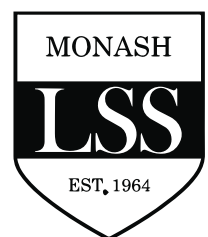


MONASH LAW STUDENTS' SOCIETY PRESENTS:

CLERKSHIP GUIDE 2021



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DEAN'S FOREWORD



The Faculty of Law at Monash University is a community of staff, students, and alumni, who are committed to making a difference to the human condition through law, social justice, and professional engagement locally, nationally, and abroad. The publication of this 2021 Seasonal Clerkship Guide by the Monash Law Students' Society is an important event in meeting this agenda. It represents yet another outstanding contribution for the benefit of their members from one of the leading law students' societies in Australia. The Faculty of Law is proud to support and work together with the Monash Law Students' Society for the benefit of our students in this way.

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

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

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

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

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

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

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

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

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

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



**Bryan Horrigan BA, LLB (Hons) (UQ),
DPhil (Oxon)**
*Executive Dean, Faculty of Law
Monash University*



PRESIDENT'S FOREWORD

The Seasonal Clerkship process can be unbelievably overwhelming. We are certainly blessed with choice, with dozens of law firms to apply to. Each of these firms are varying in size, culture and area of practice, making it challenging to narrow down your options unless you've had the chance to interact with a firm directly. As a student, you will undoubtedly already be balancing a multitude of commitments, and with such little time in a law student's calendar, it can be difficult to find the right place to start.

As the Monash LSS President, I am honoured to present the 2021 Seasonal Clerkship Guide - a phenomenal and comprehensive resource that we hope will be one of the most helpful tools in your clerkship journey. The team has been working around the clock to ensure 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. In my opinion, some of the most helpful advice contained in the guide are the personal anecdotes from recently admitted lawyers who once stood in your shoes. I strongly suggest that you take some time to read through these thoughtful statements, as well as the various firm profiles and cover letter advice which should help you finesse your expression skills before application time.

I am proud to announce that this year, we have expanded our ethical sponsorship focus and have asked firms to provide us with information regarding internal policies on mental health and wellbeing, cultural diversity, and sexual harassment. As law students, we are incredibly focused on issues relating to continued social progression. We are hopeful that the ethical sponsorship statements will encourage law firms to be constantly

re-evaluating their own internal practices to ensure safer working environments for our incoming students. We hope that this additional information can assist our members in feeling more informed and safer when applying for clerkships and participating in them.

In the wake of the COVID-19 pandemic, there is certainly a sense of apprehension among those soon to be entering the workforce. The last year has demonstrated to us that things can change ever so quickly, and that has made us question our futures. Across the legal sector, all firms, organisations and student associations have had to adjust their practices and culture to allow for flexible working arrangements. This is an exciting new era of the law whereby firms are keen to adapt accordingly and are no longer willing to conform to previously held stereotypes. Although the dust has not completely settled, I believe we can rest assured that all firms have now established excellent work from home procedures and are duly prepared for online clerkships should they be required. The LSS pledges to its students that we will assist you in navigating any upcoming uncertainty.

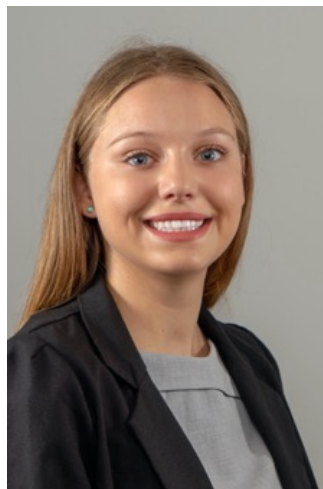
The Seasonal Clerkship Guide would not have been possible without the ongoing support of our sponsors. In particular, I would like to thank all of the lawyers who wrote articles and advice sections. This commitment to giving back to the universities where they have come from and supporting those students who look up to them is part of what makes the law such a noble profession. Our sponsors have been incredibly generous with their time and have been incredibly patient whilst working with us after the challenges of last year.



To produce a document of this calibre takes hours of work, and the credit for this lies solely with our Careers team. In particular, I would like to thank our wonderful Publications (Careers) Officers, Ava Dullard and Mili Simonovich, and our Careers Directors, Alicia Wise and Erin Grierson. A special thanks also goes to Nikkita Chandnani for her talented design skills. Putting together an exceptionally aesthetically pleasing and easy to navigate guide, that contains a wealth of information is no small achievement. I am so grateful for all of their hard work and ongoing commitment to bringing these resources to you. Further, I want to thank our Sponsorships Officers, Andrea Franco and Najat Ibrahim, for their significant contribution in facilitating our relationships with firms during such a dynamic year.

Finally, I would like to thank our Dean, Professor 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.



Claire Tucker-Morrison
President
Monash Law Students' Society



SPONSORSHIP FOREWORD



The Monash Law Students' Society is committed and passionate about making a difference to student experience during their time at university. 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 and within the broader legal profession. Therefore, we believe it is important that our sponsor organisations reflect these same values. For this reason, we have maintained an ethical sponsorship policy.

Our Policy:

In collaboration with the Law Student Societies of Victoria, we have established four focal points that students are most concerned and passionate about. These are:

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

The process ensures all sponsoring firms submit a statement addressing the above initiatives and the firm's stance regarding these issues. In publishing these statements within the 2021 Clerkship Guide, students are assured of the protections offered by firms, and are better informed of a firm's culture when deciding on a future workplace.

This initiative is one that aligns with our values and one that we are eager to continue throughout the coming years. We strongly believe that in highlighting the importance of our focal points to both law firms and students, we are able to combat negative practices and drive positive change.



Andrea Franco (LLB) and Najat Ibrahim (JD)
Sponsorship Officer
Monash Law Students' Society

EDITOR'S FOREWORD

We have constructed the 2021 Guide to be an invaluable tool which will give Monash University students a competitive advantage to help launch their careers in the legal profession. We recognise that the Clerkship process is a strenuous period for law students and we hope that this Guide will give students additional support in order to make the process as straightforward as possible.

We recognise that the Seasonal Clerkship application process can be overwhelming initially. A key difficulty for students is understanding the nuances that distinguish each firm from one another. We sincerely hope that this Guide can alleviate some of these concerns and mitigate the stress involved in researching which Firm is the best fit for you by providing all of this information in an accessible directory.

Our overall motivation for making this Guide is to help students navigate the Clerkship process and help students identify which Firms they wish to apply to. Therefore, we hope the 2021 Clerkship Guide is a resource that will help students understand the different specialties and points of difference among leading Firms. We also hope that the information in the Guide 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 an excellent starting point to understand what truly underpins each Firm. This includes information about practice areas, international or travel opportunities and the Firms key values. Further, extensive information can be found

under 'Clerkship/Graduate Recruitment' which takes students through the step-by-step process of how to acquire a Clerkship or Graduate role in a leading Firm. We hope such information helps students secure clerkships at Firms that strongly align with their values and professional goals. Remember, it is important for students to be able to articulate to Firms why you want to be an employee at their company, and we hope this Guide can spark this passion for students'. Secondly, the articles written by employees of each Firm gives students an invaluable insight into life at the Firm and what you can expect during the course of your Clerkship/employment.

We would further like to note that as advocates on behalf of law students, we value our position to be able to drive a positive change both at Monash University and within the broader legal profession. Therefore, the Ethical Sponsorship Statements for each firm ensure students are made aware of each firm's stance on key initiatives of the LSS this year. Each firm was required to make clear their stance regarding their procedures on Adherence to LIV Clerkship & Traineeship Guidelines, Mental Health and Wellbeing, Sexual Harassment in the legal profession, and Diversity within the legal profession.

We would like to express gratitude for our Sponsorship Officers, Najat Ibrahim and Andrea Franco, as well as our President Claire Tucker-Morrison for their efforts in liaising with Firms and providing us with critical information. To our Careers Directors, Alicia Wise and Erin Grierson, thank you for the endless encouragement and support of our vision for this year's Guide. Finally, we would





like to extend a huge thank you to Nikkita Chandnani for her tireless efforts in structuring the design element of the Guide. Your technical skills were absolutely invaluable.

Finally, an immense thank you is extended to all of the Firms and their representatives for their patience, diligence, time and support throughout this entire process. It was an absolute pleasure to work with Firms who were genuinely passionate about producing this Guide for our students'. You made this process meaningful and enjoyable.

The Clerkship Guide is truly a collaborative publication, which we could not have completed without any of the aforementioned individuals.

We hope you enjoy the 2021 Guide as much as we took pleasure in creating it. We wish all students the very best of luck in the Clerkship process, as well as in all future endeavours.

Best wishes,



Ava Dullard and Mili Simonovich
Careers Publications Officers
Monash Law Students' Society



Nikkita Chandnani (LLB)
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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 subscription to Head Space
- Free annual flu vaccinations
- Subsidised gym membership
- Ongoing involvement in local sporting teams and sporting events
- Access to discounted nib health insurance
- Access to the Specsavers Corporate Club
- Salary continuance insurance at no cost to most partners and staff

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

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

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

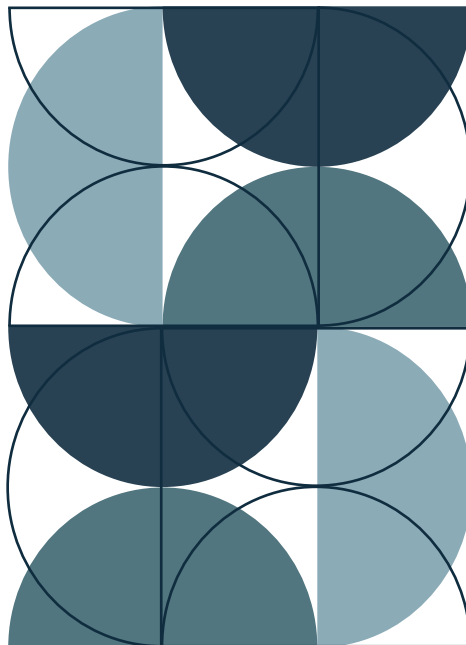
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All partners and managers must reinforce the message to their staff that sexual harassment is unlawful, not acceptable and that any victimisation of those who speak against it will not be tolerated. Ashurst Australia has also set up procedures to ensure 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.

Ashurst is a signatory of the LIV Seasonal Clerkship and Traineeship Guidelines again in 2021. We strongly believe that the guidelines provide a fair, transparent and wellbeing focused process that benefit both the firms and candidates working within them. We strongly encourage all candidates to contact us if they have any questions or concerns regarding our recruitment process.



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CLERK WITH US

As a global law firm with a rich history spanning almost 200 years, Ashurst established itself as a leading advisor to corporates, financial institutions and governments, on all areas of the law including finance, M&A, disputes and competition.

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

Ashurst's people are its greatest asset. They bring together lawyers of the highest calibre with the expertise, industry experience and regional know-how to provide the incisive advice their clients need. As a global team, Ashurst has a reputation for successfully managing large and complex multijurisdictional transactions, disputes and projects, and for delivering outstanding outcomes for their clients.

Prominent practise areas in Melbourne include:

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

Ashurst is passionate about quality which they deliver through collaboration and thinking differently.

With their technical expertise, local knowledge and international network, Ashurst delivers an experience for its clients that other professional service providers find hard to match. They are committed to being a sustainable global law firm, having positive impacts for their clients, employees,

profession, the environment and the communities in which they are based.

Open-minded, friendly, considerate - as people and as a firm Ashurst are good company. There's something about how Ashurst employees are with each other that leads naturally to collaboration. Actually, let's go further: working together is how they thrive. Ashurst is part of a community, and they want you to feel a part of it.

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

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

Ashurst is committed to creating a leading pro bono practice on a global scale. They consider pro bono as a stand-alone legal practice. This results in quality legal services for their pro bono clients.

CLERKSHIP RECRUITMENT

Ashurst has three Clerkship Periods for 2021/2022, occurring in:

- Summer 1: November - December 2021
- Summer 2: January - February 2022
- Winter: June - July 2022

Applications for the Seasonal Clerkship program open on 28 June 2021 and close on 15 August 2021.

The total number of Seasonal Clerkship positions available in Melbourne is approximately 60 with approximately 20 per intake.

The application process involves a CV, cover letter, online application, short answer questions, psychometric testing and an interview. The Seasonal Clerkship interview

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period spans from mid-September until mid-October 2022.

There are no rotations in the Melbourne office, but clerks are encouraged to work with other teams where possible.

Ashurst invites penultimate and final year students to apply. Ashurst can only accept applications from international students if they have working rights in Australia.

The best way to understand what it feels like to work at Ashurst is to actually work there! Every year, Ashurst holds clerkships in each of their offices to give you an intensive experience of their culture and the kind of work they do. Ashurst works hard to make sure clerkships are as useful and as stimulating as possible.

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

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

What do Ashurst look for in a Seasonal Clerk?

There's absolutely no Ashurst 'type'. Ashurst wants to actively involve you in a broad range of minds with a broad range of backgrounds, all united by a common set of strengths. Be prepared, understand yourself, have a genuine interest in Ashurst and be able to articulate this clearly whilst interacting with lawyers and partners at the Firm. There is no past experience required - but it is advantageous to have a diverse range of experiences that demonstrate the following competencies:

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

What 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 they work together, and social events to get to know their 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 and speak to as many people as possible.
- Have a positive attitude.

What other opportunities are there for an Ashurst Clerk?

Throughout the clerkship, Ashurst offers a range of learning and 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 a 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, but is not limited to:

- Womens' Network
- All @ Ashurst, Spectrum (LGBTIQ+)
- Sports Committee
- Melbourne Office events

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GRADUATE RECRUITMENT

The total number of Graduate positions available at Ashurst is approximately 20 and recruitment of all graduates is to be recruited from the clerking pool.

Method of application for Graduate Traineeship is an online application through the careers section of the firm website. Graduates are predominantly recruited through the Ashurst seasonal clerkship programs. Any additional roles that are made available at a later date will be advertised via their website.

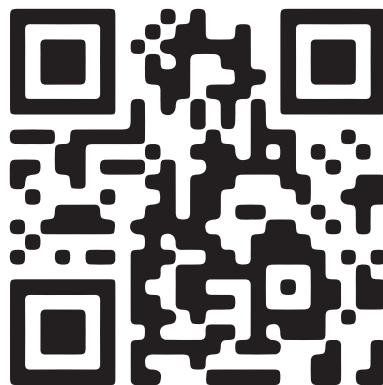
The Graduate rotation structure includes 3 x 4 month rotations over 12 months. Pathways to obtaining a Graduate position include Priority and Market Offers. It is possible to defer a Graduate offer.

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 their Firm and so, as you might expect, some modules are chosen for you. Ashurst covers all costs.

Over the course of the 12-month graduate program, you'll enjoy a mix of classroom and on-the-job experiences. In collaboration with you, Ashurst plans three rotations of four months each and reviews 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 their international offices.



ASHURST VIDEO:
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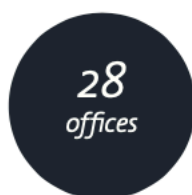


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Our people are our greatest asset. We bring together lawyers of the highest calibre with the expertise, industry experience and regional know-how to provide the incisive advice our clients need. As a global team we have a reputation for successfully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

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LIFE AS A GRADUATE AT ASHURST



Seeing the next cohort of graduates in the office and being asked by Tara to write about life as a graduate is a stark reminder of just how quickly the first year has flown by! As clichéd as that sounded, here's another one: it doesn't feel like long ago that I was in your shoes, a penultimate-year law student attending clerkship seminars and reading an older version of this guide. I had no idea about any of the different law firms in town and my fellow students may as well have been speaking a different language when they were reeling off all of their acronyms with ease.

While my graduate experience over the past 12 months will (hopefully) be vastly different to yours in certain respects, I can happily say that the positives at Ashurst have shone through despite a global pandemic. Having clerked at two other firms, where I had fantastic experiences, my graduate program has confirmed that Ashurst was the right choice for me.

WORK

Ashurst's program consists of three rotations, which gives us graduates the opportunity to gain experience in varied areas of practice. I've rotated through the Corporate Transactions and Global Loans teams, and I'm currently undertaking my third rotation in the Restructuring and Special Situations Group.

The work in each of these teams has always been hands-on and the learning curve steep. That was exactly what I wanted when entering the legal workforce. To be given responsibility at a top-tier firm at such an early stage in my career has been a fantastic way for me to develop and grow. Due to its position in the market, Ashurst is often involved in the most technically complicated and high-profile matters. As a graduate, I get to contribute to the teams that work on these. In an average week I could speak with clients and opposing parties on the phone or by email, research niche points of law, draft a wide array of documents and so much more.

The work is exciting and all it takes is a keenness to be involved!

