in our great culture and have fun!

Think progressive  
Think innovation  
Think Hall & Wilcox

For more information about our clerkship and graduate programs visit [hallandwilcox.com.au/careers](http://hallandwilcox.com.au/careers)







# Ethical sponsorship statement

## MENTAL HEALTH AND WELLBEING

Hall & Wilcox is proud of its inclusive culture – one that is warm and welcoming, progressive, inclusive and supportive. 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 helps us to support 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. The promotion of our EAP provider confirm our commitment to the wellbeing of all our people in the everyday open, supportive conversations in managing mental health. We also importantly support and 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 can 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 obliged to contribute to providing 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.

We have internal procedures in place to ensure that if any employee or partner feels that 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. Adherence to the LIV Clerkship & Traineeship Guidelines

Hall & Wilcox is a signatory to the LIV Seasonal Clerkship and LIV Traineeship Guidelines 2020.

The firm has followed these 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.

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/>



# K&L GATES



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BRISBANE, MELBOURNE, PERTH, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- ASSET MANAGEMENT AND INVESTMENT FUNDS
- CORPORATE
- ENERGY, INFRASTRUCTURE AND RESOURCES
- FINANCE
- INTELLECTUAL PROPERTY
- LABOUR, EMPLOYMENT AND WORKPLACE
- LITIGATION AND DISPUTE RESOLUTION
- POLICY AND REGULATORY
- REAL ESTATE



# ABOUT K&L GATES

## ABOUT US

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.

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.

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

Our core practice areas in Australia include: Corporate, Finance, Financial Services, Intellectual Property, Labour Employment and Workplace Safety, Litigation and Dispute Resolution, Policy and Regulatory and Real Estate.

Are you 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).

## WHAT MAKES US SPECIAL

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.

## DIVERSITY AND INCLUSION AT K&L GATES

As a firm committed to diversity and inclusion, we engage our lawyers through mentorship, teamwork and a steadfast belief in the power of our people to change the legal profession and the power of our profession to change society. We work to provide opportunities for all of our lawyers to develop their practices and careers in meaningful ways.

Our firm wide Diversity and Women in the Profession Committees lead the charge for diversity and inclusion throughout the firm. These committees span the globe, are supported by full-time staff and include members of the firm's Management Committee. The firm has various employee resource groups at the firm wide and local office levels, including groups for women lawyers; LGBTIQ+ employees and allies; and working parents.

We are committed to collaborating with our clients and communities to further our goals and we strive to maintain an inclusive culture that enriches the experience of our people, enabling them to better serve our clients. We encourage cooperation and teamwork and provide fair and ethical treatment of all employees.





**K&L GATES**

**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.

**INNOVATION AT K&L GATES**

We strive to meet our clients at the critical cross-roads of their challenges and business needs to help them navigate the increasingly complex legal landscape. In today's data-heavy, fast-moving, and multijurisdictional environment, we understand the importance of being able to manage the growing volume of information at ever-increasing speeds. That's why we carefully invest in technology platforms, harness innovative techniques in processes and procedures, and create a culture of driving growth which enhances our efficiency and delivery of services, facilitates collaboration, and helps solve client problems.

**INTERNATIONAL OPPORTUNITIES**

International opportunities are available on a case-by-case basis.

**PRO BONO AND CSR AT K&L GATES**

Lawyers in our offices around the world have provided pro bono legal representation to countless disadvantaged and oppressed individuals as well as to nonprofit organisations that provide community services. At the firmwide level, we are able to make an impact with efforts such as our Anti-Human Trafficking Initiative, and our Global Day of Service in which the entire firm participates in dozens of volunteer activities.

**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 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**

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

**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.

**FORMAL TRAINING PROGRAM**

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

**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 commercial lawyer at K&L Gates.

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

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](#)
- Check out our brand video on YouTube: [/klgateslaw](#)
- Or visit our Careers page at [www.klgates.com](http://www.klgates.com) for application details.

**APPLICATIONS**

We accept graduate and clerkship applications in line with law society guidelines in the relevant state. Please check our website for application dates by office location.  
Contact details  
**Tania Brierley**  
Recruitment Consultant  
P +61 3 9640 4214  
W [www.klgates.com](http://www.klgates.com)

# Clerk with us

  
**Mark Enright**  
 HR Manager  
 mark.enright@klgates.com  
 (03) 9640 4263



## CLERKSHIP PROGRAM

~ 28 clerks  
 in Melbourne  
 (14/intake)



2 intakes  
 Summer 2021  
 Winter 2021



One team  
 4 weeks in a  
 practice group



Interactive  
 workshops &  
 training sessions



## CLERKSHIP APPLICATION PROCESS

Opens:  
 Monday,  
 6 July 2020

Closes:  
 Monday,  
 31 August 2020  
 (11:59pm)

Eligible to apply  
 Penultimate students  
 Final year students  
 Recent graduates



- Online application form
- CV
- Cover letter
- Academic transcript
- Short answer responses

### What kind of work does a K&L Gates clerk undertake?

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

- Corporate
- Energy, Infrastructure and Resources
- Finance
- Asset Management & Investment Funds
- Intellectual Property
- Labour, Employment and Workplace
- Litigation & Dispute Resolution
- Policy & Regulatory
- Real Estate

Please visit our website for more detailed information on each practice area at [www.klgates.com](http://www.klgates.com)

### What do we look for in a seasonal clerk?

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.

### Two-round interview process September & October 2020

#### Face-to-face

1 HR Rep  
 and  
 1 Partner / Senior Associate /  
 Special Counsel



#### Group Interview

Work through a legal scenario with other candidates & 2 recruitment team members

Aimed at assessing:

- Analytical skills
- Critical skills
- Teamwork skills
- How you think commercially




#### Information session





# Graduate program

 **8-10** graduates

## Why the K&L Gates Graduate Program?

### Clerkship pool offer system

Priority offers only  
No market offers

100% from clerking pool

### 12 month program

 3 rotations

 Deferring graduate offers considered on a case-by-case basis

Our graduate program is designed to give you the technical expertise and commercial context to succeed. Throughout the year you are supported with a buddy, supervisor and mentor. Partners and senior lawyers will support and guide you through each rotation and support your career development. Your buddy, a junior lawyer, will help you transition into your new role.

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

Our program focuses on two key areas – fundamental legal abilities and professional legal skills which incorporate:

- legal technical skills (analysis and judgment);
- client service (client and business knowledge, networking); and
- personal effectiveness (communication, work ethic, motivation and maturity).



## Ethical sponsorship statement

K&L Gates expects that all of its employees and its partners carry out their business and perform their duties to the highest ethical standards whilst maintaining respect for all stakeholders. 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 culture that responds effectively to both the physical and psychological needs of our people.

We acknowledge that in particular, sexual harassment has been identified as a issue within the legal industry and we have therefore adopted a number of initiatives to educate our staff and effectively communicate our zero tolerance for sexual harassment in the workplace.

Initiatives to eliminate sexual harassment in the workplace include:

- a comprehensive session on workplace behaviour in our orientation program
- regular mandatory training for all employees and partners on acceptable workplace behaviour delivered by our employment and workplace health and safety lawyers and our human resources staff
- a comprehensive workplace behaviour policy which is issued to all employees and partners on commencement and is available on our intranet
- contact officers in place to assist employees and partners with issues or

concerns

- procedures to investigate reports of unacceptable behaviours and disciplinary procedures to address identified issues.
- We also recognise that mental health is a major issue within the legal industry and we have adopted the following health and wellbeing initiatives to support our employees and partners:
  - a firm funded Employee Assistance Program
  - a variety of health and wellbeing initiatives including sporting events, social events, yoga, self-defence classes, gym subsidies and fresh fruit for all staff
  - regular training on topics of interest relating to mental health and wellbeing
  - a health and wellbeing page on our intranet with tips on a range of health and wellbeing topics and links to online resources
  - participation in a variety of health and wellbeing initiatives including R U OK day, the day for the elimination of violence against women, Movember, and International Women’s Day to name a few.

Our commitment to eliminating harassment in the workplace and supporting employees and partners with health and wellbeing initiatives is shared throughout the firm and driven passionately from our Australian Managing Partner and our Global Managing Partner.





# Lander & Rogers

Lawyers

  
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 +61 3 9269 9000  
  
 WWW.LANDERS.COM.AU  
  
 BRISBANE, MELBOURNE, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- COMMERCIAL DISPUTES
- COMPENSATION LAW
- CORPORATE
- GENERAL INSURANCE
- FAMILY & RELATIONSHIP LAW
- REAL ESTATE & PROJECTS
- WORKPLACE RELATIONS & SAFETY



# ABOUT LANDER & ROGERS

## ABOUT US

Lander & Rogers is a leading independent Australian law firm operating nationally from Melbourne, Sydney and Brisbane. We are a principal advisor to many publicly listed and private Australian companies, Australian subsidiaries of global companies, as well as all levels of government.

We have nearly 500 people nationally, seven key areas of practice and cover a diverse range of industry sectors, with a core focus on financial services, insurance, government, dust diseases, infrastructure, real estate and retail and supply chain.

We are consistently independently rated by our clients as a top performing law firm in Australia – our client feedback led to winning the Best Professional Services Firm (revenue \$50m - \$200m) in the 2018 Financial Review Client Choice Awards.

## KEY VALUES

- Authentic
- Connected
- Innovative

## KEY CLIENTS / MATTERS

We are a principal advisor to many publicly listed and private Australian companies, Australian subsidiaries of global companies, as well as all levels of government.

Some well-known names include Bunnings, Aecom, Wesfarmers, Coles, WorkSafe, QANTAS, QBE, JB Hi-Fi, Allianz and AIG.

## RECENT ACCOLADES

Employer of Choice for Gender Equality 2020 (Workplace Gender Equality Agency)

Top 24 'Employers of Choice' in the 2019 Australasian Lawyer's Employer of Choice Rankings

Winner of Excellence in Employee Health & Wellbeing award at the 2019 Australasian Law Awards

Ranked First Tier in Doyle's Guide's Leading Family & Divorce Law Firms in Australia in 2019

## WORKPLACE CULTURE

At Lander & Rogers, we pride ourselves on being known for our friendly and down-to-earth culture.

We believe that legal services are 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 will strengthen our culture.

## CAREER DEVELOPMENT

Career and professional development is a feature of life at Lander & Rogers. We invest heavily in the development of our people through internal and external seminars, workshops and learning programs, and post graduate study. All employees have a learning and development plan, supported by a peer program which addresses key learning and development competencies and is clearly aligned to the individual's role profile and the firm's goals.

## DIVERSITY AND INCLUSION

Lander & Rogers are proud to be an employer of choice for gender equality - one of only 119 organisations nationally to receive a citation by the Workplace Gender Equality Agency (WGEA) in 2020.

The firm was recognised by WGEA for a range of 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. Across law firms nationally, we have the fourth most female Partners.

We recognise that our firm's success is a direct reflection of the calibre of our people and 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 want to be 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.



## INNOVATION

We are at the forefront of innovation - recently establishing Australia's first LawTech Hub of its kind.

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.

Lander & Rogers also launched our iHub, a standalone business function focussed on innovation, in 2019. The iHub offers a client-centred, 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. They have already successfully co-designed with clients including WorkSafe Victoria, Wesfarmers, and Broadspire, and we look forward to working with many more in 2020 and beyond.

## PRO BONO AND CSR

Lander & Rogers is committed to developing a culture and business that supports the undertaking of pro bono work and other similar initiatives in the community. We have a market leading pro bono program in place which focuses on matters of access to justice, social inclusion and community service work.

We have a pro bono partner appointed to drive the practice of pro bono at the firm and we treat pro bono work as equally important to the firm as paid work. Everyone in the firm is encouraged to participate in and engage with our pro bono work.

Our pro bono practice is focused on how we can enable access to justice through our legal work, enhance social inclusion of marginalised Australians by providing opportunities to others, and serve our community through engagement of staff. We aim to prioritise our legal work to the areas where indigenous Australians or those marginalised by mental health, socio-economic status or age can be assisted, as well as matters concerning Human Rights. Our work often involves taking on matters in the public interest.

Our program includes:

- pro bono legal work;
- volunteering and secondment opportunities;
- fundraising campaigns and educational forums; and
- work place giving.

## INTERNATIONAL OPPORTUNITIES

Lander & Rogers is an Australian law firm, however, we do provide our lawyers the opportunity to work with international clients. Our goal is to be the independent firm of choice for international companies seeking to do business in Australia. We provide a complete suite of transactional support and commercial law services.

Our partners regularly travel to the UK, Europe, US and throughout the Asia-Pacific to develop and build on our relationships with international clients and leading independent law firms with whom we have cross-referral relationships. We seek out firms which are "best of breed" and which share our commitment to excellence and our service ethic. We work with firms that reflect our distinctive "Lander & Rogers culture". This is very important to us and to our clients.

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.




# Expand

When you join Lander & Rogers, you'll have the opportunity to grow into a great lawyer. But that's just the start. Working alongside some of Australia's leading experts and one of Australia's most highly regarded pro bono practices, you'll acquire the real world skills demanded of the very best lawyers.

Here you'll become a lawyer and more.

Discover your and at [landers.com.au/graduates](https://landers.com.au/graduates)

# Clerk with us

  
**Marissa Cedro**  
 Graduate Talent Acquisition Consultant  
 careers@landers.com.au  
 (03) 9269 9000



## CLERKSHIP PROGRAM

30 clerks  
in Melbourne  
(~ 10-12/intake)



3 intakes  
Nov/Dec 2020  
Jan/Feb 2021  
Jun/July 2021



One team  
4-weeks in one  
practice area



Work closely  
with a senior and  
junior lawyer who will  
guide and mentor you



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Penultimate  
& final year  
students can apply



Cognify  
Critical reasoning  
testing



- Online application form
- CV (uploaded separately)
- Academic transcript
- Cover letter

### What kind of work does a Lander & Rogers clerk undertake?

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); and
- 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); and
- social opportunities (e.g. weekly coffee catch ups, staff drinks, sporting and wellbeing activities).

### What other opportunities are there for a Lander & Rogers clerk?

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. In particular we make sure that opportunities for physical activity are easily available, such as offering weekly boot camp and yoga classes. We also make time for people to connect on a social level through our weekly staff drinks and other events.

### Two-round interview process September 2020

Video Face-to-face  
1 Senior Lawyer & 1 HR



### RECRUITMENT PROCESS

Cocktail  
night



### What do we look for in a seasonal clerk?

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 understanding your key skills and experience, we would like to know:

- 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; and
- what you can offer our firm and why we should recruit you.



# Graduate program



## Ethical sponsorship statement

 **10** graduates

### Why the Lander & Rogers Graduate Program?

#### Invitation to apply

Candidates will receive an invitation to apply for our Graduate Program.

#### 100% from clerking pool

Priority offers only  
No market offers

#### 4 x 3-month rotations

 Graduate offers can be deferred

Our graduate program is built on four practice group rotations, each of three months in duration, and 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.

As a medium sized firm, we're big enough to attract great clients with fantastic work; but small enough to be focussed on the important things like learning and development, opportunities for our people to progress, mentoring our junior lawyers and maintaining a happy workplace.

#### Adherence to LIV Clerkship & Traineeship Guidelines

Lander & Rogers are a signatory to the LIV Seasonal Clerkship and Traineeship Guidelines. The firm follow dates and times specified in the guidelines when making offers for both Seasonal Clerkships and Traineeships. The firm also follow and support the other guidelines outlined by the LIV and model our recruitment processes around them.

#### Mental Health & Wellbeing

Lander & Rogers strive to foster mental health and wellbeing in our workplace. We strive to achieve this goal in the following ways:

- By promoting workplace practices that encourage mental health and wellbeing;
- By providing training which fosters mental health and wellbeing;
- By ensuring access to resources on mental health and wellbeing; and
- By increasing awareness and fostering an understanding of mental health challenges in our workplace.

Lander & Rogers provide all employees with access to external mental illness professionals and agencies. We also collaborate internally and with other law firms, industry groups and organisations to promote mental health and wellbeing and support our people.

#### Sexual Harassment in the Legal Profession

Lander & Rogers is committed to a workplace that

is free from any form of inappropriate workplace behaviour, including unlawful discrimination, harassment, racial or religious vilification, victimisation and bullying.

We recognise that our firm's success is a direct reflection of the calibre of our people. We're committed to building a workforce that represents the diversity of the clients and communities we serve, and we strive for equality of opportunity for all our people. We believe an inclusive workplace, where everyone feels valued and can reach their full potential, is a critical part of our success. We want to be recognised for having an approach to diversity and inclusion that is authentic and genuine and is embedded in our down-to-earth and supportive workplace culture. Diversity at Lander & Rogers is about recognising and respecting individual differences that make us unique in the knowledge, skills and perspectives we all bring to the workplace.

We are committed to promoting diversity, equality, respect and inclusion principles across the employee life cycle with specific emphasis on attracting, recruiting, engaging and retaining diverse talent.

Our firm policies prove guidelines and standards of conduct for all Lander & Rogers employees to ensure we foster a workplace that is free of inappropriate workplace behaviour, bullying and discrimination, and encourages the reporting of any behaviour that breaches the firm's policies.



# Maddocks



LEVEL 25, TOWER TWO, 727 COLLINS ST, MELBOURNE VIC 3000



+61 3 9258 3357



WWW.MADDOCKS.COM.AU



CANBERRA, MELBOURNE, SYDNEY

## PROMINENT PRACTICE AREAS IN MELBOURNE

- CONSTRUCTION & PROJECTS
- CORPORATE & COMMERCIAL
- DISPUTE RESOLUTION & LITIGATION
- EMPLOYMENT, SAFETY & PEOPLE
- GOVERNMENT ADVISORY
- PLANNING & ENVIRONMENT
- PROPERTY DEVELOPMENT



# ABOUT MADDOCKS

## ABOUT US

Maddocks is a proudly independent Australian commercial law firm founded in 1885 that has built a great reputation for working alongside private and public sector clients. We value collaboration, knowledge and high standards of professionalism. We encourage diversity and foster open communication where individuality and personal expression are valued.

Maddocks has over 80 partners, who work alongside more than 550 people across our offices in Canberra, Melbourne and Sydney. Our partners are accessible and have hands-on involvement in the work we undertake for clients. We are serious about promoting innovative thinking to develop the way we work with our clients. In this environment, and with the depth of resources we provide, your careers is nurtured and developed at every stage.

## KEY VALUES

We are guided by our core values of integrity, stewardship, collaboration and working together in promoting the interests of the firm, commitment to doing things better through excellence, change and innovation and respect for the value of the individual and of diversity.

## CAREER DEVELOPMENT

Throughout your career you will have access to top quality work for high calibre clients. This will allow you to develop your technical legal skills and business acumen on a diverse range of complex and interesting projects.

Working both autonomously and collaboratively, you will be supervised, mentored and supported by recognised experts in their respective legal fields at every stage of your career progression. In addition, the firm offers a significant range of outstanding training and development programs tailored to a wide variety of needs and interests.

## INTERNATIONAL OPPORTUNITIES AT MADDOCKS

We have relationships with overseas firms who we partner with on cross-border deals.

## WHAT MAKES MADDOCKS SPECIAL

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

Maddocks works with a diverse client base, ranging from large international and Australian corporations through to public sector clients, not-for profits and individuals. We work with our clients to understand their goals and then provide our skills and experience to achieve those goals. Our links to some sectors go back to our very beginnings in 1885. For example, we have worked with Victorian local government since our very first days, building a reputation as the go-to firm for a range of local government matters, from planning and environment issues and policy and processes through to infrastructure projects.

We also want all of our people to bring all of themselves to work. We have a built a workplace that highly values diversity of experience and background. It engages our people to be their best and to do their best for their clients.

## WORKPLACE CULTURE AT MADDOCKS

We are very 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 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.

We recognise that the legal profession is changing, and we're committed to providing more innovative services to meet our clients' needs. We support innovative thinking by training our people in design thinking and providing year-round opportunities to generate and implement ideas.

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.