TRAINING

In order to support such a level of responsibility as graduates, Ashurst provides us with a range of training resources. First and foremost is the team of lawyers and expertise staff around me. The work is challenging but I have industry leaders available to answer my questions or talk things through. Ashurst also frequently offers more formal training sessions in its wide range of practice areas. Aside from their educational value, these were also a great way to dip a toe into a new area of interest and assess whether a rotation would or would not be of interest to me. Lastly, each team I have rotated through has offered its own specific training programs, designed to bring us rotating grads up to speed and share our questions and thoughts in a collaborative way.

Learning certainly doesn't stop when you graduate university!

CULTURE

I've found that Ashurst has a very balanced workplace culture. It has to be acknowledged that given the nature of our industry, law firms can often get very fast-paced and that can be exciting. Some days for me have been head down into the computer and go, go, go! To balance that, Ashurst is a very warm and collaborative place to work. From partners down to graduates, I've always found offices with open doors and people eager to have a chat and help each other out. People are keen to get to know one another and I have made some great friends through work.

The social side of Ashurst is inclusive and enjoyable for those that are enthusiastic to get involved. Whether that's at team events, book clubs, networks or the weekly footy tipping wrap up emails that continue to poke fun at my beloved Demons (despite us being 3-0 at the time of

writing), there is so more to Ashurst than just practicing law.

It's been an awesome place to be (virtually and physically) for my first 12 months and I encourage everyone to apply and find out why!



Alasdair Huggett
Lawyer
Ashurst



Tips for clerkship success

Be self-aware and remember that first impressions count

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

Show initiative and seek opportunities

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

Keep your supervisor updated on workload and schedule

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

Remember to request feedback after completing tasks

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

Develop your networks – speak to as many people as possible

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

HOW TO NEGOTIATE AS A FRONT END LAWYER



INTRODUCTION

As a 'front-end' lawyer in the Transport and Infrastructure team at Ashurst, I am involved at the beginning of a construction project. My role is to assist in the drafting and negotiating of contracts required for a project. This is in comparison to a 'back-end' construction lawyer who assists in resolving disputes during or after the project has been completed.

NEGOTIATING IN A COMPETITION

Like many of you, I participated in the Negotiation Competition run by the Melbourne University Law Students' Society. I remember rushing the preparation stage with my partner the night before (usually after a long 6 hour day of lectures), where we would quickly read the facts and determine our best and worst possible outcomes.

As we waited outside the rooms on level 5, I recall the sentiment that most students had which was 'we've just got to crush the other side'. Our focus was on winning at all costs, and less on achieving a fair outcome for both parties.

NEGOTIATING IN PRACTICE

Negotiating in practice is however very different. Whilst the theory and strategies that I was taught have been valuable, the reality of how a negotiation occurs is not necessarily what I experienced in the Negotiation Competition.

Below are some of the key differences I've noticed in negotiating as a front-end construction lawyer:

1. Proper preparation is always required

The preparation stage of a negotiation is essential in getting the negotiation process right. At the outset, lawyers need to have a sufficient understanding of their client's objectives, key deadlines and the client's relationship with the other party.

2. Fair outcomes last

In a commercial negotiation, the transaction may require ongoing interactions between the parties, and therefore building rapport and trust is key. Lawyers need to ensure that both parties complete the negotiation process feeling positive about the outcome and are confident about working together in the future.

3. Negotiating isn't a once-off occurrence

When negotiating a contract for our clients, whether it is a minor or major project, the negotiation process is not a once-off occurrence and may take place over weeks or several months, depending on the size of the project.

4. Negotiating doesn't just occur in meetings

Negotiating may occur in person or over the phone. However, more often than not, the most common way to negotiate transactional documents is through exchanging drafts over email between parties. As a result, lawyers need a high level of attention to detail in negotiating for their clients.

5. Client instructions are essential

Whilst there are elements of any transactional document that a lawyer can look at and identify whether a party is seeking something that is unreasonable, or not market-standard, lawyers do not have 'free rein' on all matters, and will need to seek the client's instructions.

6. Information sharing is a good thing

In participating in the Negotiations Competition, information sharing was often seen as a bad thing because there was a fear that if you share too much, you may lose the competition. However, in practice, information sharing (to a reasonable extent) is essential in establishing a trustworthy relationship between the parties. Often, the parties will establish a set of assumptions to

ensure that they're on the same page, and have understood the information available to them.

7. Listening is a skill that is underestimated

Whilst speaking with confidence is an important skill, listening is the golden rule of negotiation. Lawyers need to listen and pay attention to the client's objectives as well as the other party's in order to achieve a fair and desired outcome.

8. Hard deadlines are a common obstacle

A common obstacle to reaching an agreement is resource constraints such as hard deadlines. Lawyers need to be conscious of target deadlines when negotiating a contract to ensure that the project is not held up.

CONCLUSION

Looking back, I can see the differences and growth in the way I negotiated at law school compared to now. That being said, negotiating is a skill which requires ongoing development, and there will be plenty of learning opportunities in the future.



Anushka Seth
Lawyer (Infrastructure)
Ashurst

COMPETITION TEAM AT ASHURST



Something about competition law has always engaged my interest, even from my early days as a law student. It may have been my undergraduate degree in economics, and my fascination with the dynamics of competition that I learned in that degree, that spurred my interest in a field of law that aimed to foster that competition to the benefit of the community. Or perhaps it was that competition law sounded exciting and action-packed – after all, competition law is a domain of cartels, monopolies, dawn raids, price-fixing and immunity from prosecution.

Whichever of these motivations dominated my decision-making, it did not lead me astray. I settled as a lawyer in the Competition team at Ashurst after completing a graduate rotation with the team, and I have experienced a complex, dynamic area of law producing an incredible variety of interesting matters to advise on.

In part, competition law is so fascinating because it is an area of significant public interest, particularly at the moment. Concerns about the mergers of significant competitors in already concentrated industries, or the market power of large businesses which dominate their fields, are common and attract public attention. The Australian Competition and Consumer Commission (ACCC)

is also an active regulator, and its major inquiries and enforcement actions are often the subject of media commentary. That media attention can represent opportunities for competition law practitioners. My career highlight so far at Ashurst has been assisting with significant advice on a market-regulating Bill introduced in the federal Parliament – the conclusions of our advice were reported in the media, and subsequently the Bill was amended in ways which addressed the problems we called out.

Variety also comes naturally with working in the Competition team at Ashurst because of the sheer range of legal areas the team assists clients with. You will appreciate that “Competition” teams often cover consumer law, the two being in the same legislation. But in addition to consumer law, I have assisted in matters involving sector-specific regulations (such as energy regulation), international trade, anti-bribery and corruption laws, administrative law and constitutional law. As a law student, I enjoyed the range of subjects I could learn, and feared lacking the same variety in whatever area of law I chose to work in. This is not something I now worry about!

An advantage of Ashurst’s global presence is that I have also had the chance to work on significant cross-border or multi-jurisdictional

matters, particularly mergers and investigations. Although countries’ competition laws vary in their expression, they are underpinned by common principles and economic concepts – meaning competition law expertise developed in one country is valuable elsewhere. Opportunities to work overseas, whether in another Ashurst office or on a client secondment, or to work on major cross-border transactions and other matters, are there for those interested. I have worked on matters involving businesses in Asia and the Pacific, the Middle East, Africa and Western Europe, all from my office in Melbourne.

In addition to the variety of my work, I enjoy my role because I sense that competition law expertise and experience are highly relevant and useful to commercial clients. It is a specialist area with significant complexities and large penalties for non-compliance; its principles and rules reach into all areas of commercial conduct, sometimes in unexpected ways. For these reasons, having a competition law expert around is quite handy. But competition law is not narrow: to successfully manage competition law risk, a lawyer must understand in depth the businesses of their clients, the industries in which they operate, and their commercial imperatives. During my time at Ashurst, I have been seconded to

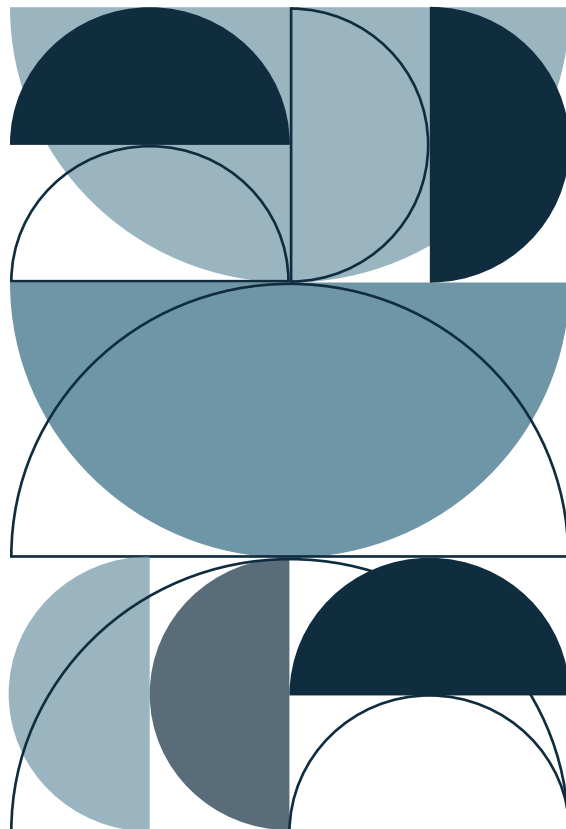
clients' businesses, and have seen firsthand that the specialist knowledge and general commercial savvy of competition lawyers is highly valued.

No particular background is necessary to thrive in competition law. While I studied economics, and it has helped me, there is no expectation that aspiring competition lawyers come equipped with that knowledge. You can absolutely learn the principles of economics which are useful in competition law by working in the area. The team at Ashurst are warm, approachable and very willing to share their knowledge and experience with junior lawyers, whether through formal training sessions that are regularly scheduled for junior lawyers, or informally. The Ashurst Competition team includes leading competition law experts with deep experience in industries such as energy, digital economy and financial services, and I have found them very encouraging and supportive throughout my time with them.

Whatever your background and interests, taking the opportunity to rotate through a competition law team will not lead you astray - the skills you will develop are highly sought after and transferable, and most importantly, you certainly will never be bored.



Matthew Harper
Lawyer
Ashurst





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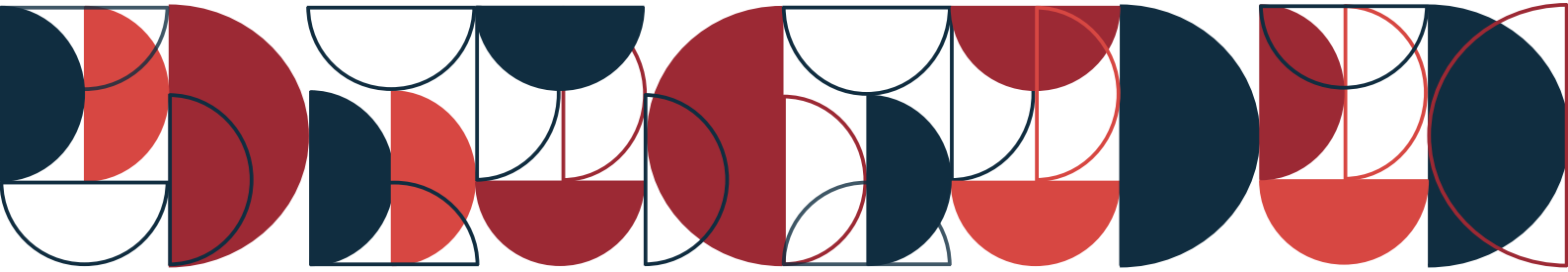
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ETHICAL SPONSORSHIP STATEMENT

ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Baker McKenzie Melbourne is a signatory to the LIV Seasonal Clerkship Guidelines 2021 and LIV Traineeship Guidelines 2021 (**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 Talent Management 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 guides and in speaking with students at events) and at each stage of the actual recruitment process (application, interview and offer stages).

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

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

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. We believe that by providing a safe and supportive working environment, we can improve the overall wellbeing of all of our people.

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

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

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

- 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
- Flu vaccinations
- A range of corporate discounts (including gym memberships)
- A range of sporting and social events through our social committee
- 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. Some of these include sessions by guest speakers, lunchtime

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forums for parents and carers, meditation sessions, fitness challenges, speed networking sessions, newsletters, and a series of events around R U OK Day? and Mental Health Month. We've also had Mitch Wallis (Heart on my Sleeve) conduct Mental Health Awareness Training and training for our Mental Health Champions through his accredited 'REAL Mates' program. In addition, our Talent Management team has undertaken mental health first aid training.

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

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

DIVERSITY WITHIN THE LEGAL PROFESSION

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

Baker McKenzie is committed to providing a diverse and inclusive culture for all its employees, with equal opportunity for all to progress and have a meaningful career with our Firm. Our mission is to foster an environment where individuals of every ethnicity, culture, gender, sexual orientation, gender identity and expression, religion, age, disability, carer status, and working style may succeed professionally and fully contribute to the goals of the Firm. As part of our inclusive culture, we encourage applications from all genders, abilities and cultural backgrounds including Aboriginal and/or Torres Strait Islander people. We provide information and support relating to the recruitment process for transgender and gender diverse candidates.

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

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

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

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

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

Some of our accolades include:

- Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality - 2021 - 11th 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
- One of Stonewall's Top Global Employers for 2020. The Firm was one of only 17 companies worldwide to have been recognised for its work in LGBT+ inclusion. In addition, we won the Global Trans Inclusion Award 2020

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

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

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

SEXUAL HARASSMENT IN THE LEGAL PROFESSION

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

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

- Provide clear mechanisms for raising concerns, accessing support and dealing with issues.

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

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

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

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

- Provide all our people with an additional avenue (in addition to PointONE) for clear and direct access to senior leadership to facilitate raising concerns about workplace conduct;
- Support the Talent Management team and Management Committee to ensure the consistent application of behavioural expectations, and the timely and effective response to complaints and concerns; and
- Ensure there is a small group of senior people who are monitoring any issues which may arise (and the actions taken in response) plus any trends, patterns and risks which may emerge at an individual, group or Firm level.

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

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CLERK WITH US

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

The Firm is continually expanding and currently employs over 6,000 lawyers in 77 offices, in 46 countries. Baker McKenzie have been in Australia since 1964 and employ approximately 220 lawyers and 85 partners across Melbourne, Sydney and Brisbane.

Baker McKenzie offers their people access to market-leading, cross-border, local, and industry-focused matters for leading multinational and domestic clients. They understand their clients' businesses, industries, and strategic objectives. Therefore, Baker McKenzie works with their clients to overcome the challenges of competing in the global economy. They have an unrivalled ability to provide training and secondment opportunities across their global network. They have an inclusive culture of learning, coaching and opportunity, where you work in small teams on matters that cross borders. Baker McKenzie are *The New Lawyers for the New World*.

Prominent Practice Areas in Melbourne

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

Baker McKenzie's key areas of practice in the Melbourne office are:

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

Baker McKenzie's key values are quality and excellence together with integrity, honesty, teamwork and responsiveness - and are central in them delivering outstanding service to their clients.

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

- They are passionately global, and leverage their global expertise for the Firm's Australian and global clients at every opportunity, recognising their strength in their diversity.
- They have a strong and diverse culture of friendship, inclusion and collaboration.
- They are commercial pragmatists who make complex issues simple for their clients and they focus on their clients' business needs.
- They strive to stay ahead of the curve and encourage entrepreneurship.
- They actively encourage and support contribution to the community, through their pro bono and community service programs.
- They want everyone at Baker McKenzie to reach their potential so they invest in global, regional and local world-class development and mobility programs for their people.

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- BakerIndigenousEngagement - commitment to engagement with its Indigenous community - achieving better social, economic and cultural outcomes for Aboriginal and Torres Strait Islander people, and to making a real difference in the lives of our nation's First Peoples.

In addition to their values, Baker McKenzie's key difference is that, unlike other firms, they were 'born global'. Baker McKenzie's practices and culture are well-established and integrated globally, which is why many clients and lawyers choose to work with them.

They have a global approach to development. Because they've been global from the beginning, they have well-established regional and global programs and a deeply embedded culture of knowledge sharing, support and mentoring both within and across offices.

Baker McKenzie's global development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker McKenzie. It shapes the way they recruit, select, develop, manage and promote their 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.

Baker McKenzie's 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.

Their 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 its lawyers need - like people leadership, business development and project management - which enable them to foster relationships with international peers at the same career stage. Previously, programs have been held in Bangkok, Hanoi, Ho Chi Minh City, Hong Kong, Kuala Lumpur, Manila, Singapore, Taipei and Tokyo.

Baker McKenzie also provides their lawyers with opportunities to attend USA summer school courses and scholarships for full-time legal study overseas. They also support their 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 their other offices globally. In the last few years, Baker McKenzie 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 they have had lawyers across their network come to work with their Melbourne office too.

Many of Baker McKenzie's seasonal clerks, graduates and lawyers say the reason they join Baker McKenzie is because of the people and culture. In Melbourne, the size of its office enables everyone to get to know each other - plus they have the benefit of a strong global connection to their other offices, offering something unique and special to their people. Baker McKenzie's people are genuinely friendly and diverse, and enjoy coming to work everyday. The social and sports committee contributes to the Firm's social glue - offering regular Firm drinks, events and sporting activities. They 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.).

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Baker McKenzie is also committed to ensuring its employees have a healthy work/life balance which means fostering flexibility in the workplace. Baker McKenzie's 'bAgile' initiative offers its 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.

Key Clients/Matters

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

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

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 24. The total number of Seasonal Clerkship positions to be filled for each intake is 6 - 9. Of course, this number may change according to business needs and preferences indicated by seasonal clerks, but Baker McKenzie generally looks at approximately 6 - 9 clerks per intake.

Applications for seasonal clerkships should be submitted via their website www.bakermckenzie.com/careers/Australia.

Applications should include a cover letter, as well as details of your work experience, extra-curricular activities, interests, and academic results. Baker McKenzie does not require you to upload your CV, as the information from your CV is used to respond to the areas above. Baker McKenzie also asks you to complete 2 - 3 questions, particularly as the Firm does not use psychometric or other testing, group or individual assessments, or one-way video interviews as part of the overall assessment process.

Candidates will attend one interview with two partners or a partner and a senior associate. In the interviews, they want to get to know all about you - your experiences, your interests, your achievements, your strengths and your abilities. They also want to know why you want to work with Baker McKenzie. To that end, interviews are a mix of 'getting to know you' questions and 'behavioural' questions, so that their interviewers can get to know you and you can make the best possible impression.

Candidates will also be invited to an information and cocktail evening attended by partners and associates so that you can meet as many people from their Firm as possible and their people can get to know you.

The Seasonal Clerkship program application will open on 28 June 2021 at 9.00 AM and close on 15 August 2021 at 11.59 PM.

Interviews will be conducted during September 2021. Please also note that successful candidates will be invited to attend an information evening and cocktail event in early September 2021 from late afternoon until evening.

Clerkship Periods for 2021/2022 include:

- Intake 1: 29 November to 24 December 2021
- Intake 2: 31 January to 25 February 2022
- Intake 3: 27 June to 22 July 2022

The Clerkship Program does not have rotations. Baker McKenzie places their seasonal clerks in one practice area throughout their clerkship, in accordance with their preferences and areas of interest. They feel that having one placement enables their clerks to get broader exposure to work, have ongoing involvement in matters, and build stronger relationships with their teams.

Baker McKenzie generally accepts students in their penultimate or final year. Being a global law firm, they also accept (and welcome!) applications from international students provided they have the right to work in Australia during the relevant clerkship periods.

At Baker McKenzie, seasonal clerks experience life as a junior lawyer at their Firm. Right from the start, you get involved in real work and are given real responsibility, just like

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junior lawyers. You will be exposed to their Australian and international clients through client meetings and telephone calls, client events and shadowing, and you will often have the opportunity to deal with clients directly.

Working with lawyers of all levels, you will be guided by a supervising partner and associate 'buddy'. With the Firm's strong culture of mentoring, you will receive coaching and feedback throughout your clerkship.

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

There are also many opportunities to network with colleagues around the Firm - through a 'speed networking' program, practice group briefings, social events with your buddy/partners/lawyers/graduates and many other opportunities.

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

What does Baker McKenzie look for in a Seasonal Clerk?

Baker McKenzie looks for people who genuinely want to work with them and who understand Baker McKenzie's unique offering, values and position in the market is. They look for:

- Well-rounded, motivated individuals who share their 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.
- Who take seriously Baker McKenzie's 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!

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 advice or agreements, research, document review tasks, attending client meetings, attending court/mediations, attending meetings with barristers/witnesses, attending settlements, and preparing client alerts.

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, clerks have the opportunity to attend the Diversity & Inclusion (BakerWomen, BakerDNA, BakerBalance, BakerWellbeing, BakerPride, BakerIndigenousEngagement) meetings/events, and various social events held during the Clerkship (Firm drinks, social committee initiatives like Moonlight Cinema nights, Trivia

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Nights, etc., and social events specifically for the clerks and their buddies/our graduates). Baker McKenzie also invites all of their clerks (across the three intakes) to our end of year party, BBQ and bowls night and end of financial year party.

The clerks who have ultimately succeeded during a clerkship and in securing a graduate position have, of course, performed strongly - displaying excellent legal and technical skills. But they've also displayed commercial acumen and awareness, strong communication and interpersonal skills, enthusiasm, 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 Baker McKenzie's people.

GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is approximately 8 - 10. Total number of graduates to be recruited from the clerking pool is approximately 8 - 10.

Method of application for Graduate Traineeship is generally recruited from the seasonal clerk pool.

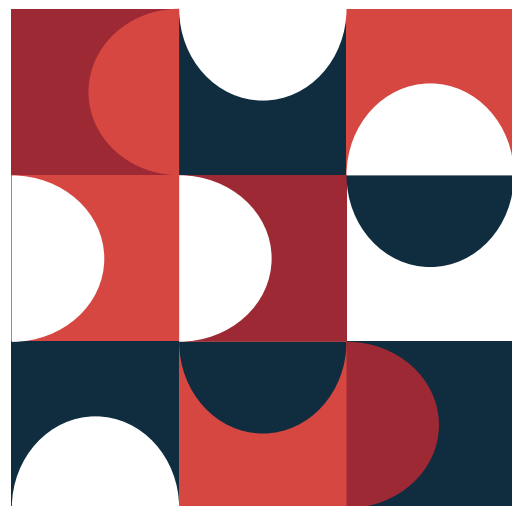
Graduates complete three rotations of four months each, over a 12 month period, before they join a particular practice group as an Associate. This gives you meaningful exposure to a broad range of legal practice areas and a strong foundation for your career.

Pathways to obtaining graduate positions is through Priority Offers. In regards to deferring a graduate offer it is considered on a case by case basis.

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

To foster the development of their graduates, their dedicated Leadership & Learning team facilitates sessions in five key areas - legal learning, managing your career, the business of law, business development & client service, and people & self-leadership. They offer targeted learning opportunities - including seminars on core legal topics, practical skills development sessions in areas such as drafting, presenting, communication, etc., sessions on financial literacy, and sessions on succeeding in and getting the most out of your graduate program. Baker McKenzie also covers the costs of your Practical Legal Training. All of these ensure you get the best possible foundation for your career. In addition, they 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, they bring graduates across their Australian offices together for various training programs to foster networks across the Firm. Baker McKenzie have also sent their graduates on client secondments - virtually and on-site.



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MY EARLY CAREER JOURNEY



CLERKSHIP

I undertook my seasonal clerkship with Baker McKenzie in November 2019, in the Dispute Resolution team. From day one, I was thrust into client meetings, research, urgent advice work and preparing for pre-trial hearings. On a daily basis, I received instructions and mentoring from my supervising partner and other senior and general associates. The most memorable moment of my clerkship was hearing Senior Counsel read some of the research I had conducted in court on a complex class actions matter. This was a pivotal moment for me, where I began to understand how exciting litigious work was at Baker McKenzie.

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.

The seasonal clerkship is also an opportunity to forge friendships amongst your peers and with the associate cohort at Baker McKenzie. As I have progressed from seasonal clerk, to graduate and now to associate, the friendships I have developed along the way, coupled with my variety of experiences, have been integral to my personal and professional development.

INTERNATIONAL CLERKSHIP

Following my graduate offer, I was awarded an international clerkship. The international clerkship presented an opportunity to understand the Firm's global business. My previous work in the not-for-profit space in Zimbabwe encouraged me to select Johannesburg as my destination of choice. As one of the world's leading financial centres, a secondment to Johannesburg was an exciting prospect to develop my network and skillset on the African continent.

After some personal travel across various cities in Africa, I made my way to Johannesburg. With such an interesting and diverse culture, I was excited to have the opportunity to immerse myself in the working and social culture of such a thriving city.

The people in the Johannesburg office were very welcoming and invested a lot of time in my development. I was placed in the Dispute Resolution team and immediately experienced the supportive and 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, and conducting comparative national and international research in administrative law for high profile national clients.

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 too. 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 the trainees and associates. It was great to share a meal or a coffee with different people every day. I was also fortunate enough to experience the office's month-end drinks coupled with an entertaining night of office karaoke!

GRADUATE PROGRAM

Returning as a graduate in 2020 was not the start to my legal career that I had anticipated. Only one month into our Graduate Program, we were sent to work from home for the majority of our graduate year. As the whole world pivoted to a digital work life, there were many different challenges and benefits for us as graduates. We had to learn new communication skills, adapt to new ways of learning, and sometimes even had to teach some partners new technological skills!

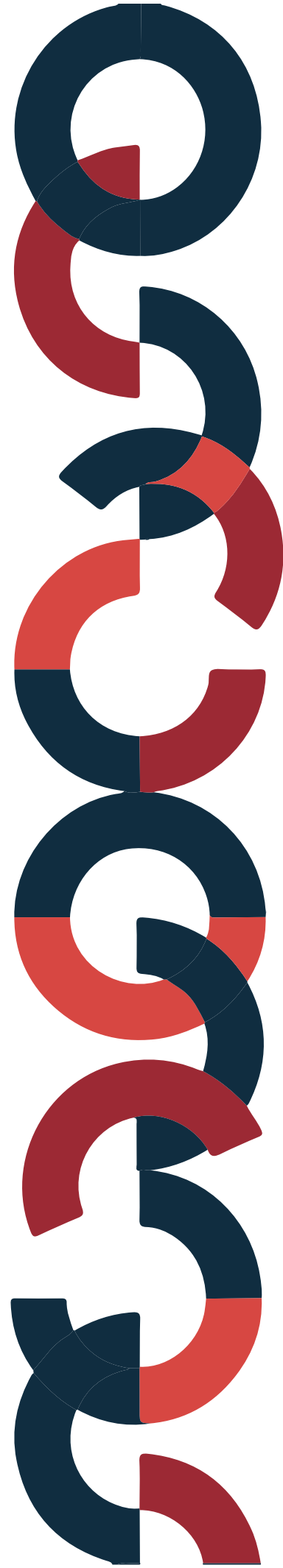
The Graduate Program at Baker McKenzie is 12 months long, with 3 rotations. I completed a transactional rotation in Energy, Resources, Infrastructure and Corporate (ERIC), followed by a litigious/advisory rotation in Employment, and then a litigious rotation in Dispute Resolution. It was invaluable to undertake different areas of commercial legal practice as I gained a range of skills and strong understanding of various commercial clients. As a graduate at Baker McKenzie, each day is different. One day might involve witness interviews and client meetings, another day might involve drafting agreements, and yet another day might involve meeting with colleagues from different jurisdictions to undertake cross-border deals or dispute work. One thing is certain though - there is always something exciting and meaningful to contribute to!

REFLECTING BACK

Reflecting back on my early careers' journey, I am so glad to have started my career with Baker McKenzie. I have felt supported every step of the way - and have developed exponentially at each stage - having had dedicated supervisors/mentors, and wonderful support from our Talent Management and Leadership & Learning teams. I am proud of how far I've come and grateful for the outstanding opportunities that Baker McKenzie has given to me.

As I head to this next stage of my career journey, I cannot wait to see what it has in store for me!

Ellen Leishman
Baker McKenzie



GLOBAL DEALS WITH BAKER MCKENZIE



Born global, passionately global, global law firm of choice. These are not simply just words to Baker McKenzie - but epitomise the essence of the Firm!

A GLOBAL START TO MY CAREER

Even as early as my clerk and graduate days, I had the opportunity to get involved in global transactions. I still recall, as a relatively new graduate, being placed on a global spin-off transaction in which the Melbourne office was co-ordinating around 10 jurisdictions in the Asia-Pacific region. That role involved advising on the Australian aspects of the transaction, managing timelines and work product across those 10 jurisdictions, and liaising with our colleagues in the US about the overall implementation of the project.

That deal was definitely influential in me ultimately settling in the Corporate team! That, and a number of other deals, got me excited about cross-border transactions. I loved that they always offered up something new - whether that be new people from different backgrounds, unique laws (or lack of laws, in some jurisdictions!) and even insights into our clients' global strategies

BUILDING A GLOBAL CAREER

The global transactions didn't stop there. Almost every deal I worked on was cross border! Another exciting deal I assisted with involved the acquisition of a skincare business that had sales in 149+ jurisdictions.

The cross-border regulatory due diligence considerations in that transaction were fascinating and furthered my development as a global lawyer. I also regularly worked on global reorganisation projects with legal, financial and tax teams from all over the world. I always felt a strong sense of team pride when these deals completed, as our global teams at Baker McKenzie were consistently able to implement complex arrangements and work to tight timeframes so collaboratively and seamlessly.

Working on these types of transactions also gave me the opportunity to fly to New York for the Global Reorganisations meeting. Reorganisations are the most "global" type of transaction you can work on. They almost always involve a few other jurisdictions (and sometimes almost every country you can think of!) and give you the opportunity to work with colleagues and clients around the world. This meeting brought hundreds of Baker McKenzie reorganisations lawyers together for two days of training and "networking". It was really exciting to finally meet people that I had been emailing/calling for years! The training really brought together our global resources and showed the strength of the global reorganisations team.

FROM MELBOURNE TO CHICAGO!

A year or so later, I had the opportunity to move to Chicago and work with our office there for 12 months.

Day one, I was pulled into a matter to advise on a cross-border M&A deal involving a number of jurisdictions! And it didn't stop there! Two of the standout transactions for me were:

- Acting for F45 Training in connection with the acquisition by Mark Wahlberg and FOD Capital of a minority stake in F45. F45 is a global company but was founded in Australia. This transaction stood out to me for two reasons - as an avid F45-er I felt a strong affinity to the business, and as an Australian lawyer working in Chicago, who specialised in cross-border M&A, the transaction also really played to my strengths!

- Advising Gebr. Knauf KG, a major German building products manufacturer, in connection with its acquisition of USG Corporation (NYSE: USG), the leading US manufacturer of gypsum wall board and related building products, in a transaction valued at USD 7.0 billion. A highlight for me in this transaction was the exposure to US public M&A.

...AND BACK AGAIN

Upon returning to Melbourne, I had the opportunity to be involved in a number of market leading transactions, including advising Orora on the sale of its fibre business to Nippon Paper for A\$1.72 billion.

As I've become more senior, I've enjoyed the increased levels of responsibility in work, and in mentoring and developing junior lawyers. It has been really rewarding to become that more senior member of the team and apply a higher degree of leadership, commercial thinking, responsibility and teamwork skills.

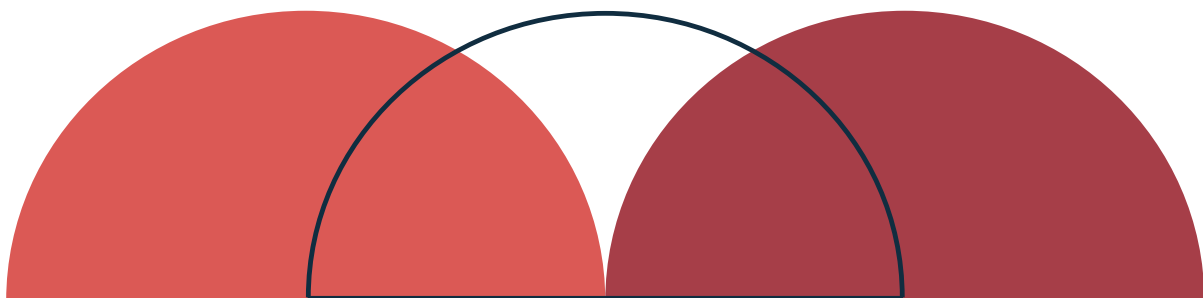
Reflecting back on my last 7 years with Baker McKenzie, I am so glad I made the decision to settle in Corporate. I have also loved seeing many of the deals I work on pop up in the AFR (it has given me the ability to explain to my younger brother that being a lawyer does not always involve wearing a wig and a robe, and holding a gavel!). I look forward to continuing to develop as a global lawyer and to working on many more exciting matters with Baker McKenzie in the years ahead!

Sarah Roughead

*Senior Associate (Corporate Markets)
Baker Mckenzie*



BAKER MCKENZIE VIDEO:
THE NEW LAWYERS - OUR STORY



GLOBAL EXPERIENCES WITH BAKER MCKENZIE

My first experience with Baker McKenzie was as a seasonal clerk in 2010. Shortly after, I was excited to accept a graduate role with the Firm. One of the key reasons I was attracted to Baker McKenzie was because of its international profile - and right from the start, I sought out international experiences wherever possible. This culminated in me undertaking the Firm's Associate Training Programme (ATP) for two years with its London office.

TRULY GLOBAL

Looking back to the start of my career, global experiences have been a consistent feature. This has also dovetailed nicely with my practice area. I mainly work on construction disputes, which often involve international clients and arbitration as the dispute resolution mechanism.

Right from the outset, in my first year, I was involved in an international acquisition by a US company of one of our construction clients. Even though I was a rotator, the Firm sent me to the client's local offices to work on part of the project with the client team - a rewarding (and slightly nerve-wracking) experience as a graduate!