INNOVATION

Our view is that innovation is key to creating solution to difficult issues, that in turn add value to both our clients and the firm. Our innovation strategy, MaddX, provides our people with the tools and resources to generate ideas, experiment and then implement.

The aim of MaddX is to embed a culture of innovation across all of our offices and teams. This is manifested in the firm's ongoing investment in the human-centred practice of design thinking.

More than 200 of our people have attended design thinking training. Staff are encouraged to lead and participate, while our clients are involved in co-collaboration efforts with us to help solve their business challenges.

In 2019, the firm convened MaddX Week, a program of over 30 events and activities across our three offices, featuring guest speakers, technology presentations and virtual reality experiences.

We look to our people to create and develop ideas to innovate. Over the past two years our people have suggested more than 100 ideas, with over 20 progressing into the next stages of experimentation or implementation.

DIVERSITY AND INCLUSION

Our commitment to diversity and inclusion means there are opportunities for you play a greater role than your everyday role.

Our commitment to an inclusive workplace is encapsulated in the work done by our Maddocks Women and Maddocks Pride groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities for women and LGBTI employees and their allies.

We take the fun of creativity very seriously. Law firms need to be constantly evolving, so we train and encourage our people to examine closely the way we work with each other and our clients and put forward ideas to do things better.

PRO BONO AND CSR

Whether it's our pro bono work, sustainability practices or charitable contributions to community organisations, as a firm we aim to ensure that Maddocks continues to return what it can to the communities we serve.

Our pro bono work spans all practice areas and is a genuine expression of our purpose to make a difference. The focus of our pro bono work is on the areas of homelessness, mental health and assisting refugees.

The pro bono community we support includes both organisations working for the public good with limited resources, manpower or ability to improve or protect their work and individuals who cannot get access to justice without legal assistance.

Our commitment to pro bono work is reflected in our signing up to the National Aspirational Pro Bono Target. In FY19, we completed 9,113 hours of pro bono work.

Each year, Maddocks supports organisations doing outstanding work in the communities in which they – and we – operate.

The Maddocks Foundation funds important work by providing significant charitable donation, while our Small Grants Programs provides urgent grants to community organisations that our people have a connection to.

RECENT ACCOLADES

In the past 12 months, Maddocks has been recognised for its approach to diversity and inclusion with the 16th consecutive Workplace Gender Equality Agency's (WGEA) Employer of Choice for Gender Equality citation and as a Bronze Employer in the 2018 Australian Workplace Equality Index awards for LGBTI inclusion.






Our approach to innovation has seen us listed on the Australasian Lawyer Innovative Firms 2019 and named as a finalist at the Lawyers Weekly Australian Law Awards 2018 for Innovator of the Year and at the Janders Dean & LexisNexis APAC Legal Innovation Index 2018.

Many of our lawyers have been named finalists in legal awards, including four of our young lawyers named as finalists in the 2019 Lawyers Weekly 30 Under 30 Awards and seven of our partners at the Lawyers Weekly Partner of the Year Awards 2019.

Many of our partners and senior lawyers are also ranked in the world's leading legal directories, including Chambers, Legal 500, and Best Lawyers.



I was attracted to Maddocks from Day One because I knew it was a good-sized Australian firm that had market-leading practice teams.

-  [maddockslawyers](#)
-  [maddockslawyers](#)
-  [maddockslawyers](#)
-  [company/maddocks](#)
-  [maddocks.com.au](#)


During the interview process it became clear that the firm was made up of down-to-earth, approachable and experienced people and from day one you feel supported.

I completed two rotations during the clerkship program. During my rotation in Government Advisory, I undertook research on a wide range of matters including native title claims, the NDIS scheme and local council's planning law rights and responsibilities. I prepared materials for various government agencies and was attended both the Land and Environment Court and the Supreme Court.

Maddocks clerks also have an opportunity to get involved in the community. Whether through social sports, innovation projects or pro bono initiatives. During my clerkship I volunteered at the Homeless Persons Legal Service and attended our LGBTIQ Empowering Allies workshop. You get to experience the breadth of opportunities available to work within a legal practice and the wider community.



# Clerk with us

  
**Jessica Parker**  
 People and Culture Advisor  
 jessica.parker@maddocks.com.au  
 (03) 9258 3357



## CLERKSHIP PROGRAM

36 clerks  
in Melbourne  
(12/intake)



3 intakes  
16 Nov - 11 Dec 2020  
26 Jan - 20 Feb 2021  
21 June - 16 July 2021



2 Rotations  
through 2 different  
practice groups of  
your choice



Training  
& development  
activities



Buddy  
system



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply

- Penultimate & final year students
- International students not eligible



Assessment  
centre



- Online application form
- CV (uploaded separately)
- Academic transcript
- Cover letter
- Short answer responses

### What kind of work does a Maddocks clerk undertake?

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.

The program begins with a comprehensive orientation which includes training and development activities. You will also meet the people you'll be working with.

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

- drafting correspondence, including letters of advice;

- conducting legal research and drafting memorandums on novel points of law;
- assisting in the drafting of submissions;
- drafting affidavits and other court documents;
- attending tribunals such as VCAT and assisting with the required preparation; and
- writing eAlerts and other articles.

A clerk can stand out at Maddocks by being enthusiastic and engaged. It is important for clerks to ask questions about tasks and to proactively seek work from a range of operators.

### What other opportunities are there for a Maddocks clerk?

A clerkship at Maddocks offers a number of experiences, including extra-curricular activities with graduates, opportunities to join sports teams and socialise with a wide range of partners and employees.

### One-round interview process September/October 2020

1 Partner &  
1 People and Culture representative



### What do we look for in a seasonal clerk?

We look for talented and ambitious students to join our clerkship programs, students who have a well rounded experience and approach to life and who not only have a strong academic ability but who also fit our firms culture and values. Our comprehensive application and recruitment process enables us to get to know our candidates so we can effectively assess their suitability. This program is the main starting point for students seeking graduate positions.

## RECRUITMENT PROCESS

Cocktail  
night



Information  
session





# Graduate program



## Ethical sponsorship statement

 **12** graduates


### Why the Maddocks Graduate Program?

#### Priority offer system

We recruit our graduates from our seasonal clerkship programs.

100% from clerking pool

#### 12 month program

 3 practice team rotations

 Deferring graduate offers considered on a case-by-case basis

You will have access to top quality work for high calibre clients. 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 legal fields at every stage of your career progression. In addition to completing Practical Legal Training through the College of Law, the firm offers a significant range of outstanding training and development programs tailored to a wide variety of needs and interests.

Maddocks is a signatory to the LIV Seasonal Clerkship and Traineeship guidelines in 2020. This 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 and socio economic background and or 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 and personality, location, marital status and caring responsibilities. We want to achieve a workforce that reflects the diversity of our clients and the communities we operate in. It's part of our commitment to understanding our clients and their needs better than anyone else.

We believe difference in cultural/ethnic backgrounds, gender, disability, age and sexuality orientation generate creativity, which is critical to opening up new business opportunities. With greater diversity in our workforce and leadership, we are able to tap into a much broader range of leadership styles, experiences, client insights and skills to manage our business and achieve our goals.

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 done by our Maddocks Women and Maddocks Pride Groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities for women and LGBTI employees and their 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. This includes discrimination, harassment, bullying and victimisation.

Your wellbeing is one of our top priorities. 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 @ Maddocks is the Maddocks Employee Assistance Program (EAP). The EAP 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, health insurance and superannuation consultations and an ongoing focus on mental health and wellbeing are just some of the opportunities you can participate in while at Maddocks.

At Maddocks we believe that people perform better when they can bring their whole self to work. 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.





# MinterEllison



CURRENTLY AT: LEVEL 23, 525 COLLINS ST, MELBOURNE VIC 3000

RELOCATING IN SPRING 2020 TO: 447 COLLINS ST, MELBOURNE VIC 3000



+61 3 8608 2000



WWW.GRADUATES.MINTERELLISON.COM



ADELAIDE, BRISBANE, CANBERRA, DARWIN, MELBOURNE, PERTH AND SYDNEY (WITHIN AUSTRALIA)

## PROMINENT PRACTICE AREAS IN MELBOURNE

- CORPORATE M&A
- DISPUTE RESOLUTION
- ENERGY & RESOURCES
- FINANCE
- HUMAN RESOURCES & INDUSTRIAL RELATIONS
- INFRASTRUCTURE, CONSTRUCTION & PROPERTY
- INSURANCE & CORPORATE RISK
- INTELLECTUAL PROPERTY & INFORMATION TECHNOLOGY
- TAX



# ABOUT MINTERELLISON

## ABOUT US

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.

## WORKPLACE CULTURE

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.

## DIVERSITY AND INCLUSION

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 2019 MinterEllison was proud to be a WGEA Employer of Choice for Women for the 10th year in a row. We were also awarded a Gold AWEI Employer for the LGBTI+ community and recognised as a Top 3 Employer in Australia at the LGBTI Inclusion Awards.

## PRO BONO AND CSR

At MinterEllison, we take great pride in developing genuine, long-term relationships with our community. Each year we provide support and assistance to people and organisations in a variety of different ways. The focus areas of our community work are driven by our people with a focus on breaking cycles of disadvantage.

Our community partnerships ensure that resources are targeted effectively where assistance is most needed, with our contribution including pro bono legal work, staff volunteer hours, in-kind support and financial assistance in the form of community grants and a matched workplace giving program.

We have strong local pro bono practices and a national commitment to the Homeless Persons Legal Clinics in Brisbane and Melbourne, and the Homeless Persons Legal Service in Sydney. Some of the other initiatives we were involved in were the annual Darkness to Daylight Challenge, the Vinnies CEO Sleep out and partnership with the Westpac Foundation on a number of social enterprises.



# Clerk with us

  
**Lois Thornton**  
 Graduate Resourcing Consultant  
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 + 61 3 8608 2446



## CLERKSHIP PROGRAM

55 - 60  
clerks  
in Melbourne



2 intakes  
Summer:  
(Nov - Dec 2020)  
Winter:  
(Jun - Jul 2021)



One team  
Allocated to  
one practice  
group



Training  
& development  
activities



Buddy  
system



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Penultimate Year students  
Final Year students



Psychometric  
testing



- Online application form
- CV (uploaded separately)
- Academic transcript
- Cover letter
- Short answer responses

### What kind of work does a MinterEllison clerk undertake?

Our clerkship program offers critical and 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

### Two-round interview

September/October 2020

Video Interview



In-person interview

1 Partner &  
1 HR



### What do we look for in a seasonal clerk?

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. At MinterEllison 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.

## RECRUITMENT PROCESS

### Cocktail night





# Graduate program

## Ethical sponsorship statement


 **25-30**  
graduates

### Priority offer system

We recruit our graduates from our seasonal clerkship programs.

100% from clerking pool

### 18 month program

 3 practice team rotations

 **Deferring graduate offers considered on a case-by-case basis**

## Why the MinterEllison Graduate Program?

The graduate program gives you the opportunity to rotate through multiple practice groups. You will gain practical experience in different areas of the law which are of interest to you. We boast one of the largest service offerings, providing you with the opportunity to rotate through various transactional, advisory and litigious practice groups as well as go on pro-bono and commercial secondments as a rotation.

Our structured development program includes:

- the MinterEllison Practical Legal Training program in partnership with the College of Law
- ongoing technical legal skills sessions to ensure you develop your technical excellence
- a strengths based program focussing on developing behaviours, such as business acumen and communication styles

When you start your career with us, you receive tailored learning in both technical and commercial skills such as client interaction, business development and interpersonal dynamics. Our program provides everything you'll need to build a successful, long-term legal career.

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 has also 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), subsidised in-house massage 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.




# THOMSON GEER

LAWYERS


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LEVEL 39, 525 COLLINS ST, MELBOURNE VIC 3000



+61 3 9641 8919



WWW.TGLAW.COM.AU





ADELAIDE, BRISBANE, MELBOURNE, PERTH, SYDNEY

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## PROMINENT PRACTICE AREAS IN MELBOURNE

- BANKING & FINANCE
- CORPORATE / M&A
- CONSTRUCTION
- EMPLOYMENT
- LITIGATION
- PROJECTS
- PROPERTY
- TAX
- WORKPLACE AND GENERAL INSURANCE

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## ABOUT THOMSON GEER

### ABOUT US

We are a large Australian Corporate law firm. We have more than 560 people, including 116 Partners operating out of our offices in Sydney, Melbourne, Brisbane, Perth and Adelaide. By size we are one of the 10 largest law firms operating in Australia, and the 5th largest independent Australian law firm.

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, 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.

### RECENT ACCOLADES

Many of our practice area teams and people individually are recognised in Chambers, Legal 500 Asia Pacific, Best Lawyers in Australia and Doyle's Guide.

Thomson Geer was a finalist in AFR's 2019 most popular clerkship employer award.

### 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 supporting each other to be the best lawyers and people we can be.

### WHAT MAKES US SPECIAL

We are not the only large law firm in Australia that:

- is retained for similar quality work by similar client classes; and
- has a deep cultural commitment to the highest ethical standards and strong independent Australian legal counsel.

We do, however, believe we are amongst a select class of large Australian law firms that offer a depth of quality legal skills and know-how across Australia coupled with strong value driven standards and settings. We have access to high quality work for major institutional clients in sectors such as banking, construction, energy, health, telecommunications, property development, and gaming and leisure.

This provides our lawyers exposure to excellent work while maintaining small teams where each lawyer gets to develop and learn from senior lawyers, including Partners. These smaller teams and flat structures mean that our junior lawyers get involved in the bigger picture of matters and can see their meaningful contribution to our clients. Our clients are at the center of everything we do; so it is not only the openness we demonstrate in our dealings with each other, but also the well-established and trusting relationships we have with our clients, which makes Thomson Geer a great place to work.

We also have made a strategic investment in TG Endeavour Public Affairs, a Canberra-based Government Relations Consultancy, giving our people the ability to work with a team with specialist knowledge and experience of government and the public sector at the highest levels.

### WORKPLACE CULTURE

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.

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 & professionally.

Our wellbeing@work program supports employees to maintain a healthy, balanced lifestyle. Our employees love to get involved in activities such as mixed sporting teams and they enjoy healthy breakfasts and snacks. We also provide support for your health through the provision of flu vaccinations, skin checks and an independently provided Employee Assistance Program.

We also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.



**KEY CLIENTS AND MATTERS**

Some of our recent notable matters nationally include advising:

- AustralianSuper in relation to the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry.
- Tesla in relation to the development of the Hornsdale Battery Project and the world's largest Virtual Power Plant with solar panels and batteries to go to 50,000 homes.
- Far East Consortium in a \$1 billion stage four residential tower development in Melbourne including approximately 2500 apartments together with retail and hotel components.
- Linc Energy associated parties in an environmental prosecution regarding what has been described as possibly 'the biggest pollution case in Queensland history'
- Domino's Pizza Enterprises (DPE) on its entry into the German market including joint venture arrangements with Domino's UK and the acquisition of Joey's Pizza, for €79 million.

**DIVERSITY AND INCLUSION**

We firmly believe in equal opportunity, diversity and inclusion. We recognise that diversity is inherent to the way we operate and is core to the success of any business operating in a competitive market. We operate within a high-performance framework, and key to our performance culture is a recognition and commitment to fostering talent, innovation and creativity of thought. We recognise that diversity is represented across a number of different levels: diversity of people and team, diversity of client and industry, and diversity of work and expertise.

The nature of the legal work that we engage in, across a diverse range of industry and clientele, also informs our approach. We need our talented individuals and teams to be as diverse as the clients we serve.

At Thomson Geer, diversity refers to respecting and harnessing differences. It is borne 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 beliefs and gender identity.

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.

**INTERNATIONAL OPPORTUNITIES**

Thomson Geer only has offices in Australia, so there is no opportunity to be physically based in an international office. We do, however, work for international clients, and for Australian clients with international interests. So there are certainly opportunities to work on global matters, with global clients and law firms.

**CAREER DEVELOPMENT**

At Thomson Geer, every graduate is viewed as a potential partner and we are committed to providing all our legal staff with the support and opportunity to realise their full potential. We have an effective and transparent nomination process which governs the progression of legal staff from one role to the next. The process is merit based and applied consistently across the firm.

Partnership is an achievable goal and since 2015 the firm has promoted 23 Partners internally from either Senior Associate or Special Counsel. We also understand that partnership is not an aspiration for all future leaders. The firm sees this as a valid choice and believes that a diverse mix of goals at the senior level of our firm is vital.

Aside from our Graduate program, which is designed to be for a one-year term, there are no set timeframes for progression – if you're talented and ambitious and meet all of the criteria to be considered for promotion, we'll give you the right support to progress through your career when you're ready.

**INNOVATION**

Thomson Geer embraces the competition which is challenging many within the legal market. We are a firm which agrees we should look and act more like our clients – lawyers are not 'special'. Gone are the traditions of wigs, gowns and always aspiring to the corner office. A modern law firm invests substantial sums in technology and training and is using modern delivery methods, has flexible staffing and working arrangements, just like many of our clients.

We take risks alongside our clients and innovative pricing is no longer unusual.

NewLaw has been driven by competition in our market and our competitors now include accounting firms, international law firms, boutique firms and labour hire law firms.

Thomson Geer has a diversified practice and is a stable quality firm. This, together with our deep expertise and commercial approach, ensures Thomson Geer is well placed to strongly compete in the changing market. We're enjoying it!

**PRO BONO AND CSR**

We understand the importance of giving back to our community. This involves helping to ensure that all members of that community have access to legal representation and advice, and seeking opportunities to provide support for worthwhile causes.

An initiative our firm is committed to is the provision of pro bono legal advice to marginalised and disadvantaged groups across the States in which we operate.

Thomson Geer is a signatory to the National Pro Bono Resource Centre's aspirational target of 35 hours of pro bono legal work per practitioner per year (in fact, our lawyers can spend up to 50 hours per year on approved pro bono matters and receive financial credit for this time). We are constantly looking for ways that we can connect our lawyers with pro bono opportunities that will utilise their skills to make a meaningful contribution to our local communities.

Engaging in pro bono work is rewarding for both our communities and our lawyers. Those who engage in these activities are often exposed to experiences, clients, areas of law, and procedures that are not accessible in their everyday job.

We provide pro bono services to many clients aligned with the firm's priorities and positioning, and also work with a number of structured pro bono referral programs such as Justice Connect and Homeless Persons Legal Service.



# Clerk with us

  
**Philip Shoppee**  
 People & Development Adviser  
 pshoppee@tglaw.com.au  
 +61 3 9641 8919



## CLERKSHIP PROGRAM

8 clerks  
in Melbourne  
(4/intake)



2 intakes  
Nov/Dec 2020  
Jan/Feb 2021



One team  
'The Work We Do' sessions give a feel for work in other practice areas.



Hands-on  
experience, training,  
coaching &  
observation



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Penultimate  
students only



- Online application form
- CV (uploaded separately)
- Academic transcript
- Cover letter
- Short answer responses

### What kind of work does a Thomson Geer clerk undertake?

During your clerkship with us, you will:

- Participate in a structured program.
- Undertake meaningful work for real clients, including opportunities to attend client meetings, observe court proceedings, conduct legal research, draft correspondence and court documents and develop technical skills in areas such as drafting, due diligence and disclosure.
- Have the assistance and support of a supervising partner as well as a junior lawyer who remembers what it was like to be a new clerk and can act as a buddy and mentor.
- Participate in a formal performance review process with your supervising partner and mentor to reflect on your development and capture feedback from your colleagues.

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.

### One-round interview process Early September

#### Video interview



## RECRUITMENT PROCESS

### Information & networking evening



### What do we look for in a seasonal clerk?

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.
- 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.



Connect with us...

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[in](#) Thomson Geer

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**THOMSON GEER**  
LAWYERS

ADVICE | TRANSACTIONS | DISPUTES  
Domestic & Cross Border

# Graduate program

 **4** graduates


## Why the Thomson Geer Graduate Program?

### Priority offer system

Students who complete a clerkship with us will be eligible to be considered for a position in our next graduate program, commencing in 2022. We usually fill all our graduation positions from students who have invested the time to complete a clerkship with us.