Since that time, my day-to-day practice has generally involved some form of international connection. Even now I am working on two disputes with overseas clients who are working in Australia. These global clients are from civil law jurisdictions, and these matters require an understanding of Australian arbitration laws, the client's civil law background (to best explain our local common law), and an understanding of UK litigation as a spin-off from arbitration for one matter.

As part of my day-to-day work, I have travelled to or worked with many different Baker McKenzie offices. These have included offices in the US, UK, France, Germany, Belgium, Netherlands, Russia, UAE, Qatar, Saudi Arabia, Hong Kong, Vietnam, Thailand, Indonesia, Singapore, Malaysia and many others.

One of the most amazing things I have learnt from these experiences is that every Baker McKenzie office has the same friendly and supportive culture worldwide. As part of these experiences, I have made firm friends (pun intended) across many jurisdictions, even visiting them outside work on holidays (including skiing!).

THE BEST PART - GLOBAL OPPORTUNITIES (PRE-2020!)

My first international experience with the Firm was the Asia Pacific Mid-Level Associates Meeting (APMAM). The Firm brings General Associates from across the Asia-Pacific region together to network and be trained on various professional and soft skills.

Personally, the most rewarding aspect of this experience was the people: (a) first, meeting people from similar practice areas in other offices (who amazingly often reappear throughout one's career!); and (b) secondly, realising just how large and connected Baker McKenzie really is. Whilst Melbourne is a large office, having around 150 employees, there were more mid-level associates than lawyers in Melbourne at this conference, demonstrating the true breadth of Baker McKenzie's global presence.

From that time onwards, my global experiences grew. I became the lead associate on an Austrian international arbitration which led to two trips to Vienna for a split arbitral hearing. I also travelled to Munich for a Dispute Resolution practice group meeting.

Shortly after, I attended APSAM, the Asia Pacific Senior Associates Meeting, in Kuala Lumpur, during which I also visited the Hong Kong office to see some colleagues there.



Since then, I have also travelled to Lebanon for witness interviews in another international arbitration, attended Firm conferences in Barcelona and Dubai, and attended training in Paris. Unfortunately, another practice group conference in Vienna was cancelled last year due to COVID but I look forward to these experiences resuming shortly.

Of course, scattered amongst these experiences were numerous trips throughout Australia, for clients, training and practice group meetings.

MY CAREER HIGHLIGHT: ATP IN LONDON

Having worked on a few international arbitrations in Australia, I was keen to grow this part of my practice. In 2018, the Firm gave me the opportunity to undertake an ATP in London for two years. I worked out of the Dispute Resolution group, primarily on international construction disputes. These included large projects in the UAE, Qatar, Saudi Arabia, Kazakhstan, Lebanon and the Maldives, amongst others.

Whilst there, I was also able to experience other areas of law, including an investor-state dispute with Zimbabwe, a matter in the English Courts for an oil and gas dispute, and some investigations work.

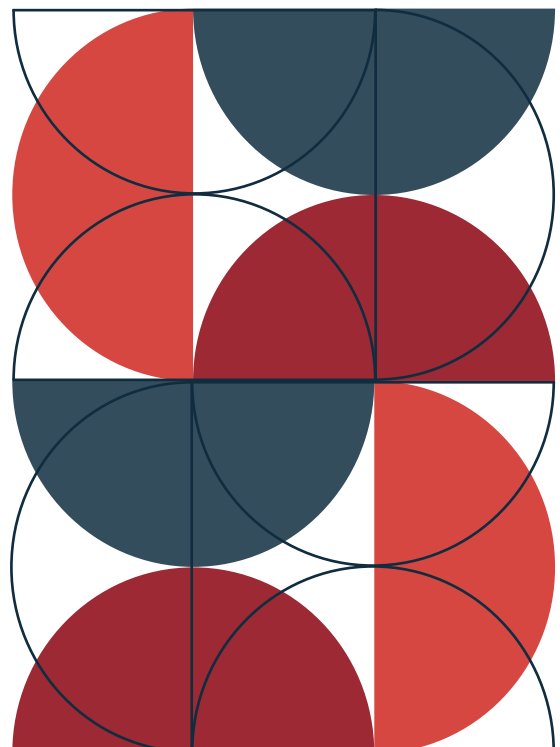
I returned to Melbourne in mid-2020 feeling grateful to have had such amazing opportunities, and importantly, to have built so many strong friendships - extending my 'Bakers family' globally.

INTERESTED IN THESE EXPERIENCES?

These international experiences have really defined my career and practice. Baker McKenzie's international breadth and desire to instil a global mindset in its people have provided me with significant opportunities throughout my career.

So, if you are globally-minded and keen to develop a global legal career, then Baker McKenzie is the Firm for you!

Matthew Bilem
Senior Associate (Construction)
 Baker McKenzie






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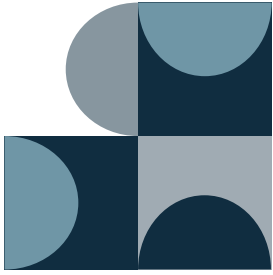
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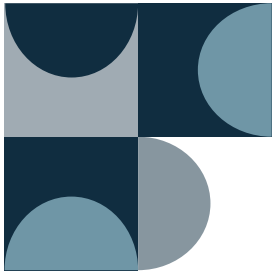
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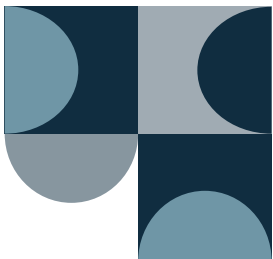
ETHICAL SPONSORSHIP STATEMENT



Corrs respects and values the diversity of our workforce and we believe that all people have a right to be treated fairly. We expect all employees to contribute to making our workplace supportive, safe and fair.



Our success relies upon attracting, retaining and providing development opportunities to talented people with diverse ideas, backgrounds and experiences. We want everyone to feel connected, valued and supported, so that every individual can succeed and can contribute to our firm and client success. We strongly believe that diversity in all its forms should be embraced and celebrated. This benefits our people, our clients, our firm and the industry at large. Our commitment to diversity and inclusion is woven through all aspects of our firm - from our recruitment and people development strategies through to our wellbeing initiatives.



Our robust internal policies set out our firm's unwavering commitment to providing a healthy and safe working environment, free from discrimination, for all our people. We provide regular training for all people on our policies to ensure expectations relating to expected conduct at work are understood and met.

Corrs is a proud signatory to the Law Institute of Victoria's Seasonal Clerkship Guidelines and recognises the benefits of these guidelines when recruiting our future lawyers.

The wellbeing of our prospective clerks and graduates is a priority for Corrs. By adhering to these guidelines, we aim to provide a fair and positive experience for all students involved in our recruitment process and world-class clerkship and graduate programs.

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Corrs Chambers Westgarth (**Corrs**), is a leading independent Australian law firm. They're known and respected for delivering legal excellence, exceptional client service and outstanding results. Corrs clients include more than half of the top fifty ASX-listed companies, some of the largest privately owned companies in Australia and a number of global Fortune 500 companies. Their clients include AGL, Amazon, Australia Post, BP, Blackstone, CBA, Coca-Cola European Partners, Coles, eBay, Google, McDonalds, Medibank, Mirvac, NAB, PayPal, TPG Telecom (Vodafone) and Wesfarmers.

Working at Corrs, you'll enjoy the benefits of working alongside a high-performing team with a shared commitment to their culture of excellence, collaboration, commitment and respect. For almost two centuries, they have been advising their clients on their most complex challenges. They are the firm of choice for many of the world's most significant organisations - from large corporations to governments, banks and financial sponsors.

Nationally, Corrs have 17 practice groups.

They specialise in the following areas of law:

- Arbitration; Banking & Finance
- Class Actions
- Commercial Litigation
- Competition
- Corporate/M&A
- Employment & Labour
- Environment & Planning
- Financial Sponsors

- Intellectual Property
- Projects
- Property & Real Estate
- Restructuring, Insolvency & Special Situations (RISS)
- Tax
- Technology, Media & Telecommunications (TMT)

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

They invest in international experiences that help their lawyers grow their skills, cultural understanding and relationships worldwide. Corrs 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, they've sent 44 students to 14 countries worldwide. They have sent their 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.

Corrs lawyers are known for their strategic approach with clients. They don't just focus on legal advice, they provide their clients with strategic guidance to help them mitigate risks and achieve their business goals. Corrs lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it. They've established flexibility



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as standard business practice and an option for all their people, including partners. Corrs flexible work policy empowers individuals to fulfil their work and life responsibilities in a way that best suits them. Their 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. Their success is based on the success of their people. Corrs encourages individuals to play to their strengths, and they bring their diverse and talented lawyers together to create top-performing teams. The combination of these factors creates a firm that celebrates their 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.

They let their work speak for itself. They're proud to work with some of the biggest organisations in the world on their most important matters. Corrs clients include more than half of the top fifty ASX-listed companies, some of the largest privately owned companies in Australia and a number of global Fortune 500 companies. They work with well-known organisations like AGL, Amazon, BP, Blackstone, CBA, Coles, EBay, Google, Johnson & Johnson, McDonalds, NAB, PayPal, Vodafone and Wesfarmers. They also work with governments, Federal and State, as well as on major transactions that make the news.

CLERKSHIP RECRUITMENT

The Seasonal Clerkship Interview period spans from September to October 2021. Corrs has three Clerkship Periods for 2021/2022, occurring in:

- Summer 1: November - December 2021
- Summer 2: January - February 2022
- Winter: June - July 2022.

Applications for the Seasonal Clerkship program open on 28 June 2021 and close on 15 August 2021. The total number of Seasonal Clerkship positions available in Melbourne is approximately 60 with approximately 20 per intake.

The application process involves an online application form, CV & Transcript and short answer responses. Then an interview with a partner, senior associate and a member from the P&P team. This is followed by a network evening which gives a taste of Corrs. The Seasonal Clerkship Interview period is from September-October 2021.

Each Clerk will spend 3.5 weeks in each practice group and penultimate and final year students are eligible to apply.

The 3.5 week clerkships give you the opportunity to connect with partners and lawyers across the Firm, learn what a 'day-in-the-life' at Corrs is like, and experience the type of work they do and the clients they partner with. 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. 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.

What do Corrs look for in a Seasonal Clerk?

Corrs looks for clerks who can make a positive contribution to the firm and help them in delivering legal excellence and outstanding client service. In exchange for your energy and commitment, Corrs will provide extraordinary learning and work opportunities. Corrs success is based on the success of their people. They encourage individuals to play to their strengths. Corrs brings diverse and talented lawyers together to create top-performing teams. Corrs want people who bring out the best in those around them, work well in a team, and take pride in their work and achievements. At Corrs, you'll enjoy the benefits of working alongside a high-performing team with a shared commitment to their culture of excellence, collaboration, commitment and respect.

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What kind of work does a Corrs Clerk undertake?

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.

A Clerk can stand out by being enthusiastic and making the most out of all the opportunities the Firm has to offer. They want their clerks to be proactive, have a strong attention to detail, take pride in their work and be cooperative team players.

What other opportunities are there for a Corrs Clerk?

Corrs provide opportunities for professional and personal growth for all employees. You'll have the opportunity to contribute to pro bono matters. Corrs specifically provides pro bono legal services for disadvantaged individuals who might not otherwise have access to legal representation.

Corrs take their work seriously but they also recognise the importance of looking after themselves and having fun. Corrs encourages staff to be socially active and participate in social and sporting events as well as learning and development activities.

Some of Corrs 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. Corrs well-being program provides a range of initiatives to assist people in maintaining good overall health.

GRADUATE RECRUITMENT

The total number of Graduate positions available at Corrs is approximately 20, recruitment of all of graduates is through the LIV Priority Offer Process.

Method of application for Graduate Traineeship is Priority Offer process. As part of Corrs 18-month program, you'll complete three six-month rotations through a variety of Corrs practice areas. Deferment of a graduate offer is considered on a case by case basis.

The reason Corrs continues to attract exceptional graduates and lawyers is simple: they 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. Corrs graduate development program is your first step towards a successful career. As part of their 18-month program, you will have access to:

- On-the-job training as you work directly with partners and senior lawyers
- Structured learning
- Legal Excellence Program
- Mentoring
- Regular feedback.

During this time, you'll complete three six-month rotations through a variety of their practice areas and you'll also be involved in pro bono opportunities. The program begins with their Graduate Academy - a highlight for graduates every year. We bring all 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.

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HOW TO BUILD YOUR OWN PERSONAL BRAND ONLINE



The footprint of your online brand begins as soon as you upload your first clerkship application. Being confident in and communicating your personal brand during the interview stage can ensure you leave a good first impression; an impression that will carry throughout the clerkship itself. With the uncertainty wrought by COVID-19, knowing how to cultivate your personal brand whilst working from home is vital, and while important, it certainly involves a lot more than maintaining a LinkedIn account!

Having participated in both in-person and virtual clerkships and having accepted an offer from the firm where I clerked virtually (Corrs), in this article I reflect on my own experiences of building my personal brand online.

1. Work out what you are interested in and stand for (this is your brand)

Your personal brand can be defined as how you want to be perceived and remembered. It involves your strengths and finding the right fit within a law firm - and can be hard to work out!

Knowing what your strengths and interests are will be crucial in developing what your brand is. Look at the law units you most enjoyed, your secondary degree (if you did one), work experience or any extra-curricular activities you undertook. Think about what makes you unique from other law students. If someone was to remember one thing about you, what should that be? I would recommend speaking to your friends, family members and lecturers to discern this.

For me, with a biomedical science background, and a keen interest in biotech, being vocal about this interest both built my personal brand throughout my clerkships and meant I was able to undertake some fascinating work in this area.

2. Connect with people (not just via LinkedIn!)

Before and during my virtual clerkship, connecting with people via video and phone calls was crucial. My Corrs clerkship was conducted entirely online (I didn't step into the office once!) and virtual catch-ups were the only way to learn about the team and for them to learn about me. Everyone I connected with throughout my clerkship was incredibly welcoming, despite the physical distance imposed by COVID-19.

As daunting as messaging a partner can be, or speaking up during a video call with a group of people you don't know, it is vital in order to build connections. I found the easiest way to demonstrate interest and foster connections was to ask questions. Doing so can also assist in determining whether a particular firm is right for you. It is comforting to know that, in the comfort of your own home, catching up for a "virtual coffee" is so easy!

Use the pre-clerkship stage as well as the clerkship itself to develop your network and to speak to as many people as possible. During the course of this long and difficult process, take every opportunity to virtually connect with people from different practice areas, firms and industries.

3. Be genuine: let your personality shine through

It can be difficult to show your personality when you are undertaking online interviews or clerkships. Firstly, presenting yourself as motivated, enthusiastic and attentive will be easier if you are aware of how you present via camera. I found it useful to be hyper-aware of how I was sitting, what my background looked like, the lighting in the room and my facial expressions (make sure you are looking at the correct screen and don't look bored!).



Showing a genuine interest (and excitement) about a particular area of law or team will stand you in good stead whether you are interviewing or clerking in-person or virtually. Therefore in the pre-interview and pre-clerkship stages, it's important to do your research. If there is something that you learn about a firm or a team which excites you, say so and be prepared to ask questions about it. With regards to interviews specifically, it is easier to talk about topics that you are genuinely interested in. Further, it can also be clear to an interviewer if you are feigning your interests or embellishing your experiences so try and avoid speaking about practice areas or topics which you think you "should" talk about. Instead, discuss topics and areas that genuinely interest you; you will appear a much more authentic candidate.

Regardless of which stage of the clerkship or graduate process you are at, the more enthusiasm and openness to trying new things you display, the more likely people will want to work with you.

Emily Poynton
2021 Law Graduate
Corrs Chambers Westgarth

A DAY IN THE LIFE OF A CORRS GRADUATE



With high hopes of a return to relative normality this year, I have embraced the personal goal of transitioning from night-owl to early riser. So far, this goal would be most appropriately classified as aspirational, with my 6:30am alarm frequently being ignored. When I do coax myself into rising early, I enjoy getting out of the house to go for a walk or a run, each activity preferably ending at a venue serving strong lattes.

It is all too easy to forget how different my daily life looked only a few short months ago. At present, I work in the office most days of the week, however I do greatly enjoy the flexibility of being able to work at home on occasion. A year of forced remote working has been highly successful in breaking down any associated stigma, and Corrs has been clear that all staff should feel comfortable to work remotely as and when they desire.

I have recently made the exciting purchase of an electric scooter, seemingly the corporate accessory du jour, and I set out on my morning scoot from home to arrive at the office by around 8:30am.

I am currently in the tax team for the last of my three six-month rotations. This morning, I start my day with a research task for a partner in my team. The property team are in the process of structuring a complex agreement for the sale of land, and are

seeking advice regarding the tax consequences of the transaction. A significant portion of the work done by graduate and junior lawyers is legal research, which is then passed on to senior lawyers to inform the advice that is ultimately provided to clients.

Mid-morning is coffee time, and junior lawyers working in the office will generally try to venture outside for coffee together. 'Altius' comes highly recommended for anyone frequenting the Southern Cross end of the city!

After returning to my desk, I set to work assisting the litigation team to identify individuals who may be able to provide expert evidence on the topic of corporate governance. Having compiled this research, I accompany a senior lawyer as they call a number of candidates to assess their interest and availability in providing expert evidence in the matter.

At around 1:00pm I venture outside again to eat lunch in a nearby green space with a large group of fellow graduates. A highlight of the return to working in the office has been the opportunity to enjoy the company of my colleagues, and I feel very grateful to work alongside an exceptionally friendly and talented group of young lawyers.

Following lunch, I set to work on a pro bono matter with which I am assisting. Corrs graduates and junior lawyers have the opportunity to participate in the Justice Connect Homeless Law program, in which we provide legal assistance, under the supervision of senior lawyers, to persons experiencing or at risk of homelessness. This program is an extremely valuable opportunity to provide services to persons in need, whilst simultaneously gaining exposure to tasks that would otherwise be undertaken by senior lawyers, such as drafting complex correspondence and appearing in VCAT. Today, I am preparing an application for internal review of an infringement to Fines Victoria, and making a number of calls to my client and their support persons to gather evidence for this application.

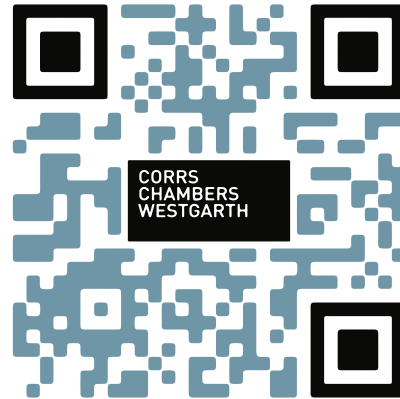
Later this afternoon, I receive a call from a partner in my team - they have reviewed a piece of preliminary research I had prepared earlier in the week and, on the basis of that research, they would now like me to draft an application for exemption from stamp duty for our client who is purchasing land. This application will be provided to the State Revenue Office who will then assess it to determine whether our client will be exempt from paying stamp duty. I spend the remainder of my afternoon working on this application. Once I have finished the first

draft, the partner will review it and take the opportunity to explain any changes made before providing it to the client.

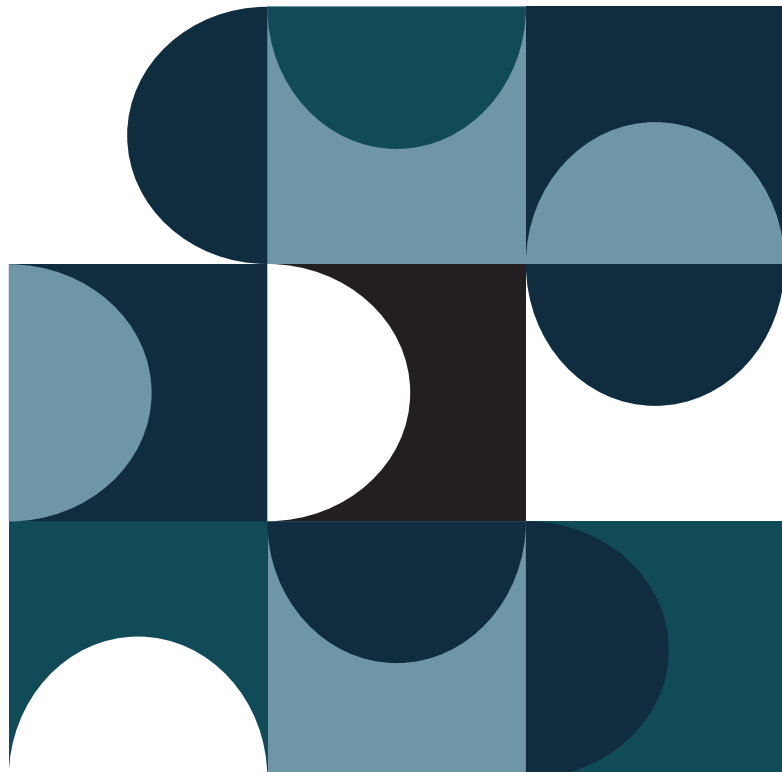
I will generally leave the office by around 6:00pm, and today is no different to that. This gives me plenty of time to get home and make dinner, or catch up with friends after work, before spending the rest of the evening unwinding in preparation for the rest of the week ahead.

Prior to commencing the clerkship process, I remember all too clearly the mystery that cloaked the work of commercial law firms and the experiences of graduate lawyers. To that end, I encourage each of you to reach out to any junior lawyers in your personal or professional networks, and to listen to any insights they have to give; I can assure you that we are all only too happy to discuss our experiences!

Henry Kiellerup
Corrs Chambers Westgarth



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CHAMBERS VIDEO:
GRADUATE SUCCESS STORY





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CORPORATE M&A

Life as a corporate lawyer at Corrs Chambers Westgarth – where to begin?

While preparing this article, I took a trip down memory lane back to my university days. It's been six years since I completed Law and Biomedical Science at Monash, but in my memory, it feels like it was only yesterday when I was chuckling at anecdotes shared by my lecturers and hearing Alex diligently hush the students in the Law Library!

Back then (and even as a seasonal clerk), I didn't think that I would ultimately end up choosing the path of a corporate lawyer – and little did I know of the rewarding career that would follow after accepting a role at Corrs.

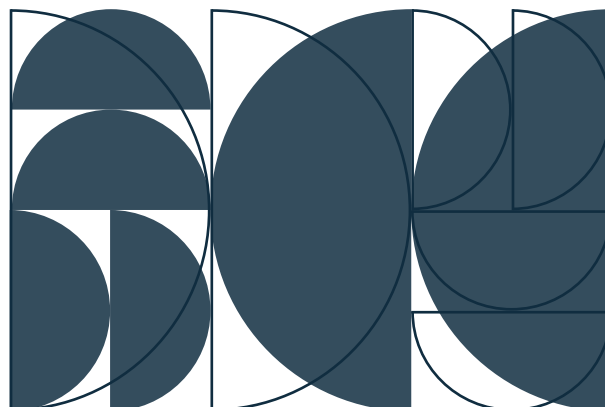
Working in the Corporate team at Corrs is extremely varied. Being a corporate lawyer means that you have the opportunity to work on a range of commercial transactions, such as private treaty mergers and acquisitions (private M&A), takeovers, schemes of arrangement, capital raisings, investments, joint ventures and restructures (if some or many of these terms are unfamiliar to you, that is OK!). Our group advises a variety of businesses including companies that are listed on public stock exchanges, financial sponsors, joint ventures, family-owned businesses, emerging startup founders and more, both here and abroad.

My practice largely revolves around private M&A transactions and corporate advisory work for a broad range of clients, including investment funds, startups and not-for-profit organisations. In 2021 so far, my matters have included finalising a three-year restructure

of a national community housing provider and advising a Nordic startup on corporate governance matters relating to its Australian subsidiary (which we helped to incorporate last year). In January, I was part of a team of Corporate, Banking and Projects lawyers who assisted a consortium to achieve financial close for an acquisition of a major office and retail development in the heart of the Sydney CBD. What the headlines may not have fully conveyed about that deal is how much of a feat of collaboration it was between the various practice groups with lawyers based around the country working through alternating COVID-19 lockdowns – and not to mention the other parties who were based overseas!

As a prospective clerk, you may be wondering whether any specific skills or attributes would be suitable to work in Corporate/M&A. First, I think that an important part of the job is being adaptable, curious and open to learning. The diversity of our clients and their operations means that it is important to have not only an excellent understanding of the law, but also an excellent understanding of how the law interacts with each client's unique commercial and regulatory framework. Also, as others may have written in this Guide, no two days are the same in my job – this has been especially true during the current pandemic, with the shifting regulatory landscape under the Corporations Act 2001 (Cth).

An enthusiastic and positive attitude will also make you a strong candidate. In my team, there is an emphasis on involving junior lawyers from start to finish. Whether you are a seasonal clerk, graduate or a



freshly settled lawyer, you might be asked to sit in on telephone/video conference 'all parties' calls or calls with the client, conduct due diligence, attend completion and draft various completion documents. Very soon, your role will evolve into managing the due diligence process, being a key contact point for the client and negotiating and drafting the transaction documents. My team does not expect juniors to have prior experience with these tasks - only a 'can-do' mindset, as a lot is learned on the job.

Being a private M&A lawyer also requires a good level of project management. The corporate team often has to coordinate a multidisciplinary team comprising lawyers from other practice areas in the firm. I particularly enjoy this aspect of my job, even though it can add to the challenge of distilling complex legal issues into incisive legal advice for the client.

Whether you've had actual (or simulated) experience with running an M&A transaction, or your knowledge of company law currently doesn't go much beyond your coursework for Corporations Law, if you have a knack for multitasking and a passion for learning, and enjoy collaboration, I strongly encourage you to consider giving Corporate/M&A a go.



Pabiola Choi
Associate (Corporate M&A)
Corrs Chambers Westgarth



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ETHICAL SPONSORSHIP STATEMENT



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

We have a firm wide Diversity Council made up of partners and employees. Their four major streams of focus are gender, flexibility, accessibility and mental wellbeing. As part of our wellbeing strategy, we have several avenues of support, including:

- Accredited training in 2020 for a cross section of staff from all offices in Mental Health First Aid. In addition to our first aiders, a number of Partners and senior leaders attended mental health awareness training.
- A firm wide wellbeing program, 'Grow + Thrive', that includes sessions on mental health, wellbeing, resilience, financial health and positive leadership - including firm wide learning for RUOK? Day.
- Running national wellbeing events, including 'wellbeing weeks' in each office. Events include free massages, yoga, nutrition seminars, running shoe fit and postural alignment sessions. This year we had a dedicated 'Recode and Reset' training calendar to focus on resilience and nutrition as well as other wellbeing and positive mental health strategies.
- Offering free comprehensive executive health checks for all partners and special counsel.
- Measures to monitor the workload and hours of our people and ensuring time in lieu is offered to provide an opportunity to rest and recharge.
- Access to 'Whispli', an external complaints platform which enables our people to submit an anonymous report or concern to the firm.

Managing high volumes of work and tight timelines is an ongoing challenge for our firm and the industry, however our lawyers have been supported with best practice technology to ensure they can work flexibly in meeting these demands. Becoming a leader in flexible work is an ongoing project for us and a fundamental part of our business strategy. Given the seamless transition to home working during 2020, this has enabled continued hybrid working options both in and out of the office.

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

- Unconscious Bias training for all employees, designed to complement our progressive D+I agenda.
- Appropriate workplace behaviour policy that covers discrimination, sexual harassment and bullying.

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

- We are a Major Partner of the Diversity Council of Australia.
- We have been a WGEA Employer of Choice for Gender Equality since the citation began in 2014.
- We are a Silver Member of the Australia Network on Disability and through our partnership with them have employed legal interns.
- We were a founding signatory to the Law Council’s Gender Equitable Briefing Policy.
- We 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. In support of all staff with parenting responsibilities (which research shows falls predominantly on women), we supported virtual care programmes during the lockdowns in 2020 and will continue to offer this in the coming year. Our working parents’ forums in all offices enable the concerns of this group to be heard and discussed, contributing to improving work and life outcomes for this group at G+T.

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

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Gilbert + Tobin (**G + T**) is a leading Australian law firm, advising clients on their most significant corporate transactions, regulatory matters and disputes. G + T 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, G + T 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. G + T are non-bureaucratic and value diversity, individuality, innovation and fun. G + T has a long heritage of giving back to the community through their 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.

Prominent practise areas in Melbourne include:

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

G + T's vision is to build a truly outstanding law firm, renowned for their commitment to client service and distinctive in their superior team of talented, creative and enthusiastic lawyers. G + T will foster a vibrant and open culture providing personal and professional

growth for all their people. G + T will live out their responsibility to support their community and contribute to society.

Outstanding pro bono

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

Corporate Social Responsibility (CSR)

As part of G + T's CSR agenda, they are committed to activities that make a difference within their firm and to the wider community. G + T CSR programs focus on three streams - reconciliation, community programs and the environment. In 2020, G + T became the first corporate law firm to source 100% renewable electricity.

Innovation

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

G + T encourages all employees to get involved in pro bono, CSR and Innovation Programs.

G + T also offers secondment opportunities both in Australia and overseas, either with their clients or in another overseas firm within their "best friends" network. These opportunities are an invaluable part of career development, offering great personal and professional development. "Our culture is unique, and at its heart it's a paradox," says Adam Laura, Partner - Corporate Advisory. "It's

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energetic and proactive, incredibly driven and ambitious - but also understated, funny and generous. G + T describes it as being 'smart with heart'."

G + T 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."

G + T have a range of flexible working arrangements and support structures available, including best-practice leave entitlements policies, part-time and job share opportunities and flexible working hours. All employees have access to a 'work from home IT kit' to enable greater flexibility in how people manage their personal commitments with the needs of clients. G + T also provides a range of discounted products and services to help their people balance their out-of-work responsibilities.

On 16 March 2020, G + T offices in Sydney, Melbourne and Perth were moved to full remote working due to the coronavirus pandemic. Due to existing practices, this was a seamless transition with employees already being set up to work at home.

During this unprecedented time, G + T COO Sam Nickless sent out daily communications which received overwhelmingly positive feedback from employees. Management were always open and honest, and employee hours and salaries were not reduced. Many staff have now returned to a COVID safe, hybrid working environment and the culture of the firm remains incredibly energised and positive.

CLERKSHIP RECRUITMENT

The Seasonal Clerkship Interview period spans from September to October 2021.

G + T has three Clerkship Periods for 2021/2022, occurring in:

- Summer 1: November - December 2021
- Summer 2: January - February 2022
- Winter: June - July 2022

Applications for the Seasonal Clerkship program open on 28 June 2021 and close on 15 August 2021. The total number of Seasonal Clerkship positions available in Melbourne is approximately 30 with approximately 10 per intake.

The application process involves:

- Submit CV, academic transcript and answer application questions (no cover letter required).
- Complete a video interview.
- Attend a pre-interview cocktail evening.
- One interview with a Partner or Special Counsel and a representative from the People team.

G + T Clerkship Program has one rotation, but you are allocated to a lawyer from another practice group to facilitate learning about another practice area of interest. Final year and international students can apply.

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 their customised in-house training program and have the opportunity to contribute to pro bono and their Knowledge Management practice.

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

What do G + T look for in a Seasonal Clerk?

While strong university results and academic achievements count, they're also looking for people who align with the Firm's culture and values. They're not a prescriptive firm when it comes to their people; they invite individuality and diversity. They also hold ambition, imagination, creative thinking and entrepreneurial spirit in high regard. Their

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

What other opportunities are there for a G + T Clerk?

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

GRADUATE RECRUITMENT

The total number of Graduate positions available at G + T is approximately 12. Recruitment of all graduates is through the clerkship pool and pathways to obtaining a Graduate position is through Priority Offers. The Graduate rotation structure includes three six-month rotations. Note that deferral of a Graduate offers will be considered on a case by case basis.

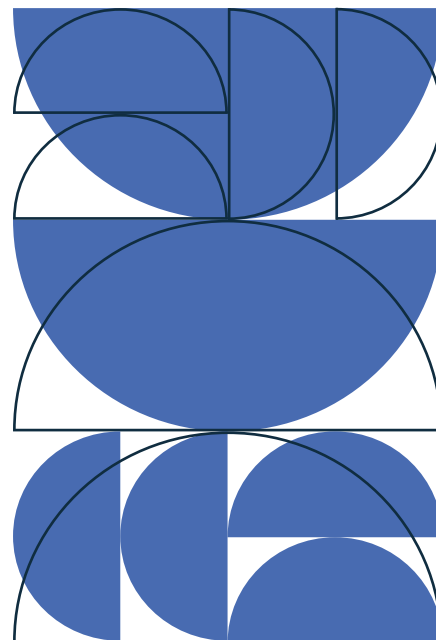
Graduates commence with the firm in one formal intake in February. As a graduate, you will undertake real work, build relationships with partners, lawyers and clients, and become an integral part of each practice group.

G + T's 18-month program consists of three rotations of approximately six months each. Rotations are available in all 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 the Firm's Perth and Sydney offices.

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



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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, Employment, 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.

Find out more at www.gtlaw.com.au/careers



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



**DANNY GILBERT,
MANAGING PARTNER**

AN INTERVIEW: WORKPLACE CULTURE AT G+T

Brittany Baker
Jaron Lam
Graduate Lawyers
Gilbert + Tobin

YOUR JOURNEY AT G+T SO FAR

Britt: I clerked at G+T in February 2020 and accepted a priority offer in July 2020. I am currently rotating in the Technology + Digital (T+D) team.