4-6 from clerking pool  
(depending on business needs)

### 12 month program

 3 x 4-month rotations

In Melbourne, we offer our graduates the opportunity to complete a Supervised Workplace Traineeship (SWT), which runs for 12 months and includes rotation 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.



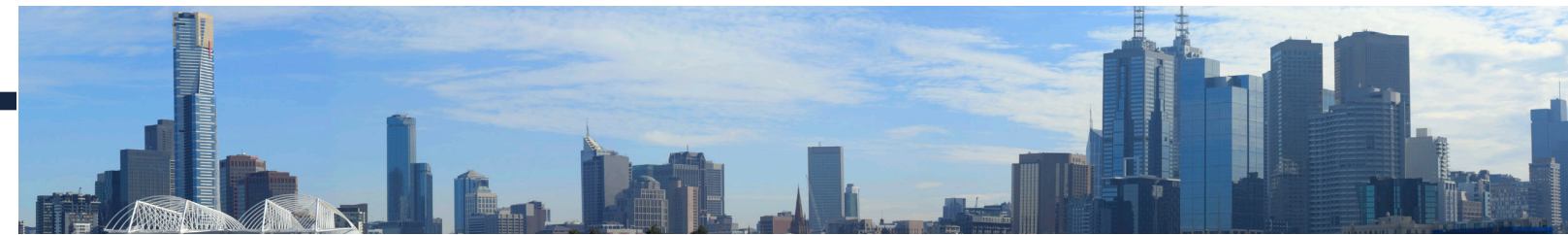
Deferring graduate offers considered on a case-by-case basis

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 2022. 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.

Our graduates are provided with considerable access to our Partners, resulting in unparalleled learning and development opportunities. You will have access to a high level of information to assist in the development of your commercial career, and will be mentored by senior lawyers and supported by junior staff.

Most importantly – your supervising Partner will be genuinely interested in and committed to your success and the progression of your career towards admission and beyond.



 **ARRIVE...**  
at a large Australian corporate law firm

 Sydney  
Melbourne  
Brisbane  
Perth  
Adelaide

Some of our recent Summer Clerks talk about their time with us...

**FINALIST**

Most popular clerkship employer award

AFR 2019

“ What I most valued about my clerkship with Thomson Geer was the people. Everyone was fantastic to get along with and were always happy to engage in conversation at any point. The other clerks were fantastic too and I have enjoyed my time at the firm immensely. Thank you for the opportunity! ”

“ I felt included and part of the team from day one which made me feel like I could be comfortable being myself, and made it a pleasure to come to work. ”

“ 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. ”

“ The application/recruitment process interested me. It seemed like a fresh and interesting process as opposed to a stock standard interview, especially the networking night, which allowed me to speak to multiple members of the firm and learn about different practice areas. ”



# 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. We recognise that diversity is inherent to the way we operate and is core to the success of any business operating in a competitive market. We practice diversity within recruitment, selection and promotion activities, ensuring a diverse range of qualified candidates are considered across all roles and levels.

One of our key commitments to diversity is our adoption of the Law Council of Australia's Equitable Briefing Policy. We also 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.

The firm is a member of the Australian Network on Disability (AND) and one of our Partners is a board member. As such, every year we celebrate fundraising and awareness initiatives. We are also a member of NEEOPA, a not-for-profit organisation aimed at delivering networking opportunities, forums, and discussions across all dimensions of diversity and inclusion.

The firm has had a number of Continuing Professional Development 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: Embracing Diversity - Part One' 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, and 'Creating change through influence as we #BalanceforBetter' (for International Women's Day) by partner Sanushka Seomangal.

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.

(Continued on next page)





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WWW.DLAPIPERGRADUATES.COM

BRISBANE, MELBOURNE, PERTH, SYDNEY

PROMINENT PRACTICE AREAS IN MELBOURNE

- CORPORATE
- EMPLOYMENT
- FINANCE, PROJECTS & RESTRUCTURING
- INTELLECTUAL PROPERTY & TECHNOLOGY
- LITIGATION & REGULATION
- REAL ESTATE
- TAX



# ABOUT DLA PIPER

## ABOUT US

DLA Piper is one of the largest law firms, with lawyers in the Americas, Asia Pacific, Europe, Africa and the Middle East, positioning us to help companies with their legal needs around the world.

As trusted legal advisers to approximately a third of the ASX 100 companies or their subsidiaries and all levels of government, we take great pride in delivering quality and value to our clients through practical and innovative legal solutions. Some of the most recent work includes advising Link Group on its AU\$2.3 billion listing on the ASX, advising the Australian Football League on the landmark acquisition of Melbourne's Etihad Stadium and advising Investa Commercial Property Fund on the acquisition of a 75 per cent interest in Sydney's landmark 420 George Street, to the value of AU\$450 million.

## INTERNATIONAL OPPORTUNITIES

All Australian Graduates are part of the International Graduate Program, which aligns with the UK and Hong Kong. Upon joining as a Graduate you can expect to go to London to take part in the award-winning Graduate Induction. This is an opportunity for you to meet your peers in the UK and Hong Kong as well as learn more about our international business.

In addition to this, you also have an opportunity to apply for a six-month international secondment during your Graduate Program. Applications are based on business needs but it is a fantastic opportunity to build your international network.

# Clerk with us

Graduate Recruitment  
 graduaterecruitmentAUS@dlapiper.com



## CLERKSHIP PROGRAM

30 clerks nationally



2 intakes  
 November 2020  
 January 2021



One team  
 4 weeks in one practice area



## CLERKSHIP APPLICATION PROCESS

Opens:  
 Monday, 6 July 2020

Closes:  
 Monday, 31 August 2020 (11:59pm)

Final & international students eligible to apply



Psychometric testing



- Online application form
- CV (uploaded separately)
- Academic Transcript
- Cover letter
- Short answer responses

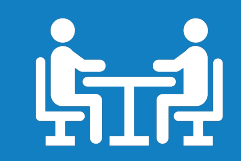
### What kind of work does a DLA Piper clerk undertake?

The clerkship will commence with a two-day induction program in the Sydney office so that you can meet your national cohort before returning to your local office. The induction program will give you the opportunity to hear from the firm's senior leaders, to participate in professional skills training, to attend networking events and to participate in responsible business activities.

As a summer clerk, you can expect a varied experience both in and outside the office. You will work in a creative, dynamic environment with some of the best legal professionals in the world, gaining first-hand experience doing real legal work.

### One-round interview process September/October 2020

Group assessment centre    Partner interview



### What do we look for in a seasonal clerk?

We hire clerks from all types of backgrounds. Not only does this allow us to serve our diverse client base better, but it also keeps us thinking fresh by opening up a wider range of perspectives.

While you could be studying from a range of degree subjects, you will need a strong academic record. But it goes further than that. You'll need to be naturally inquisitive, have plenty of drive and possess a genuine commitment to your career path. Among other things, we'll be looking at your extracurricular activities for evidence of these qualities.



# Graduate program


 **6** graduates

## Why the DLA Piper Graduate Program?

### Both priority & market offers

We recruit our Graduates via our Clerkship Program but on occasion we have roles advertised on the open market. Please keep an eye on our website.

### 18-month program

 3 x 6-month rotations

 Graduate offers cannot be deferred

We offer graduate programs in all our Australian offices and have one intake each year in February.

The graduate program starts with a national induction in Sydney, allowing you to meet and network with graduates from across our Australian offices. We will also send you to London in August to attend the International Graduate Induction, giving you exposure to the senior partners and enabling networking opportunities with international graduates.

You will have the opportunity to rotate in different practice groups. This will see you work alongside people at all levels of the business, including partners. As an integral member of the team, you'll be ready to hit the ground running and make a real contribution from the outset.

While much of your learning will be done on the job, you'll also receive formal business skills training. This will develop your abilities in areas such as networking, business development, commercial awareness and financial management.



## Ethical sponsorship statement

DLA Piper is committed to taking meaningful action to support the wellbeing of its employees. Our strategy is multi-faceted to ensure our people are cared for and includes:

- Providing support in times of need
- Building individual capability to manage wellbeing
- Providing the tools and resources needed to get well and stay well

Our initiatives focus on creating a culture and environment that is psychologically safe and enables our people to recognise in themselves or in others when to seek help.

DLA Piper's International Mental Health Steering Committee guides the strategic intent and delivery of the firm's health and wellbeing approach. It benefits from Executive sponsorship, chaired by the firm's Global Co-CEO, and has a clear mandate to address the increasingly complex people risks emerging from the pace of change, the impact of technology and the "new work norms". It also seeks to encourage greater awareness, education and acceptance

for individuals seeking support.

**SPEAK Mental Wellbeing Programme**  
As part of the firm's commitment to wellbeing, DLA Piper has developed the SPEAK Programme, which consists of two components:

**1. SPEAK Mental Wellbeing Training**  
In recognition of the pressures the legal industry places on its people, DLA Piper, in consultation with psychologist Mina Candalepas, developed a customised programme to reduce stigma and openly discuss mental wellbeing in our workplace. Driven out of Australia, Partners and staff were provided sessions run by Mina and supported by HR. These sessions are now embedded into our induction program in Australia, providing everyone who works at DLA Piper the resources and support they need to recognise signs of poor mental health in themselves and others, and seek assistance.

(Continued on next page)

## 2. SPEAK Ambassadors

This programme aims to create a population of volunteer Ambassadors who can provide first line support to anyone in the firm experiencing mental wellbeing concerns. The Ambassadors are equipped with the knowledge and skills to have conversations regarding mental wellbeing and make referrals for appropriate additional support.

Aligned to our value of Be Supportive, this is an important step towards creating a culture of psychological safety and reducing the stigma so often felt when seeking help for mental health issues. DLA Piper believes it's incredibly important for our firm to have support structures in place for times when people need assistance, and our SPEAK Ambassadors provide this support within their local offices. Trained SPEAK Ambassadors are available for conversation across many of our international offices, and the programme rollout continues.

These are just some of the wellbeing initiatives that DLA Piper is committed to.



SHARE OUR VISION  
SHAPE YOUR FUTURE





## NORTON ROSE FULBRIGHT

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BRISBANE, CANBERRA, MELBOURNE, PERTH, SYDNEY

### PROMINENT PRACTICE AREAS IN MELBOURNE

- BANKING & FINANCE
- CONSTRUCTION
- CORPORATE M&A
- EMPLOYMENT & LABOUR
- ENVIRONMENT & PLANNING
- FINANCIAL RESTRUCTURING & INSOLVENCY
- INTELLECTUAL PROPERTY
- LITIGATION
- REAL ESTATE
- TECHNOLOGY



# ABOUT NORTON ROSE FULBRIGHT

## ABOUT US

Norton Rose Fulbright Australia is a member of the Norton Rose Fulbright Group, a leading international legal practice. We are one of the largest international legal practices in Australia, with offices in Melbourne, Sydney, Brisbane, Perth and Canberra.

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 pre-eminent financial institutions and corporations.

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.

Our graduate lawyers have the opportunity to follow a unique international rotation program and to spend time in one of our overseas offices.

Come and explore our world.

## PRO BONO AND CSR ROTATION

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 six-month pro bono

## KEY CLIENTS

AMP, ANZ, BP, Bank of Queensland, Chevron, CBA, Department of Defence, Macquarie, NAB, QBE, Westpac, Transport for NSW, Vodafone

## WHAT MAKES US SPECIAL

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 employees' specific needs. Our award-winning International Academies are delivered to Associates, Senior Associates and Special Counsel at the relevant stages of their career.

## 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 worldwide. 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.



# Clerk with us

  
**Gabby Sujevich**  
 Human Resources Coordinator  
 gabby.sujevich@nortonrosefulbright.com



## CLERKSHIP PROGRAM

Number of clerks  
TBC



2 intakes  
Nov - Dec 2020  
June - July 2021



One team



Learning & Development sessions and presentations



Networking & social events



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Penultimate students only



- Online application form
- CV (uploaded separately)
- Cover letter
- Academic transcript
- Short answer responses

### What do we look for in a seasonal clerk?

We are looking for people who share Norton Rose Australia's values – Quality, Unity and Integrity.

Successful candidates should be in their penultimate 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 a legal career.

The way summer 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 kind of work does a Norton Rose Fulbright clerk undertake?

Our Clerkship Program offers a real taste of life as a Graduate, including attending clients 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


### How to stand out in the program?

- 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

### Two-round interview process September 2020


**Round 1**

1 HR &  
1 Senior Lawyer / Partner



**Round 2**

2 Partners



### RECRUITMENT PROCESS

**Information session**



**Cocktail night**





# Graduate program



Number of graduates TBC

## Why the Norton Rose Fulbright Graduate Program?

### Priority offer system

### 12-24 month program

2, 3 or 4 x



6-month rotations



Deferring graduate offers considered on a case-by case basis

We have designed the graduate program to give you the widest exposure to our world. It features a minimum of two rotations across twelve months, 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.

# Nina is a change navigator



### When you're playing futsal, you attune to a pace that's fast.

Fast and critical thinking as part of a team comes naturally to Nina. Currently on our graduate program, she's putting her speed of thought to good use on secondment, walking – or running – in the shoes of our client.

We're providing the next generation of lawyers like Nina with the knowledge, skills and understanding to help our clients achieve their goals on the global stage – always staying one step ahead of the competition.

We don't simply adapt to change. We thrive on it.

Law around the world  
nortonrosefulbright.com



# Ethical sponsorship statement

## Inclusion & Diversity

Norton Rose Fulbright Australia is a firm that prides itself on its authenticity to creating a more diverse and inclusive workplace. We value difference and appreciate the variety of perspectives that this brings to our business. We know that if our people are able to be themselves at work, they are more engaged and productive. We aim to create an inclusive environment where every individual knows they can bring their whole self to work and have a sense of belonging.

Our diversity & inclusion strategy focuses on the following key areas:

- Gender diversity: We aim to increase the number of senior females 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 attend a range of full day workshops 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 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.
- Life stages including those 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.
- 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). We have Gender Affirmation Guidelines in place to support people going through transition or wanting to affirm their gender whilst working for the firm.

- 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.
- Disability confidence: 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 our approach 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 a masterclass series aimed at various levels within the firm to increase mental health literacy and awareness. This included a mandatory Resilience, Mental Health & Wellbeing the role of Partners and business leaders 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 66 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. The success of the initiative has seen it rolled out globally.
- Our Employee Assistance Program and Wellness Checks ensure our people are provided with professionally qualified support to identify, explore and manage issues that are impacting their lives.





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ADELAIDE, BRISBANE, CANBERRA, DARWIN, MELBOURNE, PERTH, NEWCASTLE, SYDNEY

PROMINENT PRACTICE AREAS IN MELBOURNE

- CORPORATE ADVISORY
- PROJECTS AND FINANCE
- REGULATORY AND DIGITAL
- WORKPLACE LAW



# ABOUT PwC

## ABOUT US

PwC's Legal team delivers high quality, technically accurate and commercially aware legal solutions to our clients' most challenging problems. We often work closely within multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making our legal practice truly unique. Our 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.

## OUR VALUES

Our culture is grounded in a set of values that support and celebrate doing the right thing. They are part of our everyday conversations and the heartbeat of our business. They guide our decisions and determine our success. Our core values are: act with integrity, make a difference, care, work together and reimagine the possible.

## KEY CLIENTS AND MATTERS

- 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

## 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

## WHAT MAKES US DIFFERENT

PwC Legal is the fastest growing legal practice in the Asia-Pacific region and our global network has more than 3,600 PwC lawyers across over 100 countries.

Our Legal team has been built from the ground up, with the benefit of global, top-tier and best practice leadership, expertise and experience. We actively invest in, nurture, develop and promote talented lawyers.

We often work closely with multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making our legal practice truly unique.

## WORKPLACE CULTURE

We're well-known for our prestigious brand and global network, but it is our people and the culture we co-create that drives us every day. We believe that everything we do must be driven by our human spirit - our collective creativity, authenticity and difference. That's why we've 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 our many employee benefits. From flexible working to digital learning, birthday leave to our dedicated wellness platform, our range of financial and non-financial benefits help ensure everyone feels supported



**PRO BONO**

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, we actively encourage our lawyers to assist in pro bono matters with their involvement and input counting towards each practitioner's annual KPI targets.

**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.

**CAREER 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 our Learning Hub where you can take up training to help you acquire new skills.

During your time with us, your performance and progression is reviewed against the PwC professional framework. This describes the capabilities we need - who we need to be and the behaviours we need to adopt - in order to meet the expectations of our 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.



**Create Yourself**

When it comes to creating a fulfilling career, it's the little things that matter.

The opportunity to grow, the flexibility to be yourself and the impact you create.


Explore new possibilities and create your career, together with PwC. We'll help you thrive, just as you are, regardless of your background or degree.

Discover you, at [pwc.com.au/careers](https://pwc.com.au/careers)





# Clerk with us

  
**Cristina Brigham**  
 Talent Acquisition Campus Recruiter  
 cristina.brigham@pwc.com

## CLERKSHIP PROGRAM

6-8 clerks  
in Melbourne



2 intakes  
Summer 2020  
Winter 2021



No formal rotations  
We will work to facilitate each clerk's preference to ensure their experience is based on their interests.



## 4 STAGE RECRUITMENT PROCESS

1. Online application form
2. Online assessment
3. Digital interview
4. Final stage assessment (including Partner interview)



### What kind of work does a PwC clerk undertake?

Over the course of the three week Clerkship Program, you'll gain valuable exposure to our uniquely positioned integrated legal service offering, including: corporate advisory, regulatory and digital law, employer & workplace relations and projects & finance. You'll provide support to our 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.

- Type of work you'll undertake as a Clerk:
- Drafting – preparing advice, reports and contracts;
  - 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.

### What other opportunities are there for a PwC clerk?

In addition to providing our Clerks with challenging legal work and client facetime, our program also showcases PwC's innovative ways of working and our truly "open plan" office - complete with baristas and virtual reality experiences. Depending whether you join us during winter or summer, you will be invited to our various social functions within the legal team and its adjacent disciplines. As part of our Clerkship Program, you'll also gain exposure to our societal relevant teams that target social responsibility, diversity & inclusion and LGBTI.

### Application dates

**Opens:** Monday, 6 July 2020  
**Closes:** Monday, 31 August 2020 (11:59pm)

### Eligibility to apply

- Penultimate year students
- Final year students
- 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

### What do we look for in a seasonal clerk?

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 our clients and to society. It's used to recruit, develop and coach our people, and helps them bring their best self to work each day.

We look for clerks who are curious and enthusiastic about providing high quality legal services in an innovative way. We value entrepreneurial spirit and thinking holistically about a client's situation and needs so we can tailor the best solutions. We encourage 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:
1. Do your research - It's important to read up on our purpose and values, and think about how it aligns with your career goals, passion and interests.
  2. 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 us, what skills you want to highlight, and how that relates to the business area you're applying to.




# Graduate program

 **4-6** graduates

## Priority offer system

We look to hire our Graduates from the Clerkship Program. However, opportunities may arise for us to consider direct applications.

4-6 taken clerking pool

 2 x 6-month rotations

 Deferring graduate offers considered on a case-by case basis

## Why the PwC 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 legal. 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 our business better, and you'll also have a dedicated team leader committed to mentoring and coaching so you never stop growing



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.

(Continued on next page)

### 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.

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.