Jaron: I first arrived at G+T as a summer clerk in January 2019. I then came back as a paralegal for the rest of 2019 and accepted a grad role later that year. However, I decided to defer my offer for a year (more on that later!) and ended up working as a paralegal for most of 2020 before starting my grad role in 2021.

WHAT CULTURE WERE YOU LOOKING FOR WHEN YOU WENT INTO THE CLERKSHIP PROCESS?

Jaron: To be honest, going into the clerkship application and interview process, I was so worried about trying to impress and not saying anything stupid (mainly the latter) that culture wasn't something that was really at the front of my mind. So if you haven't really considered culture at this stage, I feel like that's completely okay. Just make sure you talk to as many people from the firm as you can when you do get the chance (informal coffee catch-ups are a great way to do this), as that really is the best way to get to know the firm.

After a few interviews, I remember thinking I just wanted somewhere where I could be myself and not have to put up some sort of façade. My thought process was: if I can act at work how I normally do with my mates, then it's probably the right place for me.

Britt: I was also looking for a fun, supportive culture. Unfortunately, it can be hard to get a sense of a firm's culture when doing your research. Jaron is right - speaking to lawyers will help you demystify the firms and cut through the buzzwords. I met many G+T lawyers before applying for clerkships - they were lovely and extremely generous with their time. This gave me a glimpse into G+T's culture and was partly what motivated me to apply.

HOW DID G+T STAND OUT FOR YOU?

Britt: Everyone was so welcoming and friendly. Lawyers regularly invited me out for coffee and lunch - they made a real effort to get to know me and we stayed in touch after the clerkship.

The work was also exciting - I was invited along to the completion of a multi-million-dollar deal. This involved meeting the CEO of an ASX-listed company and facilitating the signing of final contracts. Afterwards, the G+T team and the other side's lawyers cracked open a bottle of champagne to celebrate! It was a privilege to have been involved, especially at such an early stage of my career.

Jaron: The quality and scope of G+T's work speaks for itself. I knew I'd be involved in some incredible matters. What I didn't expect was how deeply involved in them I'd be from the get-go - that willingness to trust you and hand you genuine responsibility really stood out to me at G+T.

G+T's culture also really amazed me from day one of my clerkship, especially how friendly and relaxed everyone is around the place. A partner or senior lawyer might be furiously typing an email or juggling a call but once that wrapped up, they're instantly turned around and joking with everyone around them. That type of environment just makes the days go by so much easier.

HOW DID YOU KNOW G+T WAS THE RIGHT MATCH?

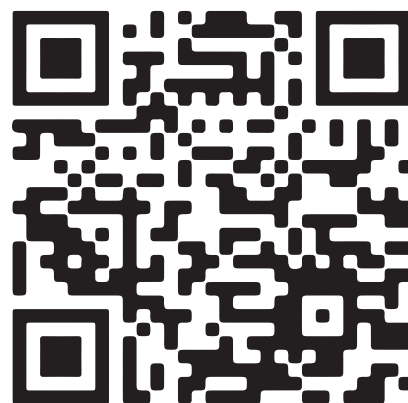
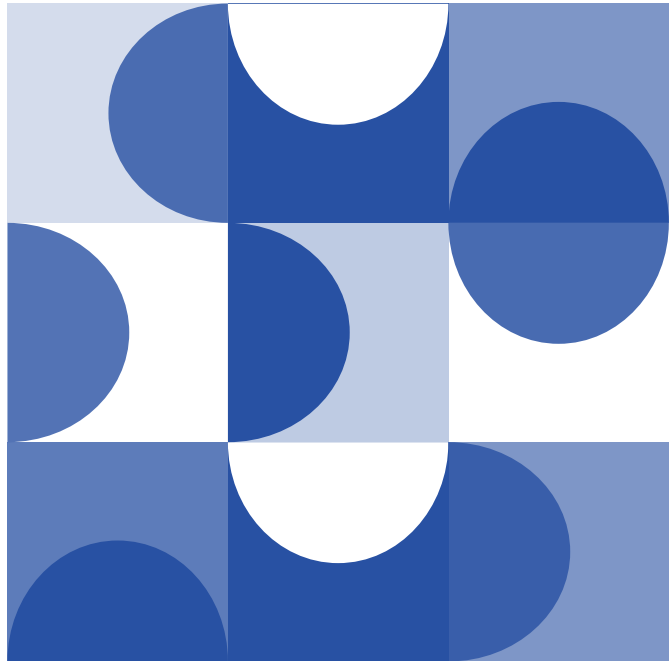
Jaron: Perhaps a bit naively, I assumed without too much thought that the incredible time I had as a clerk and paralegal before offer day would translate to how things would be if I accepted an offer from G+T. Fortunately, I can safely say that life at G+T since accepting has been nothing short of fantastic.

The incredible people, ability to just be myself and how much the firm looks out for you confirmed to me that G+T was where I wanted to be. If you value a workplace that's vibrant, fun and friendly, while still being able to offer top-tier work, G+T is where you want to be.

Before grad offer day, I had a chat with a partner about how another firm I clerked at had a later intake (which G+T doesn't have), which appealed to me because I wanted some time off before potentially starting as a grad. The partner's response was that they would be more than happy for me to just take the entire 2020 off and start my grad role the following year (let's not talk about how my travel plans worked out). That really blew me away - the realisation that the people running the firm really do value what's important to you not just at work, but also in life.]

Britt: I also felt like I could be myself in the office, which is incredibly important to me. G+T celebrates individuality and leadership - I never felt like I had to conform to a cookie-cutter G+T 'type' (it doesn't exist!).

I also chose G+T because I wanted to fast-track my career. G+T's smaller teams, market-leading work and flat structure means greater responsibility from the outset. As a graduate, I've already had more client contact and a broader range of experience than many of my peers at larger firms. If you want to work on the best matters with the best people in the industry, and have your contribution recognised and rewarded, I encourage you to apply to G+T.



GILBERT + TOBIN VIDEO:
BOLD BUSINESS AT G+T



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

KEY DATES

OFFICE	APPLICATIONS OPEN	APPLICATIONS CLOSE
Sydney	8 June	14 July
Perth	28 June	1 August
Melbourne	28 June	15 August

CONTACT

EMILY DESMIER

Graduate Recruitment + Development Specialist
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LIFE AS A GRADUATE AT G+T



Jordan recently completed a Bachelor of Electrical Engineering and a Bachelor of Laws at Monash. He clerked at Gilbert + Tobin in the Corporate Advisory team in February 2020 and returned as a paralegal in March 2020. He is currently in his first rotation in the Legal Transformation team.

When I think back to being in your shoes, I remember feeling daunted by the clerkship process and having next to no idea of what distinguished one firm from another. I hope I can help by conveying to you what makes Gilbert + Tobin stand out to me and why that made it my first choice as the place from which I wanted to launch my legal career.

In essence, it's this:

- You'll be given a lot of responsibility to work in important matters, which will greatly accelerate your development;
- You'll be at Australia's most innovative law firm, where you'll be encouraged to think critically about the work you do and suggest ideas to improve and transform the way lawyers work; and
- You'll be immersed in a diverse culture that wants to know the real you.

CAREER ACCELERATOR

G+T provides you with an opportunity to fast track your development. For a top-tier law firm, G+T is lean. Project teams are often small and so you'll get more responsibility than you would at other firms. For example, you may have the first go at drafting a key transaction document, or you'll be calling the client with important questions, or speaking with opposing counsel. Yes, this definitely feels a little daunting at first. But, underpinning all this autonomy that we are given, there is an abundance of support in the form of teammates, mentors, fellow grads, tools, templates and training materials that empower us to take on these challenges and excel.

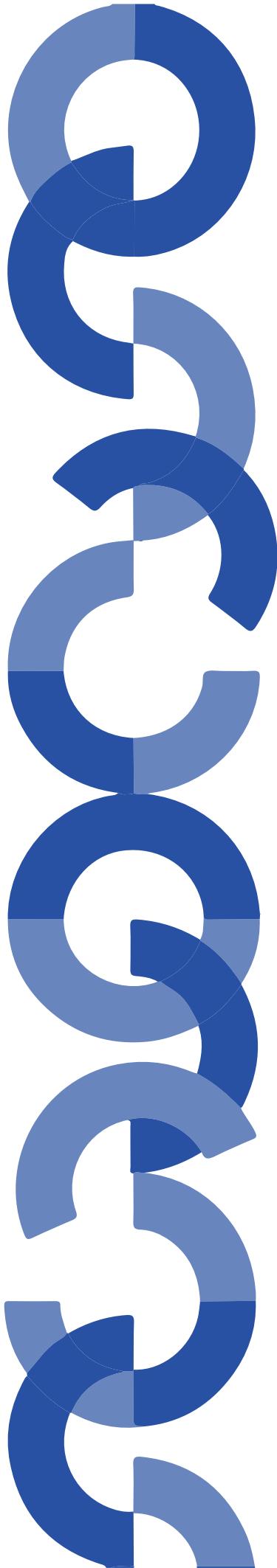
In the Legal Transformation team, I've been developing an in-house application that helps coordinate the IPO process. I've been communicating directly with our app-building software provider to learn the ins-and-outs of the software and to ensure our solution is robust and scalable. Throughout the process, I've learned design and project management skills that complement the legal learning I've done whilst building the app.

It's worth mentioning that G+T's open plan arrangement works in our favour too. Our grad desks are often near the partners' and being able to witness the way they practise their craft is incredibly educational.

MARKET-LEADING INNOVATOR

G+T has a proven track record in legal innovation. Client Choice has named us Australia's Most Innovative Law Firm four years in a row, which is a testament to how innovative practices are imbedded in the firm's DNA. Remarkably, in October 2020, G+T sold its own in-house software to global legal tech company, Litera. G+T's in-house state-of-the-art due diligence software is used regularly on its largest transactions. Further, it is constantly building on its suite of automation tools that dramatically reduce task times by hours (and in many cases tens of hours). All these innovations liberate us to spend our time doing more interesting and valuable work.

As a graduate in the Legal Transformation team, I am involved in prototyping, testing and developing these tools as well as engaging with lawyers to hear their suggestions about how things can be improved. Recently, I spoke with two lawyers in our Corporate Advisory practice that identified an anti-money laundering compliance process that was ripe for automation. After an initial interview to identify the pain points and map the process, I surveyed the market for existing products that might offer a solution—we don't want to



reinvent the wheel. Next comes the business case and depending on whether the existing product meets all our criteria, we might consider building the solution in-house.

Importantly, in addition to developing tech-related skills, rotating in the Legal Transformation team has familiarised me with various legal processes from an end-to-end perspective. I've been encouraged to critically consider and evaluate the way lawyers do discovery and due diligence. Understanding these key processes will inform the work I do in my subsequent rotations in the Technology + Digital and Corporate Advisory teams.

DIVERSE CULTURE AND FLEXIBILITY

G+T harbours a diversity of interests spanning sports, literature, philosophy, music, gaming, food and fashion—and that's just the grads! G+T celebrates its people bringing this diversity to the office. Everyone here is curious and so enriching the office with those things that make you you, makes it a brighter place to work for everyone.

Importantly, G+T also champions flexible working. It was one of the first firms to send everyone home last year and with Project Wings it has even set us up with a monitor, keyboard and mouse. Although, with the recent refurbishment of the Melbourne office (with a kitchen designed to look and feel like a quintessential Melbourne café!) coming in has become the preferable option. There's just something really energising about collaborating and socialising with colleagues amongst the buzz of a busy office.

I wish you all the best of luck with your applications! Remember to be kind to yourselves and each other in what can be a stressful time. Please feel free to reach out to me on LinkedIn if you have any G+T related questions.

Jordan Czelen
Graduate Lawyer
Gilbert + Tobin



ARE YOU READY TO BE BOLD?

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

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

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

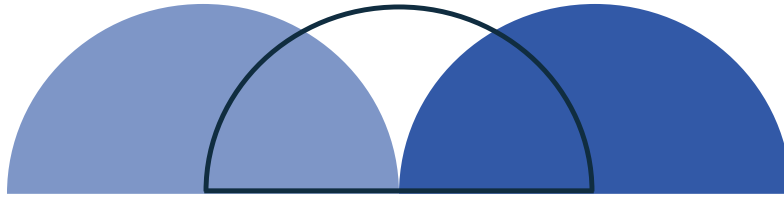
If you're comfortable being challenged, as well as challenging us on the way we think and operate – you'll fit right in. We're not worried about you being you. We're counting on it.



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MERGERS AND ACQUISITIONS



By now you will have attended what feels like a million clerkship events, started to think about applications and need to decide what workstream to apply for. If you're reading this, I can imagine you are wondering how on earth you are meant to demonstrate ~commercial acumen~ (whatever that means!) or an understanding of M&A when you have never stepped foot inside a commercial firm. I certainly was when I applied.

Hopefully this article can be of some use to you and give you a small glimpse into the world of M&A at a top commercial law firm. There is a huge variety of work out there and you never know what practice area you might like until you try it, so even if you think you are destined to be a litigation lawyer keep an open mind and read on.

THE WORK WE DO IN M&A

Have you watched *Suits*? It's an accurate portrayal.

Just kidding.

In the Corporate Advisory team we have a huge variety of work but it largely falls into three categories: Mergers & Acquisitions, Equity Capital Markets and Corporate Governance.

M&A is our bread and butter - buying and selling companies, launching takeover bids and implementing schemes of arrangement. We practice in both the public and private space and do it well. We regularly advise on transactions of the highest commercial significance and help our clients navigate the complexities of the regulatory overlay, dealing with ASX, ASIC and FIRB.

ECM work involves helping companies raise capital, for example by issuing shares. We advise companies on how to become publicly listed through an Initial Public Offering (IPO) and also assist with launching share purchase plans and stock placements.

Corporate Governance work involves advising companies and their directors on how to comply with the Corporations Act. This is a great place to start applying your knowledge from law school, advising on directors duties, continuous disclosure, annual general meeting requirements and the like.

WHAT IS IT LIKE WORKING AT G+T IN THE M&A TEAM?

The best way to describe working in M&A at G+T is that there is never a dull moment. There is always a huge variety of complex and engaging work on offer and you are given the flexibility and freedom to put your hand up for anything. If you are keen to learn, there will always be an opportunity for you to get involved.

The work is fast paced, complex and rewarding. Looking back on how far I have come since I settled in the team a year ago is quite incredible. I am given a lot of responsibility and have helped run workstreams on billion dollar transactions from a very junior level. Whilst I was still a graduate I was able to experience a virtual part-time secondment with one of our major clients, with the flexibility to decide which days I worked depending on my normal G+T commitments.

WHAT DOES A TYPICAL DAY-TO DAY LOOK LIKE IN M&A?

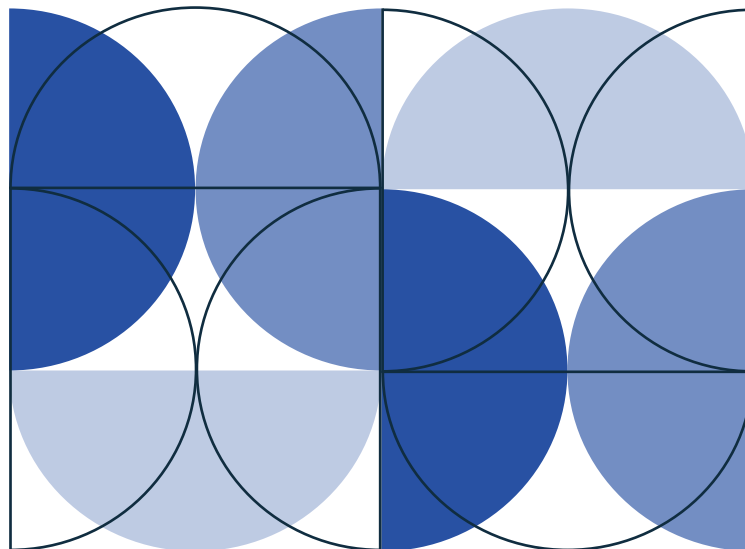
I usually log on around 8:30am and spend some time getting organised for the day ahead. I skim through my outstanding emails to prioritise tasks by deadline, eyeball my scheduled meetings and map out my day. Due to the nature of our work, quite often something unexpected or urgent will pop up and throw a spanner in the works, so it's important to have a plan!