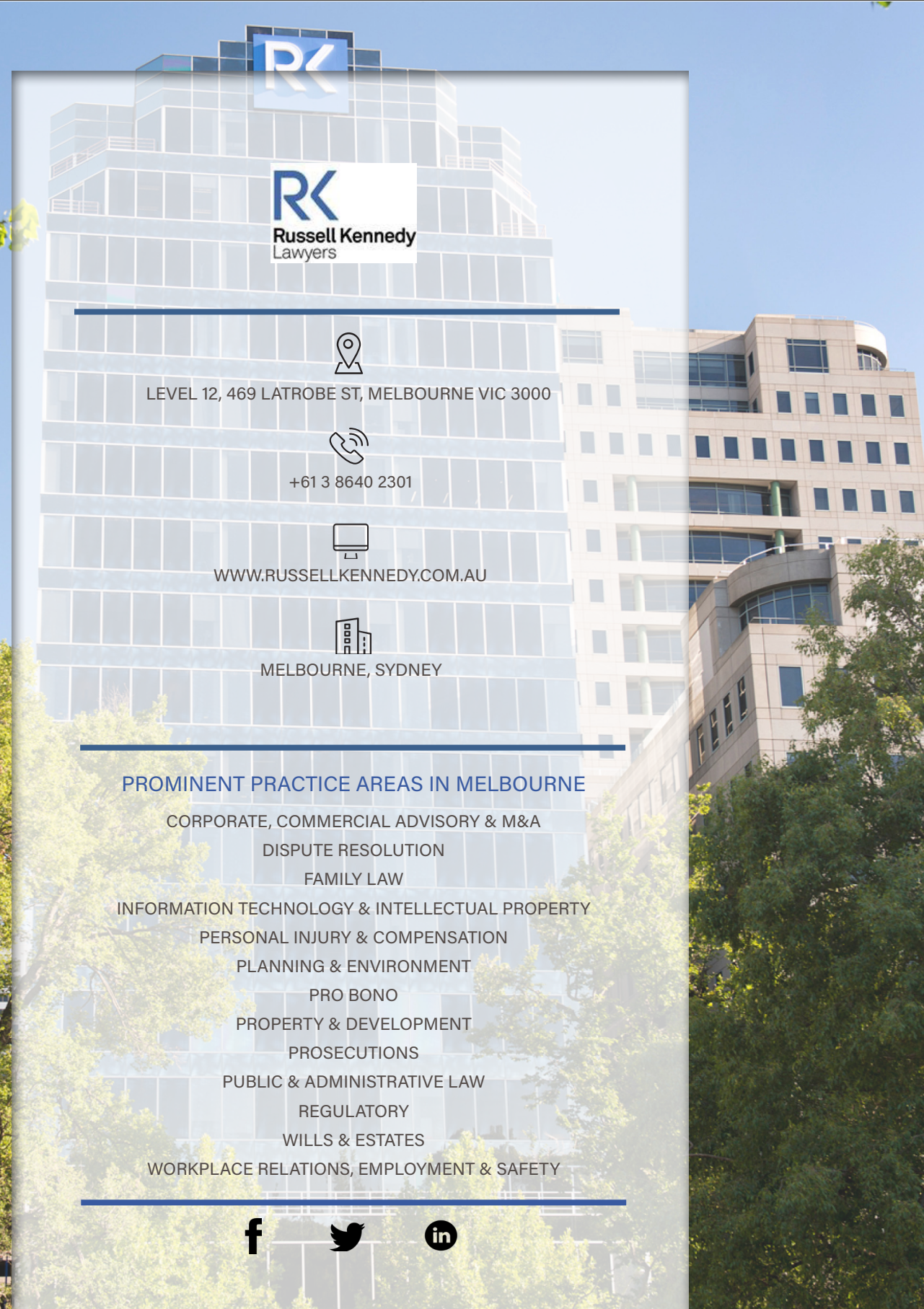
Wellness platform: Our dedicated wellness team provides information and support via our wellness platform, 'Be Well!'. This hub helps you in achieving your wellness goals by encouraging regular wellness checks to track progress, offering wellbeing programs and information, and

by providing opportunities to participate in firm wide wellbeing challenges.


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.

Flexible work: Our 'All Roles Flex' policy means you have the freedom to choose how, when and where you work to best suit you 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.





  
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WWW.RUSSELLKENNEDY.COM.AU

  
MELBOURNE, SYDNEY

**PROMINENT PRACTICE AREAS IN MELBOURNE**

- CORPORATE, COMMERCIAL ADVISORY & M&A
- DISPUTE RESOLUTION
- FAMILY LAW
- INFORMATION TECHNOLOGY & INTELLECTUAL PROPERTY
- PERSONAL INJURY & COMPENSATION
- PLANNING & ENVIRONMENT
- PRO BONO
- PROPERTY & DEVELOPMENT
- PROSECUTIONS
- PUBLIC & ADMINISTRATIVE LAW
- REGULATORY
- WILLS & ESTATES
- WORKPLACE RELATIONS, EMPLOYMENT & SAFETY



# ABOUT RUSSELL KENNEDY

## ABOUT US

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.

Russell Kennedy works for a broad range of clients. Our clients are from all levels 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. 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 promote diversity of thought and respectful participation of people across all roles and levels of the firm.

## 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:

1. Integrity - We are honest, accountable and ethical without compromise.
2. Commitment - We are committed to meeting the needs of our clients, our people and our community.
3. Expertise - We bring our unique experience and expert knowledge to understand our clients' needs to deliver effective solutions.

## WHAT MAKES US SPECIAL

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.

In April 2019, Russell Kennedy (Melbourne) and Aitken Lawyers (Sydney) merged to create a 270-strong practice. The merger strengthens our client offering, expands the locations we can service clients and allows us to deliver a greater depth of expertise.

We build long-standing relationships with our clients and work hard to attract and retain the best people. Our firms share similar cultures and values, and both are committed to making a difference through our work across industry sectors that matter to communities.

## KEY CLIENTS

Russell Kennedy works for a broad range of clients. Our clients are from all levels 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, Community Services, Health, Property Development, and State and Local Government sectors.



## DIVERSITY AND INCLUSION

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 commitment to inclusion and diversity is evident with Russell Kennedy forming a Diversity & Inclusion Committee. The Committee sets the firm's diversity and inclusion strategy and sponsors initiatives to promote diversity in the workplace.

## WORKPLACE 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 recognise the importance of obtaining successful work-life integration. The firm's greatest asset is its employees, therefore it is important that we create an environment that supports a diverse and flexible workforce. We encourage a professional and committed work ethic, while recognising the importance of an enjoyable working environment and balanced lifestyle.

We promote our work-life integration by having a flexible working policy, which provides all staff with the opportunity to apply for flexible working arrangements. The firm has adopted an 'all roles are flexible approach' unless there are reasonable business grounds why the role cannot be flexible. These arrangements can be to assist with an employee's childcare requirements, to assist with looking after elderly family members, or other personal commitments such as their local church, community centre or sporting activities.

The firm has an active Health and Well-being Program, which offers staff seminars on health related issues, a discounted gym membership, flu shots and an Employee Assistance Program for staff and their families to name a few.

We also have a number of sporting teams for staff to participate in, these include:

- cricket;
- netball;
- triathlons; and
- fun runs.

## INTERNATIONAL OPPORTUNITIES

Russell Kennedy Lawyers is an Australian-based law firm offering a comprehensive range of commercial legal services, with a diverse list of clients operating in a range of industries, and across many states and countries. As a member of Ally Law, we advise international clients whose business interests bring them to Australia and Australian clients expanding internationally.

## PRO BONO AND CSR

As experienced and enthusiastic supporters of pro bono, at Russell Kennedy we are committed to make a difference and create positive change in our community. We see Pro Bono as an ethic of service to the legal system, democracy and the public good. In addition to the traditional pro bono legal services our lawyers perform, many of our staff also volunteer their time with committees, boards and various community-focused roles.

For Russell Kennedy, pro bono legal work involves the provision of free legal services, which will enhance access to justice for disadvantaged persons or organisations and/or promote the public interest. We provide pro bono legal assistance to not-for-profit organisations, disadvantaged and marginalised people, and to refugees and asylum seekers. We are committed to providing access to justice for people and to strengthening the capacity of organisations to provide pro bono legal services within their communities. Russell Kennedy actively identifies areas of unmet legal need and develops programs to address those needs in consultation with Community Legal Centres and Legal Aid organisations, as well as Law Institute of Victoria committees and other key bodies.

Since 2011, Russell Kennedy has been a signatory to the Australian National Pro Bono Target of 35 hours per lawyer per year, and we have proudly exceeded the Target in recent years. In FY15/16, the firm delivered 42 hours of pro bono legal services per lawyer, in FY16/17 48 hours per lawyer, and in FY17/18 36 hours per lawyer.

We assess pro bono referrals in light of their relevance to human rights principles. We also pay tribute to our staff through the annual presentation of our Pro Bono Award to a member of our team who has significantly contributed to our pro bono efforts.

Our Seasonal Clerks will have the opportunity to preference and rotate through our Pro Bono team.

## CAREER DEVELOPMENT

Our strategic learning and development initiatives are designed to support our employees through all stages of their career. From junior lawyer right through to partner we offer development workshops featuring leading industry experts that focus on soft and technical skills.

We assist in connecting our people with both in-house and external mentors and individually collaborate to assist in reach goals. We care about our employees careers and want to empower each person to grow into their role at Russell Kennedy.

## RECENT ACCOLADES

In 2020, we were pleased to once again be publically recognised as an organisation committed to gender equality being granted an Employer of Choice for Gender Equality (EOCGE) citation by the Australian Government statutory agency, Workplace Gender Equality Agency (WGEA).



# Clerk with us

  
**Britt Giles**  
 People & Culture Advisor  
 bgiles@rk.com.au  
 (03) 8640 2301



## CLERKSHIP PROGRAM

30 clerks  
in Melbourne  
(10/intake)



3 intakes  
16 Nov - 11 Dec 2020  
25 Jan - 19 Feb 2021  
21 June - 9 July 2021



One team  
Allocated to one  
practice group



Buddy  
system



## CLERKSHIP APPLICATION PROCESS

Opens:  
Monday,  
6 July 2020

Closes:  
Monday,  
31 August 2020  
(11:59pm)

Eligible to apply  
Penultimate students  
Final year students



- Online application form
- CV (uploaded separately)
- Cover letter
- Academic transcript

### Russell Kennedy's new clerkship streams

**Access RK Seasonal Clerkship** forms part of the Russell Kennedy Diversity and Inclusion strategy. A position will be offered to a student with a disability for the 2020 – 2021 Seasonal Clerkship Program.

The **RK Social Justice & Indigenous position** will be offered as part of our Seasonal Clerkship Program. The **RK Social Justice position** is for a student who is of refugee background and/or has made an outstanding contribution to the community legal sector or pro bono sector. The position has been created to celebrate and highlight the work of our Pro Bono Practice, which provides a range of legal services to people with complex legal and other needs, including people seeking asylum and refugees. The **RK Indigenous identified position** is for a student who identifies as Aboriginal and/or Torres Strait Islander.

Both of these new clerkship streams underscore Russell Kennedy's commitment to equal opportunity and to creating a workplace that is not

only diverse, but one that provides the support and education education that makes it truly inclusive. These new clerkship streams sit alongside the existing RK Access program and the mainstream clerkship program.

### What kind of work does a Russell Kennedy clerk undertake?

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 and successes. We also encourage our clerks to get involved in the Pro Bono work available at Russell Kennedy.

Seasonal clerks who have performed well in the past, are timely with their work, have strong attention to detail and are mature in their approach. We believe establishing a strong personal brand during the clerkship is vital to their long term success.

## Two-round interview process

Phone interview

2 September - 8 September 2020



---

Face-to face interview

1 Partner,  
1 Senior Associate &  
1 People and culture representative

11 September - 28 September 2020



### What do we look for in a seasonal clerk?

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.

We like to see that you have done some prior research about Russell Kennedy, the type of work we are actively involved in and can clearly explain why you would like to work here. We also want to see that you are able to balance your work and study with other interests.



# Graduate program

 **8** graduates

## Why the Russell Kennedy Graduate Program?


### Priority offer system

Each clerk applying for Law Graduate position at Russell Kennedy are to submit their application via our Russell Kennedy careers page on our website. All that we require is an updated cover letter, resume and transcript.

### 100% from clerking pool

No market offers

### 18 month program

 3 x 6-month rotations

 Graduate offers cannot be deferred

Russell Kennedy offers an 18 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 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.



## 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

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,

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:





# Ethical sponsorship statement

## Inclusion and Diversity

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, 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, 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.



## PRACTICE AREA ARTICLES

This final section of the Guide examines different practice areas and specialities within law. It can be daunting being confronted with so many different potential areas to work in, so hopefully this area will give you a better insight into what to expect and see which areas pique your interest.

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?

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### THE K&L GATES EXPERIENCE.

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





## LOOKING FOR TOMORROW'S LEGAL TEAM: ROTATING THROUGH LEGAL OPERATIONS



**Audrey Vong**  
Graduate (Vacation Clerk 2017/18)

What exactly is legal operations? This is often the response from friends and colleagues who hear that I'm rotating into the legal operations team at HSF.

The confusion is understandable. HSF's team has subject matter experts across innovation, automation and process, pricing, legal project managers and more. The Corporate Legal Operations Consortium lists twelve areas as the core competencies that every legal operations team should have. Most lawyers, and law students, will have encountered some aspect of legal operations under another guise: knowledge management, document services, alternative legal services, legal technology. There isn't even a Wikipedia page.

Legal operations is about improving the delivery of legal services: understanding and refining how corporate in-house counsel and, increasingly, their counterparts in law firms, actually do a lawyer's work. When you actually break down those responsibilities, it turns out that they involve not just substantive legal work (drafting, reviewing, negotiating, analysing), but

also a substantial amount of non-legal work (administration, non-legal communication, internal reporting, billing). In fact, the non-legal work can sometimes exceed the legal work; when that happens, lawyers are delivering less and less of the high-value specialty services they're supposed to provide.

As a clerk, paralegal and then graduate entering the legal market, I was excited to get into work at HSF and frustrated at the many stumbling blocks that would pop up along the way. When you leave law school hypotheticals and start dealing with confidential client information and billable hours, it's much harder to take the time to sit down, examine and dismantle the way things have been done, and figure out a newer way of doing things (that may or may not be better, faster or even workable). Google Drive, Slack and Trello are no longer available; even worse, I found out that many lawyers strongly dislike Excel. For someone who used to spend their day time-rich but resource-poor, creating extensive spread sheets and basic data automation tools, I found myself looking at the long marked-up Word documents, email chains and out-dated how-to's and thinking: why haven't we automated/systematized/fine-tuned/dismantled and rebuilt how we do that?

In my clerkship season, every law firm wanted it to be known that they were 'innovating' with apps, virtual activities, hackathons and more. Those are all ambitious initiatives that move legal businesses into the 21<sup>st</sup> century and shake up the way things have been traditionally done. But they don't necessarily indicate whether time, money and thought into how those same forces will impact the day to day work of delivering legal services.

Legal work may have moved from typewriters to laptops, and from law reports to online databases, but much of the substance remains the same. As other sectors put emerging business practices and novel technology into use, it becomes increasingly apparent that the way we work in the legal industry is overdue for a significant change. And if a corporate in-house legal team strapped for resources and

time (and, yes, wanting to do 'more with less') can benefit from legal operations optimizing the legal work they do and doing away with as much non-legal work as possible—imagine what a legal operations team could do for a business centred entirely around providing legal services.

That's why I am looking forward to joining HSF's legal operations team for a graduate rotation, and spending time with the innovation, automation and process clusters to work with the systems and practices that underpin how HSF delivers legal services. To figure out: is this really what our clients want? What our lawyers want to spend time doing? What are the constraints, assumptions and pain points with which we can do away, hopefully permanently, and what do legal services look like afterwards?

I will be bringing my experience with other teams in the firm to my work with the legal operations team, and later, hopefully, my legal operations knowledge back out to the legal practice groups. HSF, and other law firms, can and must figure out their unique value propositions beyond what data rooms, eDiscovery and natural language processing software can offer. It is an exciting, and necessary, skillset for young lawyers to be able to look at a matter and assess both the legal answers and legal operations framework around it.



## TOP TIPS

### WE ARE LOOKING FOR INDIVIDUALS

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. Be yourself throughout the application process and emphasise the qualities that make you stand out.

If you are invited to a first round interview, we will also ask you to complete our online psychometric assessment beforehand.

There are no right or wrong answers to the questions - your responses simply provide insight into where your likely strengths lie.

### PERSONALISE YOUR APPLICATION

Tailor your application by conducting thorough research. Our brochure, website and social media channels are good places to start. You can then think about what stands out about us. The more you learn about us, our values and our areas of expertise, the more helpful it will be for your application: this proactive approach will demonstrate your motivation.

### REMEMBER, IT'S A TWO WAY PROCESS

Meet us at events, online and get to know our people. Think about who you will be meeting in advance and what you would like to ask them. Our lawyers can give you a real insight into who we are, what we do and how we do it. This is your chance to get to know us in a more informal environment and find out whether we are right for you.

### LINK EXPERIENCE TO LAW

When talking about your experience, explain how the skills you have gained are relevant to a career in law - and to Herbert Smith Freehills specifically. Consider the way we work and the skills and abilities we look for to deliver high-quality services to our clients.

### WE ARE LOOKING FOR INDIVIDUALS

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. Be yourself throughout the application process and emphasise the qualities that make you stand out.

### SHOW YOUR POTENTIAL

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.

### CHECK AND DOUBLE CHECK

Before you apply, don't forget to double-check your application for typos.



## HOW TO APPLY

You can apply online by visiting [careers.herbertsmithfreehills.com/au/grads](https://careers.herbertsmithfreehills.com/au/grads)

Tell us about your academic credentials, the skills you have gained from extra-curricular activities and work experience, and why you have the motivation and potential to become a great Herbert Smith Freehills lawyer.

We're committed to working with all candidates to enable them to demonstrate their potential throughout our process.

If you have any disability-related queries or would like to have a conversation with our team about adjustments, please contact your local Recruitment Contact.

### Contacts



**Lachlan Berry**  
Graduate Recruitment Consultant  
T +61 3 9288 1868  
[graduates.melbourne@hsf.com](mailto:graduates.melbourne@hsf.com)



# PROCUREMENT & TECHNOLOGY GROUP - MADDOCKS



**STEFANIE MACKENZIE**  
Associate  
Maddocks

*"The best aspect of the Maddocks Procurement & Technology Team is that we regularly work on varied, high-profile, interesting and rewarding matters servicing our wide-ranging client base."*

The Procurement & Technology Team comprises a group of experienced, enthusiastic and reliable lawyers working within the broader Commercial Group across each of the Maddocks office locations.

### WHO DO WE WORK FOR?

The Maddocks Procurement & Technology Team is well known for its practical, consistent and expert support for clients across 7 primary sectors, including Federal, State and Local Government, Education, Healthcare, Technology, Development, Arts and Fast Moving Consumer Goods.

We are one of the leading suppliers of legal services in commercial procurement and technology law to the Victorian State Government and its various departments and statutory authorities. Our leadership in government is demonstrated through the high profile and sensitive work we carry out for government clients, including our local and Federal government clients. We also work with a diverse range of private businesses and corporations across all of the above sectors.

### WHAT SORT OF WORK DO WE DO?

The best aspect of the Maddocks Procurement & Technology Team is that we regularly work on varied, high-profile, interesting and rewarding matters servicing our wide-ranging client base.

The Maddocks Procurement & Technology Team mostly undertakes advisory work, however we are often involved in prosecution work for many of our Victorian State Government regulators.

We work across several areas of commercial law, including contract law, intellectual property, privacy, data protection, consumer law and corporations law. We also advise our government clients on administrative law matters including public sector governance,

statutory interpretation, government decision making and outsourcing government functions.

For example, we work closely with our clients on legal issues including:

- drafting and negotiating contracts including procurement and technology and outsourcing contracts;
- advising on and implementing corporate structures and restructures in the private sector and public sector governance including establishing new government agencies in the public sector;
- advising on and managing brand protection strategies and intellectual property commercialisation;
- prosecuting breaches of energy and road safety laws;
- managing data breach processes and mitigating risk;
- acting for and advising on regulatory compliance;
- advising on strategic high-value procurement;
- advising on trusts and foundations law, charitable status and governance;
- advising on legal issues concerning the delivery of major government projects; and
- interpreting legislation and advising government clients on working within legislative frameworks.