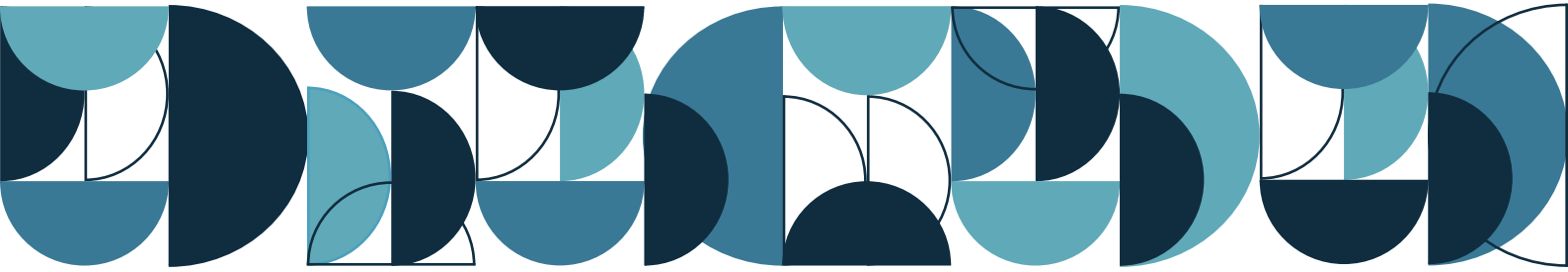
I currently have a daily 9:00am call with a client - we have just launched a hostile on-market takeover bid for an ASX200 listed company so there is always plenty to discuss regarding our progress and market news. By 9:30am I am getting properly stuck into my work with occasional meetings peppered throughout the day. On an average day I could be drafting contracts, advising on corporate governance matters, reviewing due diligence materials, preparing reports, liaising with our specialist teams, lodging documents with ASIC and ASX or anything in between.

I usually take my lunch at 1:00pm and like to catch up in the kitchen with my friends from other teams. We have just moved into a new level of the building with a fresh fit out and big communal kitchen space with great views of the Yarra. When the weather permits, we head outside for a walk and some fresh air.

In the afternoon I will usually meet up with my supervising partner to discuss my work, take feedback and additional instructions then finalise it to send out to clients. Today I am preparing a supplementary bidder's statement in response to feedback from ASIC, tomorrow I'll be assisting with a deal closing, the day after? Your guess is as good as mine.

Amanda Atkins
Lawyer (Corporate Advisory)
Gilbert + Tobin





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ETHICAL SPONSORSHIP STATEMENT

At Herbert Smith Freehills we've committed to upholding the following values together; to connect, collaborate, lead and excel.

Allowing each member of our team to bring their best to work, by supporting and upholding our standards of engaging with one another, we're able to nurture those values and achieve great outcomes for our clients.

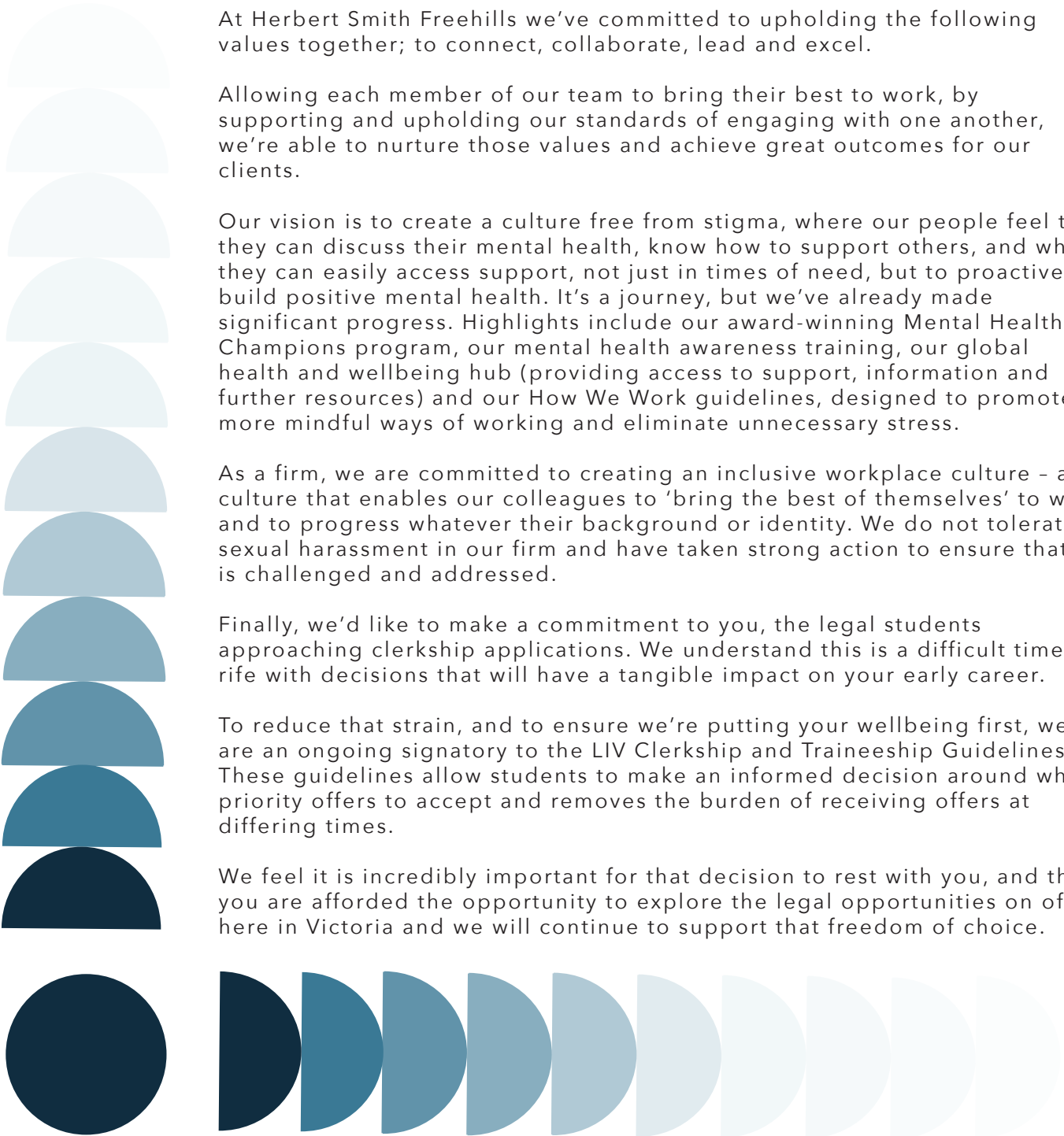
Our vision is to create a culture free from stigma, where our people feel that they can discuss their mental health, know how to support others, and where they can easily access support, not just in times of need, but to proactively build positive mental health. It's a journey, but we've already made significant progress. Highlights include our award-winning Mental Health Champions program, our mental health awareness training, our global health and wellbeing hub (providing access to support, information and further resources) and our How We Work guidelines, designed to promote more mindful ways of working and eliminate unnecessary stress.

As a firm, we are committed to creating an inclusive workplace culture - a culture that enables our colleagues to 'bring the best of themselves' to work and to progress whatever their background or identity. We do not tolerate sexual harassment in our firm and have taken strong action to ensure that it is challenged and addressed.

Finally, we'd like to make a commitment to you, the legal students approaching clerkship applications. We understand this is a difficult time, rife with decisions that will have a tangible impact on your early career.

To reduce that strain, and to ensure we're putting your wellbeing first, we are an ongoing signatory to the LIV Clerkship and Traineeship Guidelines. These guidelines allow students to make an informed decision around which priority offers to accept and removes the burden of receiving offers at differing times.

We feel it is incredibly important for that decision to rest with you, and that you are afforded the opportunity to explore the legal opportunities on offer here in Victoria and we will continue to support that freedom of choice.



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CLERK WITH US

With over 25 offices spanning Asia, Europe, Australasia, and the Middle East, Herbert Smith Freehills (HSF) 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. HSF's focus is on the future: the future needs of existing and new clients, the future of the legal profession and investing in their future lawyers. That's why they aim to attract the best talent from a broad range of backgrounds, ensuring they are optimising their position as a progressive, forward thinking professional services business. At HSF, you'll be given the opportunity to develop the skills you need to help solve clients most complex challenges in thoughtful and innovative ways.

Prominent Practice Areas in Melbourne

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

Key values:

- Connect
- Collaborate
- Lead
- Excel

HSF offer graduates the opportunity to apply for an international rotation as part of the graduate program. In 2019, HSF sent 14 Australian Graduates on international secondments. With a network around the world, you'll also have the opportunity to work with international clients, develop a global reputation and establish the career path that suits you. You'll gain experience on high-profile cases and deals involving some of the world's biggest clients, explore multi-cultural matters and receive first-class

training. All the while, you'll be developing a global view of the law and building a resume with a legal firm that's widely recognised around the world.

HSF have adopted an agile working policy with an expectation that their people work in the office for an average of 60% of their working time. This is tailored to suit each individual, team and situation. Some people may well be in the office more, others less, while some may need to come to the office everyday depending on their role. This culture of working flexibly allows HSF's employees to gain more time for families, health and other commitments.

CLERKSHIP RECRUITMENT

Total number of Seasonal Clerkship positions available in Melbourne is approximately 60-65 and the total number of Seasonal Clerkship positions to be filled for each intake is 30-35.

Application Process for Seasonal Clerkship

1. Candidates are asked to submit a CV, cover letter, transcript and application form.
2. Select applicants are then invited to attend an information evening, followed by a one-on-one interview with a member of their partnership.
3. Clerkship offers are based on feedback from their partners, and discussion among the recruitment panel.

Seasonal Clerkship program application open and close dates are from the 28 June 2021 to 15 August 2021. The Seasonal Clerkship interview period is during September 2021.

The Clerkship Program does not have rotations; clerks will be placed in one of HSF's Practice Group teams for the duration of the four week program.

Penultimate and final year students are eligible to apply. HSF welcomes applications for their Australian clerkship program from international penultimate year law students,

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provided that you have unrestricted legal working rights to work in Australia when you commence in your clerkship.

HSF selects many graduates through vacation clerkships. During this immersive program, you'll receive hands-on practical experience, actively contributing, as you work on some of the diverse challenges facing the team you're collaborating with.

You will have the opportunity to sit within a specific team, delivering real work for key clients. You will attend their three day induction and training program, before you hit the practice group floor. Once you join the teams, you will have the opportunity to attend workshops and presentations covering all their practice areas, contribute to the pro bono practice and experience HSF.

What does HSF look for in a Seasonal Clerk?

Great lawyers are both curious and creative. They 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 they looking for?

There's no single path to becoming a commercial lawyer. They look beyond your academic record and your technical aptitude. They'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 their global village gets ever smaller, they look for graduates who think of themselves as citizens of the world.

They recognise and value the differences that make them unique. By embracing diverse views, they can provide their clients with innovative solutions. They are not looking for the finished product and they know that gaining legal work experience is increasingly difficult. What they are looking for is your potential to become a HSF lawyer. Demonstrate the transferable skills you have gained through the experience you have, legal or non-legal.

What kind of work does a HSF Clerk undertake?

You will gain a deeper understanding of life at the Firm and what your future could look like if you join them. Some key features of their Seasonal Clerkship program include the opportunity to:

- Attend client meetings, and be part of delivering real work to their key clients.
- Research tasks, BD work.
- Attend workshops and presentations with your team.
- Contribute to the pro bono team.
- Be part of our Digital Law Group and Innovation Team by volunteering to work on their projects.
- Attend networking events with clients and HSF staff.

What other opportunities and experiences does the HSF offer their Clerks?

Their Seasonal Clerkship program offers an immersive 3 day induction where you'll have the opportunity to network with their graduate team, lawyers from across the firm and engage with their team on some of their community and pro bono work.

In addition, their 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 off site.

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GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is 30 and the total number of graduates to be recruited from the clerking pool is 30. Method of application for Graduate Traineeship is through expressions of interest following the clerkship program.

Pathways to obtaining a Graduate position is through Priority Offers where the possibility of deferring is considered on a case by case basis.

HSF's 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 HSF's 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 the Digital Law Group or the Legal Operations team.



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ENVIRONMENTAL LAW AT HERBERT SMITH FREEHILLS



I am a solicitor at Herbert Smith Freehills, currently doing my second graduate rotation in Commercial Litigation. I completed my first rotation in Environment, Planning and Communities (**EP&C**), where I also did a vacation clerkship.

The EP&C team at HSF covers a range of really interesting, diverse and topical work. As a graduate/junior solicitor in the team, I had exposure to work such as:

- Land acquisition claims;
- Advising government and private clients on issues and approval strategies in relation to large scale infrastructure projects;
- Preparing due diligence reports;
- Advising developers on questions relating to planning schemes, precinct structure plans and planning permits.

I was lucky to gain exposure to major Victorian projects (including renewable energy projects) and front-end client advisory work. I was able to work closely with the partner in the team, senior associates and solicitors in the team, which was a really valuable learning experience. I also had the opportunity to engage with team members in other national HSF offices and teams, as matters often require expertise and assistance from practice groups such as Corporate and Projects.

Staying up to date with legislative and policy changes, as well as presenting this knowledge to clients so that they can understand how their business will be affected, is an important part of the work that the EP&C team does. I found this aspect of my rotation really interesting. For example, Victoria's environmental law regime is changing from 1 July 2021, through amendments to the Environment Protection Act 2017. Some key changes include introduction of:

- A general environmental duty to eliminate or mitigate the risk of harm to human health or the environment;

- Duties to manage and notify the EPA of certain pollution incidents and contaminated land;
- Duties to minimise and manage waste; and
- New 'unreasonable noise' provision, which will apply to all industries, including wind farm operators who are key clients of the team.

At the Commonwealth level, on 28 January 2021 Professor Graeme Samuels released the Final Report on the Independent Review of the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (**EPBC Act**). Professor Samuels found that that Australia's 'current environmental trajectory is unsustainable' and that the 'EPBC Act is ineffective'. The review recommended wide-ranging reforms for the EPBC Act, including the introduction of legally enforceable National Environmental Standards. Subsequent to this, on 25 February 2021 the *Commonwealth Government introduced the Environment Protection and Biodiversity Conservation Amendment (Standards and Assurance) Bill 2021* to establish a framework for the making, varying, revoking and application of National Environmental Standards and establish an Environment Assurance Commissioner, which has been widely debated.

As you can see, environmental law is a dynamic and interesting space involving significant legislative change. It is fascinating to work on tangible projects and to build knowledge and awareness of key developments in Victorian and national environmental laws. If you're interested in environmental and planning, I would highly recommend the team at HSF!

Sophie Chandler
Solicitor
Herbert Smith Freehills



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We're looking for those who see things differently.

The kind of people who bring new ideas and create innovative opportunities for our clients.

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FLEXIBLE WORK PRACTISES AT HSF

While completing my clerkship at HSF in 2019, I was most drawn to the people I worked with, their everyday energy and enthusiasm, and the overall firm culture. I made some truly wonderful friends during my clerkship and I was looking forward to being reunited with them in 2020 to share the start of our journey through our legal careers together. However, as I started my graduate job in September 2020 in the midst of the COVID-19 pandemic, it was an entirely different experience to the one I had imagined. A week before commencing my graduate role, I was sent a welcome box to my home that contained, among a number of HSF branded items to display on my home desk, my laptop that I would be working on at a desk in the corner of my bedroom. On day one we met all the other graduates from Melbourne and Sydney over webcam and our entire induction week took place from home. We then joined our practice groups and completed our next few months of work remotely.

It wasn't until December 2020 that I met some of the people in my team for the first time. After months of talking to and working with the other juniors, my supervisors and legal assistants in my practice group over Microsoft Teams video calls, we finally came face to face in the office just before Christmas. With many restrictions still in place it was a slow and gradual return to the office. This meant that in the first few months of our return we had less than half the team in the office on any given day, with the remainder of the team continuing to work from home. Still unable

to hold in person meetings in the office, we continued to conduct team meetings as video calls with a mix of people sitting at their desks in the office, and the remainder at their desks from home.

There were a few teething issues when first commencing this blended office/home work environment, particularly in relation to locating office supplies and making the technology work. However, the genuine enjoyment of the team being back in the office together and working with each other in person again, made the small inconveniences seem insignificant.

While we were all beyond excited to be allowed back into the office (or into the office for the first time for us grads) there were a few things we all agreed that we would miss about working from home. These included skipping the morning commute, being able to work in exercise gear or trackies all day, finishing work and already being home, meeting each other's pets and families virtually, parents being able to do school pick up and drop off, and the overall flexibility that comes with being at home during the day. Everyone at the firm voiced these thoughts and feelings to management through an online survey, and the firm truly listened.

Fast forward a few months down the track and HSF has implemented an agile working policy where it is expected that we will come into the office an average of three days per week and work from home two days per week. Some teams have set days where the

entire team comes into the office so that everyone can see each other, other teams leave it entirely up to their team members to decide what works best for them. This means we really get to enjoy the benefits of working from home as well as absorbing the positive energy that comes from being surrounded by our colleagues in the office. Another benefit of this blended office/home work environment is the lack of paper we all use. HSF has really embraced the shift towards working with electronic documents and the current clean and clear movement run by our legal assistants and administrative assistants is helping us to rid our office space of unnecessary piles of paper, encouraging us all to go paperless this year.

I am proud and excited to be part of a firm that listens to its people and implements changes that allow us to enjoy and benefit from, the ability to work flexibly. As long as we continue to produce the high standard of work that HSF prides itself on, we are trusted and encouraged to do that work in the way that suits each individual person.