(Continued on next page)

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

In the Maddocks Procurement & Technology Team we highly value our junior lawyers, graduates and clerks. From your first day in the team you will be involved in client matters and critical legal work. This means that you will carry out meaningful and challenging work, gain exposure to our clients and be given responsibility, support and guidance.

Common tasks undertaken by the junior members of the Maddocks Procurement & Technology Team include:

- bespoke contract drafting;
- reviewing and amending contracts under negotiation;
- interpreting legislation and policy;
- drafting emails and letters of advice to clients;
- assisting in prosecution matters including court attendance;
- preparing brand strategy advice, drafting and filing trademark applications, drafting submissions to the Trade Marks Office;
- drafting responses to regulators;
- carrying out legal research and drafting research memoranda, eAlerts and presentations;
- establishing companies and trusts and assisting with corporate restructures;

- attending client meetings;
- drafting correspondence to clients; and
- assisting in the development and presentation of training materials to clients.

### WHAT SKILLS OR EXPERIENCE DO YOU NEED TO WORK WITH US?

The Maddocks Procurement & Technology Team is a diverse team of individuals from a variety of vocational and academic backgrounds, and with different strengths, skills and experiences. For example, some of our lawyers and support staff have previously worked as court officers, army personnel, public servants, retail sales assistants, university lecturers and private business owners. This diversity in skills and experience is what makes the Maddocks Procurement & Technology Team relatable to our clients, innovative in the delivery of our services, and a supportive team to work within.

This means that you do not need any specific knowledge or experience to work with the Maddocks Procurement & Technology Team and we do not expect our clerks and graduates to come into their rotation in the Maddocks Procurement & Technology Team with specific experience in this area. We will provide you with all the training, resources, support and guidance necessary to succeed in your role.

To us it is critical that you come into your rotation in the Maddocks Procurement & Technology Team with a keen interest in gaining a variety of experiences, a genuine passion for working with people, your fast and efficient research and analysis skills, and a friendly and positive attitude.



# Great change is here. Shape the future with Allens

## Banking & Finance

### PETER CATTERSON LAWYER

What is 'banking & finance'?

**When I was a student, I had next-to-no idea what a banking and finance lawyer did! Are banking and finance lawyers smooth-talking corporate fixers, like Harvey Specter from *Suits*? Are they geniuses with photographic memories, like Harvey's protégé, Mike Ross? Or are they menacing figures lurking in the shadows, like Hall from *Billions*? Having worked in the Banking & Finance team at Allens, I can now firmly debunk these myths! And if you are already in the know, you are certainly well ahead of me when I was a student!**

The Banking & Finance team is a transactional group that assists both lenders and borrowers to negotiate and complete their debt-financing transactions. Given the nature of finance, where projects and companies can require debt funding at short notice, banking and finance lawyers often operate in a fast-paced environment, where short deadlines must be met, and highly commercial advice is expected. Banking and finance transactions vary significantly, depending on the type and scale of finance being sought.

Examples of common finance transactions are:

- **General corporate finance:** this is the means by which companies finance their day-to-day operations. Financiers lend money to companies under a loan agreement, which is often supported by a guarantee or a security interest over the assets of the company.
- **Debt capital markets:** more common in the United States, this is when companies raise debt directly from debt capital markets using instruments such as bonds and notes in the international and domestic financial markets.

- **Acquisition finance / leveraged finance:** this involves the borrowing of debt to acquire another company. This method can significantly improve the returns on equity to the sponsors (purchasers) and is common among private equity firms.
- **Project finance:** is the means projects use to fund their development and expansion. This can include infrastructure projects such as gas pipelines, toll roads, and hospitals.
- **Property finance:** the funding of an acquisition of property through debt.

### The role of a junior lawyer on a banking and finance transaction

Given the fast-paced nature of banking and finance transactions, junior lawyers are often called on to assume significant responsibility on transactions. This frequently includes undertaking client-facing tasks from very early on, such as attending settlements, emailing the client and the opposing counsel, as well as picking up the phone and speaking with clients. While these tasks can be quite intimidating at first, their learning value is significant, and the skills they develop accelerate your progression as a lawyer.

Banking and finance teams require lawyers to draft and review a significant volume of financing contracts. Junior lawyers are often called on to draft the first 'cut', or draft, of a contract. This provides excellent drafting experience, which is a highly valued skill for a corporate lawyer.

### What support and training do junior lawyers receive?

Allens places enormous emphasis on the training of junior lawyers. In addition to the training that all junior lawyers receive, there is a whole range of banking and finance-specific training available. As part of the induction into the Banking & Finance team, junior lawyers from each of Allens' four Australian offices are flown to Sydney for two days of national training with Partners and staff. We also receive weekly training to help build our knowledge of banking and finance law, including by looking at hot topics in the industry.

Clerkships are an excellent opportunity to explore unfamiliar areas of law. I would highly encourage you to consider a clerkship or rotation in Banking & Finance, as the technical and soft skills that junior lawyers develop in this area will stand you in good stead wherever you decide to specialise.

Find out more at [allens.com.au/yourcareer](http://allens.com.au/yourcareer)



# 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 + Infrastructure
- + Disputes + Investigations
- + Competition + Regulation
- + Technology + Digital.
- + Corporate Advisory

We also practice in the following areas nationally: Intellectual Property, Pro Bono, Real Estate + Projects, and Tax.

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.

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DANNY GILBERT,  
MANAGING PARTNER



# DISPUTES + INVESTIGATIONS AT GILBERT + TOBIN



KATE HARRISON  
Partner  
Gilbert + Tobin

*“Specialising in this field requires strategic thinking. It’s not only about winning legal points, but also getting a result for your client that fits their commercial goals.”*

## BY KATE HARRISON PARTNER

WE ADVISE ON some of Australia’s most complex and ground-breaking commercial litigation matters, and our award-winning Disputes and Investigations group is independently recognised as one of the best dispute resolution teams in Australia.

### WHAT YOU’LL EXPERIENCE

Working at the forefront of the biggest litigation matters in Australia, you can expect to be involved in complex issues, and to assist on sensitive and critical matters. This includes high-stakes commercial litigation for ASX listed clients, as well as, matters involving competition and regulation issues, and investigations by industry watchdogs such as ASIC, the ACCC and the ACMA. You’ll be involved in drafting court documents, research memorandums and letters of advice, in addition to instructing counsel and attending court hearings and conferences with leading Australian counsel.

It’s an environment that encourages entrepreneurialism and strategic commercial thinking and rewards passion and commitment. We will work to ensure you have exposure to matters that will enable you to thrive, and under the guidance and mentoring of leading litigators in the industry, to become a litigation specialist.

### OUR APPROACH

We are renowned for our ability to stay nimble and think creatively, employing a strategic approach to fulfil our clients’ needs. As a team that takes pride in offering creative and tailored solutions, we focus on providing the best outcomes in dispute resolution – from

pre-litigation advice to using or responding to litigation.

It’s an exciting space to work in, filled with variety and unpredictability, where you never know what will happen on any given day. Our willingness to embrace change, adapt as necessary, think on our feet and adopt innovation has earned us a reputation as the litigation firm to watch.

Below, are some of the key types of matters that we work on in the Gilbert + Tobin Disputes and Investigations team.

### CLASS ACTIONS

Defending clients in large-scale and complex class actions, we work closely with our clients and the regulators to proactively mitigate the risk of class actions arising or proceeding beyond a preliminary stage.

### CORPORATE + REGULATORY INVESTIGATIONS

Investigations and enforcement action can have an enormous impact on a business – on its reputation, commercial relationships and (if listed) share price – not to mention the toll on management and the time spent dealing with those actions.

We draw on the skills and expertise of our team to address key areas of concern. This can include working on our client’s response to the regulator and/or government entity, conducting internal investigations to support defences and mitigation opportunities, and helping clients improve their systems, processes, training and monitoring for the future.

### EMPLOYMENT

Our Employment team advises on all aspects of the employment relationship, from commencement to termination, including executive contracts, workplace health and safety, workplace investigations, employee performance and employment litigation.

### INSIGHT INTO THE LIFE OF A LAWYER IN THE DISPUTES + INVESTIGATIONS TEAM

#### BY PADDY O’SULLIVAN LAWYER

### WHAT IS IT LIKE WORKING AT GILBERT + TOBIN

G+T is an innovative, welcoming and open-minded meritocracy that is keenly committed to the growth and development of its people. The firm’s devotion to social justice issues, particularly in relation to gender and sexual diversity and G+T’s focus on its pro bono practice, also align closely with my own values. In particular, the firm’s commitment to its OUT Committee and its relationship with Refugee Legal (which sees lawyers volunteer at its refugee legal centre on a bi-monthly basis), perfectly sums up G+T’s priorities when it comes to social issues. And while G+T doesn’t take itself too seriously, our collaborative and high performing culture often sees G+T involved in various high-profile matters, regularly taking a leading role in the Australian legal market.

### WHAT DOES A TYPICAL DAY-TO-DAY OF WORK LOOK LIKE IN D+I?

No two days are really the same in G+T’s D+I team!  
My day generally starts at 9am with a brief discussion with Janet and / or Christiana (the partners in Melbourne’s D+I team), providing them with an quick update on each of my matters.

From there, much will depend on the status and impending Court deadlines for each of my matters. For example, on a ‘typical’ day:

- If proceedings have not been commenced, I might meet with our client to discuss options and strategies moving forward. I might also find myself reviewing materials to assist Counsel to prepare our client’s pleading – its first Court document;
- If proceedings have been issued, yet are still at a preliminary stage, I might find myself at the bar table at Court instructing Counsel at a directions hearing or an interlocutory application;
- As a matter moves towards a trial, my time will likely be devoted to trawling through discovery and other relevant documents to substantiate our client’s case and prepare the evidence it will lead at trial; and
- Once trial has begun, I will probably again find myself back at Court instructing Counsel and attending to their queries as we prepare our closing submissions, summing up our client’s case.

All of this is accompanied by the comforts of team cakes and cheese platters to celebrate birthdays, and drinks on a Friday night to round up another busy week!

(Continued on next page)



# TECHNOLOGY, MEDIA AND TELECOMMUNICATIONS AT CORRS



LYNTON BROOKS  
★ Monash alumni (LLB)

Associate  
Corrs Chambers Westgarth

*"In short, the work we do as TMT lawyers is incredibly varied, and spans the realms of contract law, intellectual property, privacy and data protection, media law, defamation, competition and consumer protection law, and many others."*

The industry for technology, media, and telecommunications (TMT) lawyers is one of the fastest growing and most dynamic in the legal sector, and it is easy to understand why. In the last few years, technology has transformed our lives, from how we communicate with one another, to the ways we consume media, and even how we order our food! Some of the largest and most recognisable companies in the world are now technology companies – think Apple, Microsoft, Samsung, Facebook, and Amazon.

Even companies that you might not normally associate with technology, such as banks and utility companies, are starting to invest heavily in their online and digital capabilities to meet changing consumer demands and fend off disruptive start-ups. All of this combines to create an exciting and ever-changing market for TMT lawyers, with opportunities to work on cutting-edge matters involving clients from a wide range of industries.

So what do TMT lawyers actually do? Unlike other practice areas, TMT lawyers generally do not specialise in one area of the law and must adapt to the needs of a broad client base. This means that on any given day, you might find yourself advising a client on a new product launch, drafting technology contracts for a start-up company, researching emerging technologies such as autonomous vehicles, virtual reality, or block-chain, participating in negotiations for a major international transaction, or assisting a client in the aftermath of a sophisticated cyber-attack.

In short, the work we do as TMT lawyers is incredibly varied, and spans the realms of contract law, intellectual property, privacy and data protection, media law, defamation, competition and consumer protection law, and many others. In fact, because we often deal with new or emerging technologies, we often find ourselves grappling with issues

that have not even been legislated for yet, or applying antiquated laws to novel scenarios. This means there is a lot of scope for creative thinking in the advice we provide and the arguments we craft. If you are someone who enjoys the intellectual challenge that comes with navigating uncharted areas of the law, then a career in TMT is something to seriously consider.

Another unique aspect of TMT is that it does not neatly fit into the traditional 'front-end' (i.e. transactional work) and 'back-end' (i.e. disputes based work) distinction that many other practice groups fall into. TMT lawyers will often find themselves doing transactional, advisory, and dispute based work, sometimes all in the course of a single day!

For example, we may be called on by our M&A colleagues to assist with any technology specific issues during a large corporate transaction, or to advise on privacy and data protection issues during the sale or acquisition of a data-rich company. On other days, we may work with our litigators if a client has a dispute with a service provider, or is under investigation by a regulator following a major data breach. There are very few practice areas that will regularly expose you to front-end and back-end work in the way TMT does, and in my experience, this makes TMT lawyers incredibly versatile and well-rounded in their skillset.

There is also a strong international focus in TMT, as many of the major technology clients are located overseas or operate online, where they are not restricted by jurisdictional boundaries. It is common to work with clients and other law firms from all across the globe, but especially from Europe and the United States (think Silicon Valley). At Corrs, we are fortunate to be a part of one of the largest international networks of technology-focussed law firms, and always have a steady stream of referral work coming in from overseas. This also means that if a client needs legal advice in a particular overseas jurisdiction (for example, because they are launching a new product worldwide) we always have someone to call on to provide advice on foreign laws.

A common question I get asked by students considering a career in TMT is whether they need to have a background in science or IT to be able to succeed in this industry. The short answer is that there is no requirement to have a technical or

scientific background to work as a TMT lawyer. I myself only have a law degree, and there are many others in the Corrs TMT team without a technical background. I will say that it is helpful to be interested in the technology sector, and to have a basic understanding of some of the major issues affecting the industry. However, the same can be said of any other specialist practice area, and you will find you pick up most of what you need on the job.

So, in summary, if you are someone who enjoys variety, working with market-leading clients in a range of industries, and grappling with unsettled or novel areas of the law, then a career in TMT is something to seriously think about. While we are a specialist group, there are no pre-requisites to entry other than having a law degree and a desire to learn. The skills you pick up as a TMT lawyer are incredibly valuable and in-demand in today's market, and will stand you in good stead in your legal career.

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# INTELLECTUAL PROPERTY AT ASHURST



WILL SCOTT  
Senior Associate  
Ashurst

*"In terms of the broader firm, being part of a firm with a global footprint provides the opportunity to travel within the Ashurst network. Many of my colleagues have headed overseas to practice, including to Tokyo, Singapore, Hong Kong, Dubai and London."*

I was interested in intellectual property law at university, but one of the common sentiments I encountered was "IP is for lawyers with scientific backgrounds". This was concerning to a student whose crowning scientific achievement was a participation award in a middle-school science project competition. To those of you who now have similar concerns, fear not, all you need is an inquisitive mind and an interest in learning. To those of you who actually possess scientific qualifications, rest assured, it will not be for nothing if you pursue a career in IP. Just be ready to lend your knowledge to the rest of us when we come knocking!

One of the benefits of moving through different teams during a graduate rotation program, such as the one offered at Ashurst, is being exposed to the different kinds of work done by those teams on a day to day basis. Often lawyers will describe themselves as being either "transactional lawyers" or "litigators" depending on their team's work. However, my decision to settle permanently in Ashurst's Intellectual Property team was based not only on my interest in the subject matter, but the fact that I would get to advise on both transactions and disputes.

Many commercial lawyers will tell you that the scope of their work is broad ranging (and that is often true), but by its nature, intellectual property work will almost always involve questions and problems that you will not have encountered previously. The application of principles in IP law is rarely black and white, more often requiring some exercise of judgment based on the particular facts at hand. This extends beyond simply applying the law, as advising a client on the best strategy to achieve its goals requires a keen understanding of the commercial elements of the situation. One advantage of this is that IP lawyers will never be replaced by artificial intelligence!

The term "intellectual property" encompasses

a range of areas of law which, in practice, are quite distinct from each other. While patent, copyright, trade mark and design law all deal with rights comprising a form of intangible "property", they often involve the application of different (and sometimes opposite) principles. In my time at Ashurst I have never felt like I've worked on the same matter twice. As a junior lawyer, you are encouraged and given the opportunity to gain experience across all of these areas.

It is difficult to describe my "usual" workload. One day I might be advising a pharmaceutical company on its freedom to bring a generic version of a drug to market, on another I'll be attending a mediation to resolve a copyright dispute regarding a film script. I might be instructing in the Federal Court in a case involving the unauthorised reproduction of house plans, or I might be trawling Facebook and the Internet for evidence in a trade mark dispute. I could be interviewing an expert on laser sensors in baggage processing systems, or helping draft a research agreement for a university. I also help manage the international trade mark portfolios of clients in the consumer goods, mining and resources, and financial services industries.

Then there are the people in the team. I am lucky to have been mentored by some of the pre-eminent practitioners in IP law in Australia. It was initially comforting to learn that a number of accomplished lawyers in the team did not have a science background, and I have benefitted not just from what they know of the law, but their advice on how they approached their learning. Aside from the expertise of the team, the partners foster an environment of support and development (on a professional and personal level). Both senior and junior members go out of their way to connect with each other on a human level, and the team has a reputation for its inclusive culture. The team's strong culture has been reflected in our regular 'Houseparty' calls to catch up and discuss anything other than work while we have all been working from home due to the Covid-19 pandemic.

In terms of the broader firm, being part of a firm with a global footprint provides the opportunity to travel within the Ashurst

network. Many of my colleagues have headed overseas to practice, including to Tokyo, Singapore, Hong Kong, Dubai and London. I myself worked in Sydney from late 2017 to early 2019, initially on secondment to Amazon, and then working in Ashurst's Sydney office. Having a broad range of experience and skills from having worked in IP law opens up many opportunities abroad. However, being based in Melbourne doesn't limit your opportunity to be involved in cross border transactions and disputes. A number of matters I have worked on involved large clients from the US, Japan and even Brazil!

Regardless of whether you are currently interested in IP law, have studied it or not, or are even sure of whether you want to work at a commercial law firm, I highly recommended giving it some thought. I can almost guarantee that some aspect of the work will capture your interest!

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# INTELLECTUAL PROPERTY, TECHNOLOGY & REGULATORY AT THOMSON GEER



NICOLE BRADSHAW  
Senior Associate  
Thomson Geer

*"The wide-ranging exposure to different work also allows you to discover areas within the IPTR practice group you particularly enjoy and over time, focus your skills and business development on those areas and potentially carve out a bit of a specialty for yourself within the group."*

Originally from Adelaide, I joined Thomson Geer's Adelaide office as a law clerk in December 2013, initially working across both the Corporate Mergers & Acquisitions (M&A) Team and the Intellectual Property, Technology and Regulatory (IPTR) Team.

I had undertaken a double-degree in Law and Economics at University and, on completion of my studies, had envisaged working in a space where I could potentially utilise skills from both areas. I was advised at the time to keep an open mind about what area I may ultimately work in and to seize any opportunities to undertake work in varying areas of the law, to help determine where my interests might lie. I am eternally grateful for this advice and repeat it to anyone new to the practice of law.

My transition into a full time member of Thomson Geer's IPTR Team was really one of necessity at the time. The IPTR team was seeing a great increase in work, with the development of new mobile phone apps and with many Government sectors, who had been using outdated, local install, legacy software systems, beginning the transition to cloud-based solutions. The encouragement from Thomson Geer to take on work from an area I had not initially considered for myself has to date led me to an incredibly varied and fulfilling career in the IPTR space.

The IPTR Team at Thomson Geer provides a full service offering (both front-end commercialisation and back-end disputes work) in the areas of intellectual property, technology and regulatory (principally competition law and privacy / data protection).

The broad span of our practice group means IPTR Team members get exposure to an array of different and interesting work. One day you might be putting together a software development agreement, the next advising a client on privacy law compliance or competition issues raised by a proposed merger, and the

next in a mediation over the infringement by a third party of a client's intellectual property rights. There is never a dull moment.

The wide-ranging exposure to different work also allows you to discover areas within the IPTR practice group you particularly enjoy and over time, focus your skills and business development on those areas and potentially carve out a bit of a specialty for yourself within the group. I, for example, have particularly gravitated towards the front-end commercialisation of intellectual property and technology assets rather than back-end disputes work. As a result, I have obtained extensive experience in preparing, negotiating and advising on a range of commercial agreements, including software development agreements, intellectual property assignment and licensing agreements, distribution agreements and agreements for the provision or acquisition of goods or services including cloud-based software-as-a-service and platform-as-a-service agreements.

We have a varied array of clients ranging from start-up businesses right through to multi-national and international corporations. Some examples of our clients include technology owners and developers, software developers and resellers, internet service providers, major manufacturers and retailers, life sciences and biotechnology companies, franchise and distribution networks, universities and government departments.

With clients hailing from many different industries and businesses of different sizes and levels of sophistication, being in the IPTR Team offers opportunities to work with clients at all different stages of the business cycle. This could include complex arrangements and transactions with high value and/or importance to the client, or preparation of more short-form, template agreements for ongoing use.

In January 2018, I made the decision to move interstate to Melbourne. Being a national firm with offices in most of the capital cities in Australia, Thomson Geer was very receptive to and accommodating of my relocation plan, assisting me with the smooth transition from Adelaide to the firm's Melbourne office. I have experienced a great openness within the firm to changes in staff circumstances.

Additionally, the firm has a 'less paper policy' and is at the forefront of technology, which sees each of us with a laptop computer and (from Associate level up) a mobile phone so that we can work flexibly from wherever we may find ourselves. The IPTR Team is a keen adopter of these initiatives. Gone are the days of simply meeting with clients in a board room at the office. As a member of the IPTR Team, you have the opportunity to meet with clients at their businesses (which are often impressive, particularly when dealing with some of the larger, emerging technology companies!) and to conduct meetings over various different videoconferencing technology platforms.

A role in the IPTR Team at Thomson Geer is never dull! Whilst you will be busy and challenged, you will be a part of a team that is at the forefront of the latest developments in products, services and technologies both in Australia and overseas.

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Allens < Linklaters

Great change is here.  
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Funds, Super & Wealth

ZOE CHAPMAN  
LAWYER

The Funds, Superannuation and Wealth (FSW) team is a specialist stream of the broader Corporate practice group at Allens. In short, its expertise is the law of 'managing other people's money' and, more broadly, financial services.

The team acts for some of Australia's largest superannuation funds, as well as a range of other institutional investors, such as sovereign wealth funds, pension funds and private equity funds from around the world. It also acts for financial services providers such as banks, insurers and fund managers.

The law of 'managing other people's money' is technical and complex, comprising legislation (such as the Corporations Act and superannuation legislation), interesting case law, and regulation. The FSW team also assists clients to navigate their relationships with the regulators (for example, ASIC and APRA). Often the team's area of law is at the centre of policy debate and reform, such as that arising from the Financial Services Royal Commission, and some aspect of its work will feature in the media.

Our clients need specialist legal advisers who understand them, and their industries. Institutional investors are becoming a dominant source of capital investment around the world, and are seeking more active and strategic roles in the investments they make. Superannuation funds in Australia, whose assets totalled \$3.0 trillion at the end of 2019, are broadening their investment horizons and solidifying their presence through SFTs (essentially, mergers). As technology progresses, our clients are investing in renewables, raising money with initial coin offerings, and operating global financial markets. The FSW team also specialises in complex fund structures (such as trusts and stapled structures), managed investment schemes and financial services regulation.

Due to our multi-disciplinary approach, we are able to build deep relationships with clients, and offer access to advisers from across the firm (for example, Mergers & Acquisitions, Real Estate and Tax). Allens' strategic alliance with Linklaters enables our clients to invest around the world, and for international clients to do business in Australia. For example, some of my biggest projects last year related to European clients preparing for the fallout of Brexit.

As a junior, I often work on a matter from start to finish – from the first client call, to correspondence and meetings with the parties, to signing or completion. Our work is both transactional and advisory, so I have developed solid drafting and research skills. In particular, this might involve drafting a set of agreements to effect a transaction, or researching a niche question and drafting a memorandum of advice.

The team is friendly and tight-knit, with an 'open door policy'. As a junior, I have been able to work closely with each member of the team, and soak up the expert knowledge of our Senior Associates and Partners!

You don't need a commerce or finance background to join the FSW team. Each month, specialised members provide 'junior training', to ensure we understand the basics; and every Wednesday, the national team has lunch, to discuss regulatory updates, recent cases, and the interesting matters we and our clients are working on.

The funds and superannuation sectors will only continue to grow, both in Australia and around the world. It is a dynamic and fascinating area of law, and an invaluable area of legal specialisation. Accordingly, the FSW team is a great place to start your legal career.

Find out more at [allens.com.au/yourcareer](https://allens.com.au/yourcareer)

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# SUPERANNUATION AND WEALTH MANAGEMENT AT THOMSON GEER



LINCOLN RODGERS  
Lawyer  
Thomson Geer

*"The wide-ranging exposure to different work also allows you to discover areas within the IPTR practice group you particularly enjoy and over time, focus your skills and business development on those areas and potentially carve out a bit of a specialty for yourself within the group."*

Thomson Geer's superannuation & wealth management team advises Australia's largest private and public sector financial institutions on the establishment of, licensing, governance, distribution, administration, investment and tax matters associated with superannuation, funds management and life insurance products.

## HOW I JOINED SPWM

I have been at Thomson Geer since November 2016 having followed the "typical" pathway of a law student:

Summer clerk → Casual → Graduate → Lawyer

I completed my clerkship in the Banking & Finance (B&F) team and then continued to work as a casual there during my last year of law school. This experience made me sure I'd be settling there after grad-year: the B&F team is a client focussed and energetic team that "threw me in the deep end" from day one. As a clerk I was drafting security and transaction documents and attending client meetings and the responsibilities only grew as I committed to the team in the following year - a testament to the culture at TG, where the development of its junior lawyers is truly valued.

But as with all juniors coming through we should keep an open mind about practice groups and gain as much exposure while we can. This is what TG's graduate program is designed to do.

As you may know, 2018 was an important (and disruptive) year for the financial services industry. The Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry was underway and Commissioner Hayne was conducting a "deep dive" investigation into a number of industries, including superannuation.

TG's Superannuation and Wealth Management team, led by Scott Charaneka, had been instructed to act for AustralianSuper (Australia's

largest superannuation fund) in its preparation for appearing at the Royal Commission hearings.

Scott needed a graduate to be seconded to AustralianSuper and I jumped at the opportunity!

I was a direct report to the Head of Legal at AustralianSuper and assisted on all things Royal Commission as well as any business-as-usual work the in-house team needed my assistance with. This experience is still a highlight from my time at TG and was truly invaluable. Not only was I a part of some incredibly important work, I was able to develop a strong professional relationship with the in-house legal team and better understand their needs when they come to firms like us seeking external legal advice.

Having enjoyed my time working with Scott and the AustralianSuper team so much, I stayed on in SPWM for an extra rotation to get more of a feel for the type of work they do... and I never left!

## WHAT WE DO IN SUPERANNUATION AND WEALTH MANAGEMENT

Very broadly, our practice group can be broken down into three streams of work:

**1. Projects:** Superannuation fund trustees manage a significant amount of funds on behalf of their members. These Trustees will, from time to time, need to implement significant changes to their business operations or governance structures. These are usually large scale matters that continue for a number of months.

For example, we often advise in relation to "successor fund transfers" (essentially a merger of two superannuation funds) and "material outsourcing arrangements" where the trustee's operations are outsourced to a third party provider (for example, administration of the fund or investment management).

**2. Regulatory advice:** superannuation fund trustees must navigate a number of complex pieces of legislation as well as a dynamic regulatory environment (especially since the Royal Commission).

Generally this work involves preparing technical pieces of advice to our clients or liaising with APRA, ASIC and/or the ATO to pursue mediation and other avenues to resolve compliance issues.

**3. Insurance claims and advice:** most of us hold insurance cover through our superannuation fund. You may have the following types of cover: death; total and permanent disability (TPD); and income protection.

We frequently act for superannuation fund trustees who are party to proceedings brought by members seeking their insured benefits. This back-end work requires us to review claim files, draft required Court documents (Defences etc.) and attend hearings and mediations as required.

As you can probably tell, the work we do in Superannuation and Wealth Management is incredibly varied and no two days are the same. I can spend my morning preparing a letter of advice on whether a client has inadvertently engaged in misleading or deceptive conduct, then attend a Court ordered mediation and finally spend the rest of my day helping our clients understand the impacts of a Bill that has just been introduced to Parliament in response to the Royal Commission recommendations (or COVID-19 for that matter!).

In addition to the above, our team works very closely with the Australian Institute of Superannuation Trustees (AIST) – the peak body representing profit to member superannuation funds. We regularly liaise with their advocacy team to prepare them for discussions with Treasury about new legislative changes. We are also part of their professional development program and are regularly invited to conduct webinars or run seminars for their members (I have already conducted a number of these myself!).

Superannuation and Wealth Management is a practice area that requires technical legal expertise (especially in trust law), agility and a strong commercial and political awareness. As a junior you will continuously be supported so that you can develop this necessary skillset to help Thomson Geer get the best results possible for its clients.

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# A DAY IN THE LIFE OF A STATUTORY INSURANCE LAWYER AT HALL & WILCOX



HARRIET SIMPSON  
Lawyer  
Hall & Wilcox

*"My favourite aspect of the work is the variety of the claims. No two days are the same. I get to work with a variety of people: clients and claims managers from the insurers, worker's solicitors, barristers, medical, vocational and liability experts and employers in a range of industries."*

My name is Harriet Simpson and I am a second-year lawyer in Hall & Wilcox's statutory insurance team, based in Melbourne. A day at work for me starts at 8am with a complimentary breakfast. Most days I'm in jeans because the firm has adopted a 'dress for your day' policy. I do have to suit up fairly frequently though, as I spend a lot of time in court, at conferences, and at mediations.

As a junior lawyer, I have about 25 files, a mixture of statutory benefits and common law claims. I manage the files but I am overseen by a partner and, thankfully, in the open plan office there are always people around to answer my thousands of questions. The team is one of the biggest in the firm, with six partners, over twenty lawyers and a number of legal assistants.

I really like working in a team. Collaboration is really important and is a great way to learn and develop. Our firm is committed to utilising technology to assist clients. We have a client solutions team with whom we can discuss ideas about innovation.

Hall & Wilcox acts for WorkSafe Victoria and self-insurers to represent employers in statutory benefit and common law claims made by workers.

Statutory benefit disputes are usually litigated in the Magistrates' Court. These disputes are about the 'no fault' entitlements to wages and medical expenses, meaning if a worker is injured at work, they are generally entitled to compensation no matter whose fault it is. As a graduate lawyer, I had the opportunity to appear in court every day for directions hearings in these matters. This involves standing at the bar table and speaking in front of a Magistrate with the worker's solicitor or counsel. This was daunting at first, but a great way to learn fast.

Common law claims involve investigating

whether a worker has a 'serious injury' and whether there has been a breach of a common law duty of care, or statutory duty by the employer. This requires a close examination of the worker's injury and consequences, their past medical history and ascertaining their current condition. We work with a variety of employers to understand their workplaces, their systems of work and industry standards for safety.

For each claim I have to investigate the claim, write a detailed advice for the client and then try to resolve the claim. This work requires a range of skills including reading, interpreting and analysing medical evidence, good communication skills and negotiating. Inevitably, some claims do end up in court so that a judge or jury decides the issues in dispute. In February, I was involved in three damages trials and spent almost every day in court.

My favourite aspect of the work is the variety of the claims. No two days are the same. I get to work with a variety of people: clients and claims managers from the insurers, worker's solicitors, barristers, medical, vocational and liability experts and employers in a range of industries. I like reading about the worker; where they worked, their life and their injury. I like talking to and meeting employers and seeing what they do, whether it is operating a liquorice factory, a hospital or a shoe store.

My day at work comes to a close at 5.15pm when we come together as a team to do The Age Quiz. I really enjoy my job, working in personal injury litigation and working at Hall & Wilcox.

# WHY RESTRUCTURING AND INSOLVENCY AT CLAYTON UTZ?



AMORKOR AMARTEI  
★ Monash alumni (LLB)  
Lawyer  
Clayton Utz

*"Being part of the Clayton Utz Restructuring and Insolvency team is a fantastic opportunity to work alongside talented lawyers, dive into a diverse range of work and engage with clients from a range of industries from the beginning of your career."*

The practice group offers both transactional and dispute services. While most lawyers specialise in one of these areas, the teams work closely together.

As a junior lawyer you are encouraged to work across both the front-end (transactional) and back-end teams (around potential disputes). Particularly at the start of your legal career, the team is well positioned to help you develop skills across transactional, advisory and litigious matters. And this will assist in you becoming a well-rounded lawyer.

There is a variety of hands-on experience in the team, from drafting corporate documents, conducting legal research to preparing court documents and attending court. You will have exposure to areas of the law such as contract, corporations, banking & finance and civil procedure law.

The Restructuring and Insolvency team works for a wide range of clients across varied industries. We work for clients including banks, accounting firms and insolvency practitioners. In Restructuring and Insolvency you are given the opportunity to work closely with clients from a junior level. For instance during my six-month rotation, I was able to work directly with a client and barrister on a commercial litigation matter and conduct a property settlement with a client.

The dispute team mainly works on corporate insolvency matters like administration and liquidation of companies. It also deals with personal insolvency as well including bankruptcy. From a transactional perspective, typical work can include conducting security reviews, refinancings and advising on enforcement strategies.

The Restructuring and Insolvency collaboratively works with other practice groups regularly. These include:

- Real Estate (settlements);
- Intellectual Property (asset/business sales);
- Corporate (directors/asset/business sales);
- Workplace (employee issues/redundancies/termination); and
- Environment & Planning (contamination issues particularly with mining/infrastructure).

This helps build your network across the firm and gives you practical insight into the type of work other practice groups are carrying out.

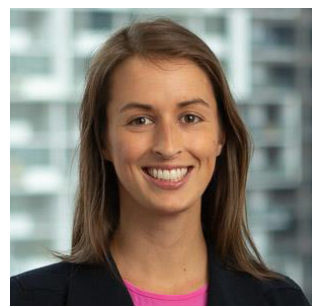
One of my favourite aspects of being part of the Restructuring and Insolvency team is the exposure to varied client and industry events.

They are a great opportunity to develop technical knowledge and improve networking skills. Many team members are part of industry network groups and this offers client networking exposure and a chance to hone public speaking and presentation skills.

Being part of the Clayton Utz Restructuring and Insolvency team is a fantastic opportunity to work alongside talented lawyers, dive into a diverse range of work and engage with clients from a range of industries from the beginning of your career.



# COMPENSATION LAW AT LANDER & ROGERS



ANNA WHITTAKER  
Senior Associate  
Lander & Rogers

*"As a junior lawyer in our team, you can expect to run your own files from day one, with the support of a partner. You will conduct your own conferences, negotiations, appear in court and work directly with clients."*

Although workplaces are safer now than they have ever been, injuries in workplaces do occur. WorkSafe Victoria administers the 'WorkCover' scheme, which provides various entitlements and compensation to injured workers and insures employers in respect of claims made against them.

In administering the scheme, WorkSafe must ensure that the distribution of compensation is fair and sustainable. The Compensation Law team at Lander & Rogers advises WorkSafe on the delivery of benefits and conducts litigation following workplace injuries. We also act for employers, insurers and self-insurers and advise on both the Victorian and national workers compensation schemes. We act for employers across all industries including emergency services and Victoria Police, hospitals, prisons, construction, agriculture, airlines, small family owned businesses and some of the biggest organisations in Australia.

## THE SCHEME

The WorkCover scheme is predominately governed by two Acts, the Accident Compensation Act 1985 and the reformed Workplace Injury Rehabilitation and Compensation Act 2013. Entitlements and compensation are divided into two categories, "statutory benefits" and "common law".

Statutory benefits form part of a 'no fault scheme.' This means workers can access these benefits without having to establish negligence on the part of their employer. These benefits include:

- medical expenses such as GP attendances, surgery and physiotherapy;
- weekly payments if a worker is unable to work due to injury;
- lump sum compensation for workers

who have sustained a permanent injury or impairment;

- death benefits.

Common law damages on the other hand are only accessible to workers who have sustained a 'serious injury' caused by the negligence of their employer or a third party. Common law damages can be sought for economic loss and pain and suffering

## COMPENSATION LAW AT LANDER & ROGERS

Our team manages a portfolio of litigated and pre-litigated matters that involve a broad range of injuries such as heart attacks, infectious diseases, amputations, traumatic head injuries, back and muscular-skeletal injuries, hearing loss claims and psychiatric injuries. Our firm also acts in expedited trials for terminally ill workers who suffer from dust diseases such as mesothelioma, silicosis and lung cancer. These claims are administered by the VMIA.

WorkSafe and the VMIA are two of the busiest and biggest litigators in Victoria. Practicing in the workers compensation jurisdiction is fast paced, interesting and challenging. On a day to day basis, our lawyers are engaged in work that includes:

- appearing and instructing in courts ranging from the Magistrates' Court to the High Court;
- conducting conferences, mediations and negotiating settlement outcomes;
- providing expert legal advice to WorkSafe Victoria, VMIA and other stakeholders;

- identifying joint tortfeasors, negotiating contribution and pursuing third party proceedings;
- drafting advices, court documents and letters to expert witnesses; and
- preparing cases for court which can include workplace inspections, gathering and assessing evidence, speaking to witnesses and developing strategy.

As a junior lawyer in our team, you can expect to run your own files from day one, with the support of a partner. You will conduct your own conferences, negotiations, appear in court and work directly with clients. We offer a high degree of autonomy and room to develop your own practice and skills as a litigator. Compensation law is a great fit for lawyers who have critical analytical skills and a genuine interest in personal injury litigation. Our team at Lander & Rogers is one of Australia's most experienced and well regarded compensation law teams, which facilitates an excellent learning environment for junior lawyers.

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# THE EMPLOYMENT, SAFETY & PEOPLE GROUP AT MADDOCKS



**MONIQUE FAILLA**  
 ★ Monash alumni (LLB)  
 Lawyer  
 Employment, Safety & People  
**Maddocks**

*"We think it is more important that you come into your rotation in the Maddocks ES&P Group with an active interest in industrial and employment issues, a genuine passion for working with people, your already well-honed research and analysis skills, and a positive 'can-do' attitude."*

The Maddocks Employment, Safety & People (ES&P) Group is a large, lively and successful employment law team in Australia, with 6 partners and a team of more than 35 lawyers and support staff across our Melbourne and Sydney offices. The ES&P Group is recognised in a number of leading legal directories with rankings for Employment and Workplace Health and Safety in the 2020 editions of Legal 500 Asia Pacific, Doyle's Guide and Chambers. Maddocks also received an Employer Choice for Gender Equality citation for the 16th consecutive year in February 2020, with 37 percent of the firm's partnership, and a remarkable 67 percent of the ES&P partnership, being women.

## WHO DO WE WORK FOR?

The Maddocks ES&P Group prides itself on offering expert, personalised, practical and unpretentious service across 5 primary sectors, including Education, Healthcare, Infrastructure, Technology and Government.

We are one of the leading suppliers of legal services in employment law to the State of Victoria and its various departments and statutory authorities. Our leadership in government is demonstrated through the high profile and sensitive work we carry out for government clients, including our Federal government clients. We also work with a diverse range of private businesses and corporations across all of the above sectors, and our experience working with the private sector is the fastest growing component of the ES&P practice.

## WHAT SORT OF WORK DO WE DO?

Our wide-ranging client base, the strength and depth of our experience, and our reputation in the above sectors means that we do varied, high-profile, interesting and rewarding work on a daily basis.

The Maddocks ES&P Group does both advisory work, as well as litigation work in both state and federal jurisdictions, in the various courts, tribunals and commissions. We work across all areas of employment and safety law, including anti-discrimination, enterprise bargaining, employment contracts, industrial relations, termination of employment and occupational health and safety.

This includes, for example, assisting our clients to draft and negotiate the terms of enterprise agreements, and to advise on compliance issues (such as, the BOOT and mandatory and unlawful terms). We assist our clients to manage ill and injured workers, and to navigate notifiable incidents, WorkSafe prosecutions, Royal Commissions and Coronial Inquests. We represent our clients in general protections, unfair dismissal, stop-bullying, breach of contract and discrimination claims. We regularly advise our clients on effective performance and conduct management procedures and actions, on privacy and workplace health and safety obligations, and on rights and obligations under modern awards, enterprise agreements and employment agreements. We also regularly train, present and write for industry and government on topical issues, such as good faith bargaining, workplace investigations, and whistleblowing obligations.

The Maddocks ES&P Group also takes pro bono work very seriously. We work closely with organisations such as Justice Connect and other referral organisations, and we regularly advise pro bono clients on complex and sensitive complaints and decision review processes.

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

As a clerk, graduate and junior lawyer in the Maddocks ES&P Group, you can expect to be involved in all aspects of our practice. This means that, from day one, you will carry out meaningful and challenging work, gain exposure to our clients, be given responsibility, support and guidance, and have regular access to our Partners.

Common tasks undertaken by the junior members of the Maddocks ES&P Group include:

- drafting letters and contracts of employment, enterprise agreements, and workplace policies;
- drafting emails and letters of advice to clients;
- assisting in witness interviews and drafting witness statements and affidavits;
- drafting submissions, applications and pleadings in various courts, tribunals and commissions;
- drafting responses to unfair dismissal, general protections and stop-bullying order applications;
- carrying out legal research and drafting research memoranda, eAlerts and presentations;
- drafting deeds of release for employment disputes;
- attending client meetings, drafting correspondence to clients, and assisting in the development and presentation of training materials to clients;
- preparing for, appearing as an advocate and instructing Counsel at, conciliations, mediations and hearings in various courts, tribunals and commissions; and

- assisting clients in the conduct of workplace investigations.

## WHAT SKILLS OR EXPERIENCE DO YOU NEED TO WORK WITH US?

The Maddocks ES&P Group is a diverse team of individuals from a variety of vocational and academic backgrounds, with different strengths, skills and experiences. For example, some of our lawyers and support staff have previously worked as law enforcement officers, photographers, social workers, retail sales assistants, and recruitment officers. This diversity in skills and experience is what makes the Maddocks ES&P Group relatable to our clients, innovative in the delivery of our services, and an interesting team to work within.

This means that you do not need any specific knowledge or experience to work with the Maddocks ES&P Group. Of course, it will be helpful if you have previously studied, or have work experience in, employment law or industrial relations. However, we do not expect our clerks and graduates to come into their rotation in the Maddocks ES&P Group with a bank of knowledge and experience in this area. We will provide you with all the training, resources, support and guidance necessary to carry out the tasks asked of you.

We think it is more important that you come into your rotation in the Maddocks ES&P Group with an active interest in industrial and employment issues, a genuine passion for working with people, your already well-honed research and analysis skills, and a positive 'can-do' attitude.

The Maddocks ES&P Group also takes pro bono work very seriously. We work closely with organisations such as Justice Connect and other referral organisations, and we regularly advise pro bono clients on complex and sensitive complaints and decision review processes.

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# WORKPLACE ADVISORY AT ARNOLD BLOCH LEIBLER



**ANNA SAPOUNTSIS**  
★ Monash alumni (JD)

Lawyer  
**Arnold Bloch Leibler**

*“Employment law is a fast-expanding area of the law, meaning skilled employment law practitioners are always in demand.”*

From day one in the Workplace Advisory group, Seasonal Clerks and Graduates are exposed to what Arnold Bloch Leibler is all about – providing practical, results-driven and commercially focused advice.

## WHAT’S THE WORK LIKE?

Employment law is a broad and continually-evolving area of the law. Similarly, the Workplace Advisory practice is dynamic and fast-paced, spanning a range of different work. The practice group completes work for large, well-known companies, as well as senior executives.

You can expect to be involved in a broad range of matters, including:

- unfair dismissal and adverse action claims;
- implementing workplace change (such as restructures);
- litigation;
- bullying claims;
- workplace investigations;
- negotiating executive contracts;
- breach of contract disputes;
- transactional-based work;
- discrimination and harassment claims; and
- industrial action and negotiations.

You will be given the opportunity to work on complex litigation in a range of different jurisdictions and forums, such as the Fair Work Commission, Federal Court, and even interstate courts.

You can also expect to gain experience

with mediations and Fair Work Commission conciliations, as the practice group is involved in these regularly.

## WHAT SKILLS DO YOU DEVELOP?

The broad range of work you will complete and the high level of responsibility you will be given mean you will quickly develop strong skills in:

- identifying key legal and commercial issues;
- creating solutions that are practical and focussed on the commercial and other interests of the client;
- drafting advices in a practical and concise manner;
- drafting correspondence; and
- advocacy and interpersonal skills.

You are constantly exposed to new and different types of work, challenging you and expanding your skill set.

## WHAT LEVEL OF RESPONSIBILITY DO YOU GET?

As the Workplace Advisory group is a specialist team, you will be given a high level of responsibility and involvement from the beginning.

You will be quickly dealing with clients directly, and given the opportunity to get involved in matters from beginning to end.

The Workplace Advisory group participates in the Fair Work Commission’s pro bono program, allowing you the opportunity to take ownership of matters and assisting parties in the Fair Work Commission. You are allocated to matters in the program and run these from the initial review of documents, to meeting with the client to provide face-to-face advice - all with the support and guidance of experienced Senior Associates.

## WHAT OPPORTUNITIES ARE THERE?

You will work closely with the experienced and knowledgeable Partner and Senior Associates. Working with highly-regarded and skilled people is an invaluable opportunity for your personal development and growth.

The Workplace Advisory group is a supportive and encouraging environment that will help you develop, challenge yourself, and pursue your own particular interests and goals.

Given employment law is wide-reaching, you will also be presented with opportunities to work with other practice groups within the firm, such as the commercial, litigation and competition practices. This provides insight into the work of other teams, expands skills and knowledge, and develops professional working relationships and networks.

Employment law is a fast-expanding area of the law, meaning skilled employment law practitioners are always in demand.

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# MERGERS & ACQUISITIONS AND CORPORATE ADVISORY GILBERT + TOBIN



**JOHN WILLIAMSON-NOBLE**  
Partner  
Gilbert+Tobin

*"Mergers and acquisitions are a big part of what we do, alongside private equity and capital markets work. It's an exciting area and the atmosphere is busy, but very enthusiastic and friendly."*

**BY JOHN WILLIAMSON-NOBLE PARTNER**

According to Partner Costas Condoleon, Corporate Advisory is a great place to work on a variety of transaction. "Our team truly leads the market, working on significant and transformational transactions for a wide range of clients. It's so interesting and varied; no two days are ever the same."

Partner Neil Pathak adds, "Our mix of clients is compelling. We act for large listed global businesses on their 'bet the farm' deals and private equity firms on sophisticated acquisitions and divestments right through to rapidly growing corporates raising capital and doing deals."

**WHAT YOU'LL EXPERIENCE**

You'll be exposed to a large and diverse client base that includes: listed companies, private equity firms; investment banks; institutional investors; government agencies; and large privately-owned companies.

To successfully facilitate major transactions, you will be part of a team that includes specialists from areas such as Competition + Regulation, Banking + Infrastructure, and Real Estate + Projects – giving you valuable insights into other parts of the firm.

**CROSS-BORDER NETWORKS**

Because Gilbert + Tobin is an independent firm, we attract referrals from major firms all over the world. Our international network includes top US law firms, UK Magic Circle firms and many other leading firms in key jurisdictions.

**MERGERS + ACQUISITIONS**

Our M&A partners and lawyers have a reputation for closing difficult and highly strategic transactions. They navigate

regulatory and competition law, and financing and commercial restrictions to find a way for clients to achieve their objectives.

**PRIVATE EQUITY**

As Australia's leading private equity practice, the team is known for its ability to effectively manage and close large complex deals and help clients get the best outcome in competitive sales processes.

**EQUITY CAPITAL MARKETS**

A number of our partners are recognised as market leaders for their ability to combine technical skills with commercial insight, often advising on complex financial products and new structures. The team regularly acts for listed companies and global investment banks on equity capital markets transactions.

**FUNDS MANAGEMENT**

G+T's funds management team provides advice to private equity, venture capital, and real estate and infrastructure funds managers, as well as large corporations, banks, underwriters and institutional investors. As a market leader in funds establishment in the mid-cap private equity and venture capital space, we've acted on almost all of these types of funds in recent years – as well as the majority of regulated M&A transactions for large listed funds.

**TAX**

Working collaboratively with lawyers across all practice groups, our tax specialists provide advice on all types of commercial transactions and develop tax-effective structures to minimise the risk of later disputes.

**INSIGHT INTO THE LIFE OF A LAWYER IN THE CORPORATE ADVISORY TEAM**

**BY KEARA STRETTON LAWYER**

**WHAT IS IT LIKE WORKING AT GILBERT + TOBIN?**

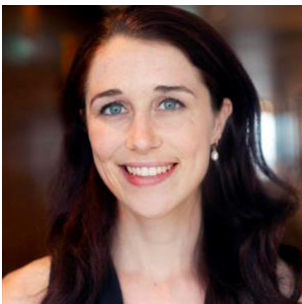
Working at Gilbert + Tobin is an enjoyable and rewarding experience. As a leading Australian law firm, G+T advises on market leading transactions, regulatory matters and disputes across a broad range of clients and industries. With strong values around diversity, individuality, innovation and fun, there is a great culture amongst the firm, which is made up of very talented and driven, but also very down to earth, friendly and supportive people.

**WHAT DOES A TYPICAL DAY-TO-DAY LOOK LIKE IN CORPORATE ADVISORY?**

In the Corporate Advisory team, the work is very interesting and varied, with no two days ever being the same! The team acts for a mix of clients, including listed companies, private equity firms, investment banks, institutional investors, government agencies and large privately-owned companies, across a range of different areas, including mergers + acquisitions, private equity, equity capital markets and funds management. You are given responsibility for tasks and access to clients, while always having the support of the partners and other members of the team, providing great opportunities for learning and personal and professional development. Between lunchtime quizzes and crosswords, netball, futsal, ultimate footy, book club, morning teas, team and firm wide functions there are plenty of 'non-work' related activities you can get involved in!

(Continued on next page)

# MERGERS & ACQUISITIONS AT KING & WOOD MALLESONS



JORDONNE COLLEY

Solicitor  
King & Wood Mallesons

*"You can expect to jump in the deep end with diverse work in Core M&A, but it's always a team effort. The scale and nature of our matters varies, but we manage matters collaboratively."*

## WHAT IS MERGERS & ACQUISITIONS?

KWM's M&A group is one of the largest at the firm and consists of 4 practice groups: Competition, Tech Law, Workplace & Employee Relations and Core M&A. The Core M&A group assists its clients with a large variety of work including public and private M&A, takeovers and corporate governance which spans across a number of different sectors such as financial services, infrastructure, healthcare and government. The nature of M&A transactions often means that we collaborate on numerous transactions with other practice groups at the firm. You will find yourself working with members of our Banking & Finance group, our Intellectual Property group and, in some very unique transactions, some of our specialist practice groups such as the Environment & Planning group (specifically, with water regulation experts).

In each of these transactions, and in fact for all transactions, graduates play a significant role in getting the deals across the line. The work varies from drafting key transaction documents, reviewing public disclosure documents and conducting important legal research (sometimes in very discreet areas of law which require skills you learnt in subjects like admin law...yes, admin law).

## WHAT TYPE OF WORK CAN A CLERK EXPECT FROM THE TEAM?

You can expect to jump in the deep end with diverse work in Core M&A, but it's always a team effort. The scale and nature of our matters varies, but we manage matters collaboratively. This means you'll receive a whole range of new and foreign tasks while surrounded by people who understand the context and are happy to work through process together.

There are also opportunities to get involved in pro bono work during time with our team. M&A lawyers manage projects that range from helping all sorts of charities get established and registered, and providing governance advice, to matters focused on human rights and homelessness.

While within Core M&A we're formally grouped into smaller teams around individual partners for support and efficiency, lawyers with capacity and interest get involved in projects with partners and teams right across the broader group. Beyond your immediate "family" you'll connect with and work alongside many others.

It also helps to think about how you like to manage time and energy. Transactional M&A is typically goal-oriented, and the pace can be both demanding and rewarding: teams work together under pressure and celebrate milestones. For most of us, the variety and drive feel great – but so does balance with routine! Watch how your clerkship team, or the lawyers you know, make the most of their time and stay healthy while enjoying all the stages of a deal. See how it feels for you.

Perhaps most importantly, if you get the chance to work in a team, stay open to sharing with the lawyers around you. M&A's collegiate atmosphere and breadth is unique – you'll learn heaps and build a foundation of support. Take on work of all sorts to understand how the group collaborates and where you best fit across the projects the team is juggling. There will be days when you review eighty documents that look the same and aren't remotely juicy (but do teach you how medical technology works, so hey why not), days when you learn the final outstanding signatory to the final outstanding transaction document is suddenly on a remote cruise ship, days when everything's in the press, days when another party sends billions of dollars to the wrong bank, and days when you sit down to somehow read the Madagascan mining code in French. There'll be mostly different days and a team that quite likes them.

## ANY ADVICE OR TIPS FOR STUDENTS INTERESTED IN THE AREA?

If you think you might be interested in M&A, try and talk to the people who do it! M&A lawyers who feel it wasn't all a terrible mistake talk about energy, curiosity and connection as important – things like team spirit, the exciting pace and scale of deals and the chance to understand familiar and new businesses across sectors. Hearing people answer the "why" question generally gives you a good sense of fit.



DANIEL AYAD

★ Monash alumni (LLB)

Solicitor  
King & Wood Mallesons

## EXAMPLES OF WORK/DEALS

As a graduate in the group, you will have the opportunity to work on market leading transactions for some of the ASX100's biggest names. KWM has been involved in the following recent transactions that you may have seen in the papers:

- Transurban's \$4.8 billion capital raise to fund the acquisition of WestConnex;
- Brookfield's \$4.4 billion takeover of Healthscope;
- NAB's demerger from Clydesdale Bank and subsequent listing of the demerged entity on both London and Australian stock exchanges; and
- Latitude Financial Services on its proposed IPO.

Clerks who join teams at the peak of a large deal will be researching points of law to support partners' fast-moving strategic decisions, tracking and communicating action items from all-parties calls, preparing the many documents needed to effect key transaction steps, reviewing and testing announcements for release to the market, sampling and identifying market practice and reviewing due diligence materials to identify issues that could undermine the transaction. Clerks who join teams running simultaneous varied matters will likely also find themselves drafting standalone advices, reviewing key transaction documents and considering all aspects of a due diligence process, including input from specialist teams.

(Continued on next page)



# CORPORATE/M&A AT CORRS



KATHRYN MAY

Senior Associate  
Corrs Chambers Westgarth

*"And for those of you wondering about the work/life balance of a Corporate lawyer, I assure you that it exists!"*

I've been thinking about what to include in this article for a few days now, trying to think about what I would have wanted to know about life as a Corporate lawyer at Corrs Chambers Westgarth back when I was at university. Back then, I certainly couldn't have imagined the exciting, challenging and highly rewarding career that opened up to me in the years to come.

I'll start with how I got to where I am today. I graduated from university in 2011 with a Bachelor of Laws and a Bachelor of Business (Accounting). Like many busy university students, I somehow managed to balance study, work at a law firm and a number of extracurricular activities throughout my degree. All this experience put me in good stead when applying for and completing seasonal clerkships. I clerked at four firms, and accepted a graduate position at Corrs commencing in 2012. Fast forward to 2020, I'm still at Corrs, but now as a Senior Associate in the Corporate/M&A team.

The work that the Corporate team does includes takeovers, schemes of arrangement, private treaty mergers and acquisitions (private M&A), capital raisings, investments, joint ventures, restructures as well as corporate and commercial advice – to name a few!

So what does being a Corporate lawyer at Corrs actually involve? Is it like Suits? ... I do get asked this from time to time. Not quite, but it certainly is fast paced, exciting and challenging – with a few fancy functions from time to time. Are there any Louis Litts? No (at least not in my experience), everyone is extremely friendly and happy to help.

A large part of my work is private M&A transactions. These transactions usually require a multidisciplinary team from both the Corporate/M&A team and other specialist teams at Corrs. One of the key things I enjoy about my job is working in these teams, and learning not just about a target business and the industry in which it operates, but also about specialist areas of law as they relate to the transaction. And important to note, this work

is not just for senior lawyers! Junior lawyers are involved from start to finish – from conducting due diligence on the target, all the way through to attending completion and preparing various completion documents. That role quickly evolves over time to being the person who manages the due diligence process and drafts the transaction documents.

I work with a broad range of clients – from ASX listed companies, such as Southern Cross Media Group Limited and EBOS Group Limited, to not-for-profit organisations on a pro bono bases, such as SecondBite and Oxfam. Having such a broad range of clients in different industries means that no one day is the same. It also means that it is important to have not only an excellent understanding of the law – but also an excellent understanding of the client's business and the market in which they operate. This allows us to give tailored, client-focussed advice.

As I write this article (from my new home office), we are in the middle of the COVID-19 pandemic, and we are seeing the law changing at a rapid rate to respond to the crisis. What does this mean for me as a Corporate lawyer? Well firstly, it's important to be across the latest (almost daily!) developments, in order to be able to advise clients on the rapidly changing legal landscape. It's also likely that the bulk of my workload might temporarily shift away from private M&A and move more into capital raisings and restructures. Like I said – life as a Corporate lawyer is fast-paced and no two days are the same!

And for those of you wondering about the work/life balance of a Corporate lawyer, I assure you that it exists! Of course there are times when it's all hands on deck, requiring some late nights, but it's not all the time. I continue to work on these amazing transactions while currently working part-time after having recently returned from 14 months maternity leave. Just as lawyers need to be flexible and adapt to changing circumstance, so too does the firm as a whole. Corrs as a firm

## Be exceptional.

**Your journey from outstanding graduate to exceptional lawyer begins at Corrs.**



From your first day at Corrs you will have the opportunity to accelerate your career in a high-performing and supportive environment. Our lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it.

**CORRS  
CHAMBERS  
WESTGARTH**

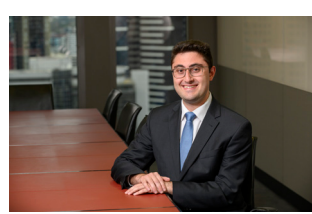


# COMPETITION & REGULATION AT ARNOLD BLOCH LEIBLER



**GAB SAKKAL**  
★ Monash alumni (LLB)

Senior Associate  
Arnold Bloch Leibler



**GABRIEL LEFKOVITS**  
★ Monash alumni (LLB)

Law Graduate  
Arnold Bloch Leibler

*"If you enjoy analysing issues from a political and economic perspective, and are interested in gaining an intimate understanding of different markets, we would recommend considering competition law."*

Competition law is a growing and exciting area of law. It affects big businesses, small businesses and consumers.

Log on to a news site and read about:

- the latest big corporate merger and whether it will be approved by the ACCC;
- the policy debate about whether Google and Facebook have too much market power;
- the ACCC suing businesses for misleading or deceptive conduct against consumers.

Competition law covers areas including:

- cartel conduct — for example, competitors colluding to increase prices or divide up customers;
- dominant firms misusing their market power to substantially lessen competition;
- mergers and acquisitions that reduce competition;
- misleading or deceptive conduct, unconscionable conduct and consumer protection;
- regulation of major infrastructure and utilities.

The ACCC has investigative powers to raid premises, secretly tap telephone calls and force people to be examined and answer questions under oath.

Competition lawyers undertake a wide variety of work, for instance:

- advising on the legality of proposed transactions;
- representing companies the subject of an ACCC investigation or court proceedings;
- seeking ACCC authorisation for a proposed merger or transaction;
- educating clients about competition law as part of their internal corporate compliance program.

Competition law is a fast-paced, challenging and dynamic area of law that covers a broad range of legal disciplines. As part of ABL's competition team, we are involved in a variety of matters including ACCC investigations, advising on proposed transactions, and educating clients about compliance with competition law. If you enjoy analysing issues from a political and economic perspective, and are interested in gaining an intimate understanding of different markets, we would recommend considering competition law.



## 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.

Does this resonate with you?

For information about our seasonal clerkship and graduate recruitment programmes, visit our careers page [www.abl.grad.careers](http://www.abl.grad.careers)





# DISPUTE RESOLUTION & LITIGATION AT ARNOLD BLOCH LEIBLER



**RAPHAEL LEIBLER**  
★ Monash alumni (LLB)

Senior Associate  
**Arnold Bloch Leibler**

*"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."*

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.



**HARRIET CRAIG**  
★ Monash alumni (LLB)

Law Graduate  
**Arnold Bloch Leibler**

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;
- 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.



## MY GRADUATE EXPERIENCE IN THE REAL ESTATE GROUP



**Claire Dorse**  
Solicitor (Vacation Clerk 2017/18)

I am graduate at Herbert Smith Freehills currently completing my second rotation in the Real Estate team. For anyone thinking "Oh, but I didn't really like property at University", trust me when I say that commercial real estate goes far beyond what you are taught in your tertiary education.

### What work I have been doing

The work of the HSF's Real Estate team is hugely varied, something I identified was really important to me. Throughout my rotation I have been involved in commercial lease agreements, sales of large shopping centres, renewable energy projects and off-the-plan developments (just to name a few). We work closely with other areas of the firm, as property is often a crucial component in a corporate or financing deal.

That being said, it's definitely not just reviewing and drafting documents! While I am constantly improving my technical skills, I am also learning about project management and commerciality in a fast paced industry. One of the highlights for me, has been the opportunity to engage with HSF's legal operations team to develop the use of a digitalised contract platform. It is true when they say that the legal world is changing and it's exciting to be able to help deliver client solutions that make the most of new technology.

### What surprised me

I assumed that talking to clients was something reserved to more senior lawyers. I have been proved very wrong, often finding myself the first point of contact! I have been able to develop my confidence in speaking to clients and putting my own ideas forward. To be honest, this is sometimes challenging and definitely takes me outside of my comfort zone. However the collaborative and supportive nature of my team means that I always feel comfortable asking for help, even if it's just a quick query.

Beginning my career surrounded by interesting work and inspiring people has been invaluable and I'm excited to continue my journey as a young lawyer.



# DISPUTE RESOLUTION AT ASHURST



NICK MILLS  
Lawyer  
Ashurst

*"We like to get seasonal clerks involved in all aspects of our practice. That means you can expect to be immersed in complex litigation, prospective advices for commercial clients, and pro bono advocacy on a day-to-day basis."*

Ashurst's Dispute Resolution team in Melbourne is a great place to work because we're doing serious work for sophisticated clients whilst maintaining an open and inclusive culture. We take pride in producing quality legal services but also place real emphasis on being a great place to work.

Our firm and team have long-standing relationships with major players in the financial services, energy and resources, and infrastructure sectors that have seen us work on major litigation, Royal Commissions and regulatory investigations. That means there are a wide range of interesting pieces of work at any given time, and some fantastic opportunities for juniors to contribute directly and immediately.

Our ongoing work for major clients means that our work isn't always just about ongoing disputes. We have a number of expertise work-streams and an interest in understanding how our clients' interests, industries and approaches are going to change in the future. That means that your work won't just involve litigation, investigations and mediations, but also innovative work understanding the kinds of disputes that may arise in the future, both expected and unexpected.

Our work extends beyond major commercial clients to pro bono work, both in terms of advice that uses our expertise as litigation and disputes lawyers, and in terms of the firm's broader pro bono programs, such as mental health advocacy.

Outside of work, we have a really close-knit team that has bonded working on high-profile matters over the last few years. We take a lot of pride in being adaptive about the workplace, with a 'dress for your day' approach, flexible work environments, and use of technology to ensure that our work is as effective and efficient as possible.

We also take a great interest in the firm's community responsibilities, both in terms of membership in the firm's pride, mental health and diversity committees, and in terms of our pro bono work.

## WHAT CAN YOU EXPECT DURING A CLERKSHIP AT ASHURST?

We like to get seasonal clerks involved in all aspects of our practice. That means you can expect to be immersed in complex litigation, prospective advices for commercial clients, and pro bono advocacy on a day-to-day basis.

Our work uses a lot of different team configurations to best fit the task, so you can expect to work directly with juniors, partners and counsel as each project requires.

You can also expect to see what some of the legal practice in a disputes team really entails on a day-to-day basis. Complex disputes involve a great deal of thought, discussion and creativity, and the process is both challenging and rewarding. You can expect to be part of meetings where a great idea can come from anyone in the room, and where fresh and different perspectives are a crucial part of ensuring we've looked at a problem from every angle.

## WHAT DO WE WANT YOU TO GET OUT OF A CLERKSHIP WITH ASHURST?

We hope a clerkship with us can give you a sense of how rewarding and exciting a career with us can be. Our lawyers are given a wealth of opportunities to dive into sophisticated and interesting matters where their contributions are a huge part of the overall effort. If you're interested in a role that offers responsibility, reward and recognition, we think you'll be a great fit at 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 28 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



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# WHY COMMERCIAL LITIGATION AT CLAYTON UTZ?



JOEL BELLELI  
★ Monash alumni (LLB)  
Lawyer  
Clayton Utz

*“Overall the Clayton Utz commercial litigation team has something for everybody. The team’s market leading lawyers bring with them a wealth of experience and knowledge across a broad range of expertise.”*

Clayton Utz’s commercial litigation practice is one of the leading litigation practices in Australia. It has a reputation for undertaking the country’s most complex, significant and seminal matters. The team has a broad range of tier 1 clients and acts in matters across a range of diverse industries. These include retail, financial services, banking and Government.

The nature of commercial litigation requires lawyers to advise and act on a variety of legal issues. These include torts & trade practices, contractual disputes, corporations law, class actions and insurance. No two matters are ever the same and each matter brings with it a unique range of legal issues to consider.

The team’s diverse range of legal work provides junior lawyers with the opportunity to develop their skills and expertise across a variety of industries. Indeed, often I’ll be considering a product liability dispute in the morning, and advising a different client on their director’s duties under the Corporations Act in the afternoon. It’s this diversity in work flow (in addition to loving a good debate), that attracted me to commercial litigation in the first place.

Reflecting a nationwide trend, an area of increasing focus is regulatory compliance. Commercial litigators give advice on compliance with the various regulatory regimes that affect our clients. We also advise clients on investigations by regulators and represent them at commissions of enquiry, royal commissions or proceedings instituted by regulators (for example, the ACCC or ASIC).

Clayton Utz’s commercial litigation teams represent clients in a range of courts and tribunals, from the Victorian Civil and Administrative Tribunal (VCAT) to the High Court. However, our lawyers don’t spend all day in court - the litigation practice group also involves a range of advice work, from advising

companies of their contractual obligations, to strategy and risk management. An important aspect of the team’s work involves advising clients on potential or emerging legal issues before they come to fruition.

## WHY CLAYTON UTZ?

Working in the commercial litigation team at Clayton Utz provides the opportunity to work with supremely talented lawyers and barristers on a daily basis as well as engage in interesting work. The work is exciting, thought-provoking and often involves large teams of people. We are also integrated with the broader national commercial litigation practice group. Melbourne lawyers routinely work on national matters; assisting and receiving assistance from colleagues in the Sydney, Perth and Brisbane offices.

Working with teams in other offices broadens the scope of work available for lawyers and provides an opportunity to travel interstate and to other offices around the country.

A highly sought after opportunity which lawyers have access to is undertaking client secondments. Secondments offer insight into the client’s perspective.

By working in their legal teams, you gain a deeper understanding on what the priorities and needs of those clients are. Importantly you are far better positioned on how best to support and deliver on those needs. I spent three months as part of iSelect’s in-house legal team, assisting the company with their day-to-day legal operations. This opportunity gave me a behind-the-scenes insight into the many opportunities and challenges that our clients face. Importantly it shows the tangible value of the services that we provide as lawyers.

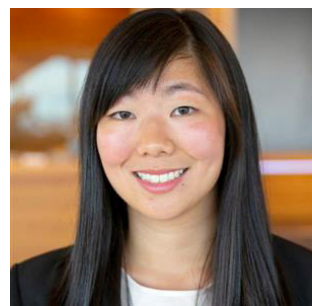
Additionally, the team places a strong emphasis on pro bono legal work, which provides junior lawyers the opportunity to advocate independently at tribunals or lower courts. This is a fantastic experience and a great chance to practice your advocacy skills.

Overall the Clayton Utz commercial litigation team has something for everybody. The team’s market leading lawyers bring with them a wealth of experience and knowledge across a broad range of expertise. It would also be remiss of me not to mention our internal café “CUBA”, situated in the heart of our office, serving up delicious meals and coffees throughout the day. You’re sure to be treated to a new batch of endless snacks just a few steps away.

(Continued on next page)



# REAL ESTATE LAW AT KING & WOOD MALLESONS



JOANNA LAU  
Solicitor  
Real Estate  
King & Wood Mallesons

*"Real estate lawyers advise on all facets of property development, real estate capital transactions and funding arrangements for the purchase of land and property management."*

## WHAT IS REAL ESTATE?

Broadly speaking, real estate involves facilitating property transactions for clients and advising on the structure of transactions and issues around proprietary interests. Real estate transactions are any dealings with property, such as buying, selling, conducting due diligence, developing or leasing property, or the creation, removal or variation of proprietary rights.

Real estate lawyers advise on all facets of property development, real estate capital transactions and funding arrangements for the purchase of land and property management. We offer our clients insight into how different agreements can be structured to provide the best commercial outcomes. For example, negotiating agreements while considering the tax implications and level of control that our client would like to maintain over a development and providing advice on associated issues and necessary consents required from the authorities for the transaction to proceed. Real estate lawyers at KWM often advise on complex acquisitions and disposals, and on matters that are cross-jurisdictional with multiple stakeholders. Our work involves a diverse range of assets, including office buildings, shopping centres and other industrial or commercial premises.

perform work for a diverse client base, which means your clients will often be well known companies, developers or government entities. You will most likely provide legal advice or transactional support in relation to buildings and assets that you see every day. There is a sense of satisfaction that comes from looking out the window at a large CBD building you advised on, or shopping in a retail store after negotiating the lease for the premises!

Real estate is transactional in nature and real estate lawyers will pick up foundational and transferable negotiation and drafting skills. The work of a real estate lawyer is incredibly varied, including unit and share sale agreements, joint venture agreements and contracts for the sale of a business. There is also often a real estate aspect to mergers and acquisitions, which the KWM real estate team assists with during the due diligence process.

## WHAT TYPE OF WORK CAN YOU EXPECT AS A CLERK IN A REAL ESTATE TEAM?

Real estate work is highly interesting and varied. You might be advising for a developer such as Brookfield Multiplex or Frasers Property one day, then acting for a tenant such as Australia Post the next, and then assisting a substantial property owner such as Woolworths or Coles to divest some of their properties the next. Real estate enables you to be involved in the entire lifecycle of a transaction, from the initial negotiations to preparing the transaction bible at the end of the deal.

## WHY SHOULD YOU BE INTERESTED IN PRACTICING IN REAL ESTATE?

The most enjoyable aspect of working as a real estate lawyer is the tangibility of the underlying subject matter and the applicability of property law to everyday life. Real estate allows you to learn and understand concepts that are relevant to people and businesses everywhere, such as tenancy laws, property sales, planning schemes, easements and owners corporations. Understanding these concepts may even come in useful in your everyday dealings with landlords and housemates. Real estate lawyers

Some specific work you may be exposed to in Real Estate includes:

- Reviewing real estate contracts such as master services agreements, leases and contracts of sale.
- Preparing advice on issues related to tenancies, property acquisitions and divestments, property management (e.g. change in control) and contractual interpretation.
- Lodging and registering encumbrances such as easements, caveats and restrictive covenants to protect client interests.
- Preparing for and attending settlements.
- Researching developments in property law and regulatory changes.

## ADVICE FOR STUDENTS INTERESTED IN REAL ESTATE AND TIPS FOR THE CLERKSHIP PROCESS

1. Working in real estate is very different from the property law you study at university, so don't be discouraged if property law is not your favourite subject. It is the practical and commercial aspects of real life property transactions that make real estate interesting and give property law its colour. You will see that capital transactions in the real estate team are not so different from mergers and acquisitions after all - it's only the subject matter that differs!

2. The most important skill for a real estate lawyer to develop is the ability to see property transactions from a variety of different perspectives. Whether you are acting for the vendor or purchaser, landlord or tenant, owner or developer, it is important to develop the commercial skills and understanding to shape transactions that provide the best possible outcome for your client. The commercial drivers and considerations for clients will become more apparent with each transaction and you will learn how to come up with considered commercial solutions.

3. Clerkships give you a unique opportunity to experience areas of law that you don't get a great deal of exposure to while studying or which are completely different in practice. Undertaking a clerkship in a real estate team will allow you to experience a fast paced team with lots of client contact and enable you to develop key transactional skills that will stand you in good stead no matter which area you ultimately practice in.

4. While clerkships give you exposure to different areas of commercial practice, it's not all about the work! You should approach the clerkship experience as an opportunity to learn more about the team and the firm to see if it's right for you. Your buddy is the best way to find out more about how the team really works and you will find that they are all genuinely interested in you and more than happy to answer those random questions you're not sure who to ask.

Good luck from the KWM real estate team for your applications and the clerkship process!

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# SPORTS LAW AT LANDER & ROGERS



SIMON MERRITT  
Senior Associate  
Lander & Rogers

*"Much like sport itself, the pursuit of sports law is fast paced and requires dedication and hard work in order to acquire the specialist legal knowledge and understanding of the sport and leisure industries and the issues affecting them."*

More than just a game, sport is big business, with millions (and sometimes billions) of dollars turned over by large sports in Australia and beyond. Accordingly, now more than ever, sports organisations require legal assistance to succeed in this increasingly complex area. The current climate of COVID-19, and the almost universal postponement or cancellation of sporting events, or alternatively playing behind closed doors, only amplifies the size and scale of today's sport industry.

Lander & Rogers' Sport & Leisure team is a market leading sport and leisure legal practice that is focused entirely on the broader sports sector. We provide legal advice and representation to a wide range of sporting organisations, including national and state sports organisations, professional leagues and clubs, venues, government tourism and events authorities and many more. Since joining the Sport & Leisure team six years ago, some of my personal career highlights have included:

- advising sports in relation to the establishment of the National Sports Tribunal and Sport Integrity Australia, which fundamentally reshape the Australian sports integrity landscape;
- assisting Victoria Racing Club with a variety of market leading sponsorship arrangements, including a secondment filling in for the General Counsel;
- advising Basketball Australia in relation to the 2019 games between the USA Dream Team and Australian Boomers;
- instructing in an Olympic selection appeal in the Court of Arbitration for Sport for the Rio 2016 Olympic Games;
- involvement in the Shayna Jack ASADA matter;

- assisting with the creation and establishment of Nitro Athletics; and
- negotiating with the NBA regarding the establishment of a Global Centre of Excellence at the Australian Institute of Sport.

As a lawyer in the Sport & Leisure team you have the opportunity to work with experts in this field of law, many of whom have assisted in the development of the industry and the practice of law in this area. The work we do is broad, incorporates front and back-end work and includes:

- providing advice on appropriate governance, management and constitutional structures;
- drafting commercial contracts and agreements, including in relation to sponsorship, venue hire and procurement;
- mergers and acquisitions within the industry, including gaming venues;
- risk management and insurance;
- policy development in areas such as integrity (including anti-doping, corruption and match-fixing), member protection, privacy or selection of athletes;
- dispute resolution, tribunals and litigation including Court of Arbitration for Sport and National Sports Tribunal matters;

- advice on the development, protection and exploitation of sports rights, intellectual property, and broadcast and new media rights;
- advice on personal injury and negligence in sport;
- competition and consumer law issues; and
- advice on competition and league structures.

The approach in our team is collaborative and collegiate, and as a lawyer you are involved in a high level of client interaction, with opportunities to travel and undertake a multitude of business development activities.

Much like sport itself, the pursuit of sports law is fast paced and requires dedication and hard work in order to acquire the specialist legal knowledge and understanding of the sport and leisure industries and the issues affecting them.

That being said, the rewards can be immense, and it is always nice to be able to look at a newspaper article or watch a sporting event knowing that you played some small part in its development and administration.

(Continued on next page)



# TAX TRANSFER PRICING AT MINTERELLISON



SIAN JACKSON-FINDLAY  
Senior Associate  
MinterEllison

*"As a multi-disciplinary team including lawyers, economists and accountants, we are looking for those with diverse skill sets including an aptitude for numbers, as much of our work involves advising on a client's economic and commercial circumstances."*

The field of transfer pricing is dynamic and international, bringing together both legal and economic concepts to advise multinational groups in structuring their global operations. As a transfer pricing professional, you gain deep insights into the commercial operations of your clients, as well as the industry they operate in.

Australian transfer pricing laws apply the 'arm's length principle' to ensure Australian members of multinational groups are interacting with their related parties on a commercial basis. The common transfer pricing transactions involve the provision and receipt of services, intellectual property, tangible goods and finance from related entities within their global group.

Transfer pricing is a current focus area for the Australian Taxation Office, and as such the number of transfer pricing disputes are on the rise. The significant increase in the volume of global trade undertaken by multi-national groups also drives new and interesting work. As one of the few law firms with an integrated team of transfer pricing specialists, MinterEllison is well positioned to continue growing in this space.

Transfer pricing work at its core is internationally focussed, providing opportunities to develop knowledge and expertise on how the Australian operations fit into a global value chain, and many opportunities to work overseas.

As transfer pricing advisors working at MinterEllison, we are lucky to be exposed to both front and back-end work. This involves working closely with large multi-national groups both in providing front-end advice prior to, and in the early stages of a transaction, and in back-end disputes with the ATO.

The front-end focus provides opportunities to work on large M&A deals, provide input into the global operational and supply chain structures of multinationals, and build a deep understanding of a range of industry sectors.

The back-end focus provides the opportunity to engage with the ATO in pre-litigation disputes, including both audits and early engagement on transaction pricing, as well as seeing the matter through to trial in some circumstances.

At times we are able to work with a client through the full life-cycle, advising on structuring of operations and pricing of transactions, and engaging with the ATO to agree an outcome through an advance pricing arrangement.

As a multi-disciplinary team including lawyers, economists and accountants, we are looking for those with diverse skill sets including an aptitude for numbers, as much of our work involves advising on a client's economic and commercial circumstances.

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

Our clerks and graduates become well-rounded, technically excellent lawyers who help to solve some of our clients' most complex challenges. But we'll empower you to be so much more.

### Never underestimate the power in you to make an impact

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

As one of Asia Pacific's leading law firms, our clients look to us to help them address their most complex legal challenges. But 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.

### We support you to succeed

Our award-winning clerk and graduate programs will expose you to a wide variety of business areas, skills, teams and challenges, helping you to understand where your strengths and interests lie. You'll accelerate your legal and business acumen by working alongside high-performing partners, lawyers and professionals in a diverse, collaborative and innovative environment.

You'll have the opportunity to gain international exposure through our broad network of offices and industry partnerships.

### Your success is our success

We celebrate and invest in our people. We're committed to helping our people achieve their best and progress in their careers.

Our development programs and initiatives are second to none. We'll work with you to provide you with challenging and career-building experiences, and we're always working to open more doors for you.

**"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

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?



# THANK YOU FOR READING

We hope that you enjoyed reading the guide as much as we liked making it and that it has helped you better navigate the clerkships process.

We wish you the best of luck in your future endeavours!