Kathryn Quinn
Law Graduate
Herbert Smith Freehills



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

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 are proud to use the **Rare Contextual Recruitment System (CRS)**. The **CRS** allows us to understand each applicant's achievements in the context that they have been gained.

We'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.

Contact:



Hong Le
Graduate Recruitment Consultant
T +61 3 9288 1937
GraduatesMelbourne@hsf.com

CLERKSHIP INTERVIEWS: TIPS FOR SUCCESS



For some of you, it is probably a safe bet that reading the words ‘clerkship interviews’ alone bumped up your heart rate. Clerkship interviews, however, are far less terrifying and mysterious than you might imagine.

One of the best comments I ever heard in the lead-up to my clerkship interviews was that they are, ultimately, an ‘emotional’ exercise. It is a useful reminder. By the time you have received an invitation to interview, the firm already has a decent idea of your technical aptitude and experience. This means that you don’t need to panic about regurgitating your CV (or reeling off facts about the firm that you read on the website). The interview is an opportunity for the firm to get a feeling for what kind of person you are, what matters to you, and whether you are the right ‘fit’ for each other.

The tips set out below are not intended to be ground-breaking. They are, however, things that you can do to give yourself the best opportunity to have a meaningful discussion with your interviewer and to present yourself as authentically as possible.

BEFORE THE INTERVIEW

1. Study your application: The best preparation, in my opinion, is becoming intimately (re)acquainted with your application. I guarantee that your interviewers will pick up certain threads from your application. Reflect on the relevance of the experiences in your CV, remind yourself of some illustrative stories from each, and be prepared to explain the thinking behind your written responses.

2. Prepare for the expected: You can reasonably pre-empt some of the questions you may be asked. To be clear, do not rehearse pre-prepared answers, but carve out some time to reflect on your intuitive and authentic response to the core questions that are likely to come up. A good starting point is the ‘why’: why law, why private practice, why our firm,

why you? Go for a pensive walk, chat about it with a friend over coffee, do some journaling—whatever works for you.

3. Do your homework: If you’ve got a bit of time left, do some research on the firm and on your interviewer. This is not to dazzle them with facts that they already know, but to guide you on the sorts of questions that you might be able to ask during your interview.

DURING

1. Slow and steady: Many of us have a tendency to ‘motormouth’ a little bit when we are nervous. Resist the temptation to fill every moment of silence with more content; your answers to these questions should be genuine and considered. Slow it down and, if needed, be prepared to take a moment to reflect on the question before you start responding.

2. Say what you mean, not what you think they want to hear: Give the interviewers the opportunity to understand you, as you are, and what actually matters to you. I’m happy to be corrected, but I dare say that every firm in this guide would value someone they can trust over someone who can skilfully fling around a corporate buzzword. People respond well to honesty and authenticity.

3. Ask questions, but don’t waste the opportunity: You’ve probably all heard that the correct answer to “Do you have any questions for us?” is “Yes”. I would be inclined to agree. But often miss the underlying rationale. Don’t treat this as an opportunity to win them over in the dying moments of your interview by asking something astute. If you don’t actually care about the answer (or, worse, if you already know the answer), it is not worth asking! Take the opportunity to get to the heart of whether this is a place where you actually want to work. Don’t be afraid of asking your interviewers questions about their own motivations, experiences, or thoughts about certain aspects of the firm.

PRACTICALITIES

Virtual interviews: It is entirely possible that you will have a virtual interview this year. If so, do some preparation to avoid issues on the day. Get your environment right, minimise distractions, make sure you've got a decent internet connection, and even ask if your firm-assigned 'buddy' (if you have one) if they wouldn't mind jumping on a video call to do a quick test run of your tech set-up.

Pre- and post-interview self-care: Before you arrive for your interview (physically or virtually), put away your papers or computer and do something to ground yourself. Go for a walk, grab a coffee downstairs, get on the phone to a loved one. After the interview, go show yourself some love!

Wishing you all the best of luck.

Bryce Robinson
Herbert Smith Freehills



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ETHICAL SPONSORSHIP STATEMENT



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

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

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

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

We acknowledge that diversity within our workforce adds enormous value to our firm and we benefit from the broad depth of skills, knowledge and experience it brings. Our diversity committee is actively involved in a range of initiatives to promote an inclusive workplace where all people are valued and where everyone can make a contribution.

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

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CLERK WITH US

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

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 K&L Gates' global community of talented visionaries.

Prominent Practice Areas in Melbourne:

- Corporate
- Energy, Infrastructure and Resources
- Finance
- Asset Management & Investment Funds
- Intellectual Property
- Labour, Employment and Workplace Safety
- Litigation & Dispute Resolution
- Policy & Regulatory
- Real Estate

What are the Firm's key values?

- Humble roots and high aspirations
- Integrity, quality and respect
- Collaboration and connectedness
- Dynamic, client focused problem solving
- Diversity, inclusion and opportunity

- Entrepreneurial investment and ownership
- Service to clients, each other, communities and K&L Gates profession

At K&L Gates, we foster an inclusive and collaborative environment across our fully integrated global platform that enables us to diligently combine the knowledge and expertise of K&L Gates lawyers and policy professionals to create teams that provide exceptional client solutions. K&L Gates marry process with vision, success with dedication, and method with passion. The Firm seeks and welcomes the talents of those from different age groups, genders, identities, races, or cultural backgrounds. These are the threads that make up the fabric of the Firm.

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



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CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 28, where the total number of Seasonal Clerkship positions to be filled for each intake is approximately 14.

Applications for the K&L Gates Clerkship Program should be made online, via the website. Applications should include a cover letter, CV and academic transcript. Applicants will also be asked a few questions as part of the application process. You will experience a two-stage interview process with K&L Gates. Your first interview will be with senior lawyers that are part of the recruitment team, as well as a member of the Human Resources team. The first interview is an opportunity to get to know you and will expand on your application, your interest in K&L Gates and will be a chance for you to get to know the K&L Gates team.

The second round interview will consist of a group activity. You will work through a series of legal scenarios with a group of candidates and two members from K&L Gates recruitment team. The group interview is aimed at assessing your ability to demonstrate your analytical skills and to think critically and commercially as well as your teamwork skills (an essential skill for K&L Gates lawyers!). As part of the second interview, K&L Gates will also host an information session, giving you another opportunity to meet the Firm's people and get to know more about life at K&L Gates. Offers for a clerkship will be made in accordance with the LIV guidelines.

The Seasonal Clerkship program applications open and close dates are from Monday 28 June 2021 to Sunday 15 August 2021. The Seasonal Clerkship interview period is from September - October 2021.

The Clerkship Periods for 2021/2022 include:

- 1 Intake - January/February 2022 (4 weeks)
- 1 Intake - June/July 2022 (4 weeks)

The Clerkship Program does not have rotations.

K&L Gates will accept applications from penultimate year students, final year students or graduates. To be eligible for a clerkship you must be able to commence a Graduate position in March 2023.

At K&L Gates you will participate in a comprehensive program that continues throughout your clerkship to learn important skills to lay the foundations for a successful legal career. These learning sessions have been designed to develop your legal knowledge and business skills, as well as to give you a broader insight into their various practice areas. You will work closely with partners, senior associates and have the support of a junior lawyer or trainee lawyer as a buddy. There are also a number of social and sporting activities that are organised to help you to network with others across the firm and, most of all, have fun!

What does K&L Gates look for in a Seasonal Clerk?

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

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

What kind of work can a K&L Gates Clerk expect to undertake?

A clerkship program is the ideal opportunity for you to experience firsthand what it is like to work as a lawyer in their firm. As a seasonal clerk you will be embedded into their practice areas and be involved in real legal work right from the start, giving you in-depth experience and providing real insight into life as a commercial lawyer at K&L Gates. Not only will you get to experience what it is like to work in a global commercial law firm firsthand, you will have the chance to enjoy

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their down to earth culture they are known for. Clerks are encouraged to attend learning and development sessions, firm celebrations and other activities such as staff drinks and their regular pro bono, community and charitable activities. There will also be opportunities to join in on some of the work their Diversity Committee does to create an inclusive, diverse and supportive working environment. Last but not least, they have an interactive, collaborative and fun Clerk Hackathon Day. The day encourages innovative thinking, using design thinking principles, to consider new ways of working.

The Firm’s program delivers skill development in 2 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).

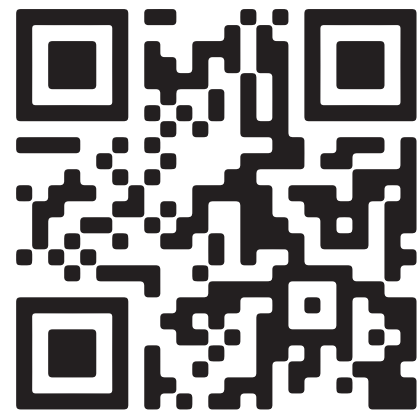
You will also have many opportunities to be involved in an array of firm events and activities to match your interests, whether they be social, sporting, business or community focused.

GRADUATE RECRUITMENT

The total number of graduate positions available in Melbourne is approximately 10. The total number of graduates to be recruited from the clerking pool is approximately 10.

As a graduate you will complete 3 practice area rotations which run for four months over a 12 month period. Pathways to obtaining a Graduate position is through Priority Offers. Deferment of a graduate offer is considered on a case by case basis.

K&L Gates 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 their professional development team.



K & L GATES VIDEO:
GROW YOUR CAREER AT K&L GATES



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A silhouette of a person sitting on a tripod-mounted telescope against a sunset sky. The person is on the left, looking towards the right. The telescope is on the right, pointing upwards. The sky is a mix of blue, orange, and pink. The text is overlaid on orange rectangular backgrounds.

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WHAT STANDS OUT ABOUT A K&L GATES CLERKSHIP?



GETTING THE CLERKSHIP

The clerkship journey with K&L Gates begins like most with a cover letter and application questions. The HR team provided videos with guidance on how to make a good application and it was clear that the firm was looking for an injection of personality into our responses. I wrote my responses in a personable, narrative format that included some humour (which felt like a risky move at the time compared to some of my more stilted applications!). When I successfully attained an interview, I remember thinking that this was a firm that was interested in me as a person.

The first round of interviews was an individual interview with a partner and a representative from HR. My interviewers followed up on my application responses in the interview as well as asking challenging scenario questions that tested emotional intelligence and commercial awareness. Throughout my interview I was invited to think more deeply about my answers or in different ways through follow-up questions and it ultimately led to some very interesting conversations.

The next (and final!) stage of the process was a group interview over lunch at the firm's offices. We worked in table groups on a legal case study to identify and discuss relevant issues and how we might act. We then explained our findings to our two assessors

who were senior members of the firm. In what can be a daunting period of seemingly endless networking and cocktail nights, I found the group interview over lunch a great chance to speak to senior lawyers from multiple teams of the firm as well as some of the people you could clerk alongside!

A CLERKSHIP AT K&L GATES

The clerkship program began with a comprehensive 2 days of training in which we learnt the ins and outs of the firm and how we could fit into it and get the most out of our clerkship. The global nature of the firm was evident from day 1 with some of our training being taken by members of offices from around the world, a trend that has continued in the graduate program.

After the induction training, we formally joined the practice groups we would work with for the clerkship, but the training wasn't over! Throughout the clerkship, we attended further training and information sessions. Topics covered included the firm's pro bono work and how we could get involved (just ask, voila!), innovation, diversity and inclusion. Committees responsible for each of these areas also held events during the clerkship so we could get involved in a more practical sense and meet lawyers from throughout the firm in the process.

A particularly useful part of the continuing training was the practice group morning teas. These provided a relaxed (and tasty) format for learning about the other areas of the firm. Senior members of practice groups took the time to come and speak to us about the work they did, and also how their particular team likes to work. These sessions were particularly informative in deciding my preferences for graduate rotations, and I found the speakers were willing to catch up with you one on one for coffee if you had further interest and questions (a trend very evident throughout the whole firm). Then of course there's the option to hear more about an area at Friday night drinks!

MY “REAL WORK” EXPERIENCE

I was placed in the Energy, Infrastructure and Resources (EIR) team for my clerkship. If you don't know what that means, don't worry, I didn't either until I was interviewed by one of the partners and decided he'd be a great person to work for (a hunch that proved accurate). Essentially what the team does is what you might hear other firms refer to as “Major Projects” or “Construction”. The team work for all range of parties (think: owners, contractors, sub-contractors, financiers etc) in the contractual process for large construction projects. These projects include social infrastructure such as schools or hospitals in collaboration with the government, and renewable energy farms using wind, solar and battery energy. In my few weeks in the team, I was involved in two multi-million dollar public-private-partnership (PPP) matters and cutting-edge renewable projects.

You'll hear a lot throughout your clerkship journey about getting “real work” and proper insight into what the lawyers do. I can definitely say my experience in EIR afforded me this. I was brought onto matters by every lawyer, meaning I had diverse experiences and a greater understanding of the practice group, but also got to know everyone I worked with. While I always had my core team of graduate buddy, supervising senior associate and supervising partner, the time and effort every member of the EIR team invested in me during my clerkship was unparalleled. From attending meetings at the client's office, to gaining a deeper understanding for the area of law through discussions with my supervising partner and sitting in on international negotiation calls, I learnt so much through real involvement in the group.

On top of the excellent client-facing experience I had, I was struck by how willing everyone was to provide guidance and opportunities for improvement. There was a truly open-door policy, with all the lawyers in my team taking time out to explain concepts to me and provide thorough feedback on work so that I had a broader understanding of the practice. The team was so focused on my work being relevant that my research didn't have me holed away staring at a computer and filing a memo. Instead, I presented my findings to the team and they were then circulated more broadly throughout the firm's global network. This showed the team valued my work as every lawyer engaged with it, and gave me an additional opportunity to showcase what I had learnt, while learning even more as we discussed my findings.

WHY DID I RETURN AS A GRADUATE?

Ultimately I returned to the firm because of the people I met and how I knew they and the firm would invest in my development. During my clerkship, I was fully integrated into the work of my team and met people who I knew would give me the opportunities and support to develop into an excellent lawyer. The supportive culture was so strong that I maintained contact with many people (over Zoom of course due to 2020) after the clerkship ended and was welcomed back with Zoom drinks once I accepted my offer. The global brand of the firm is strong and means you'll always have excellent matters to get involved in. However, my experience of the people and their willingness to get juniors involved in all aspects of those matters is why I have chosen to start my career here.

HOW TO MAKE THE MOST OF A CLERKSHIP AT K&L GATES

1. Preference an area you're interested in and don't be deterred if you have no experience in it. The teams are aware this whole commercial law thing is new to us and they're more than willing to guide you through what they do.
2. Sign up for any extra events on offer. During my clerkship, I went to yoga sessions held in the office which were a relaxing way to start the day and meet more people.
3. Utilise your coffee catch-ups broadly. You might be placed in a great team, but it's beneficial to speak to people from other areas as well to see if you can fit in more broadly. Remember this is an exciting first step in your career and the clerkship is just as much about deciding if you want to work for the firm as it is the firm deciding if they want you. Everyone is aware the clerks are here and in my experience, everyone I reached out to was more than willing to have a chat over a coffee, even after the clerkship ended.



Stacey White
Graduate - K&L Gates

The background of the advertisement features a silhouette of a person sitting on a beach at dusk, looking through a large telescope mounted on a tripod. The sky is a mix of blue and orange, and the ocean is visible in the distance with some lights reflecting on the water. In the top left corner, there is a solid orange rectangle containing the K&L Gates logo.

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STARTING A CAREER AT K&L GATES: THROUGH THE EYES OF A JUNIOR LAWYER

As might be the case for some of you reading this guide, my penultimate year at Monash University hit me like a bucket of cold water. While I'd been content studying away at an Arts/ Law undergraduate degree, a year of cover letters, networking events and case study interviews had been quietly creeping up on me! Thankfully, the K&L Gates clerkship process was relaxed - apply with the usual cover letter and CV combo, followed by a casual first round interview with HR and a senior associate or partner, followed by a second round group interview. The group interview wasn't as daunting as it sounds and was more focused on problem solving and teamwork skills than whether you could recite section 191 of the Corporations Act!

Ultimately, once those hurdles were cleared, I used my clerkship and graduate year experience (and I think you should too) to properly consider 2 big questions at an early stage of my legal career: (a) what sort of work I wanted to do; and (b) how I wanted to do that work.

WHAT SORT OF WORK DO YOU WANT TO DO?

Firstly, clerking at K&L Gates gives you a nice entrée to practice areas at the firm. I clerked in commercial litigation, and was pleasantly surprised by the quality of work delegated to me by the team. To be honest, I had expected to be working on blog posts or more run-of-the-mill review work. Instead, I was thrown into client interviews, exciting billable matters (including a client seeking urgent defamation advice over a story airing on national television), calls with overseas clients and colleagues, and several trips to the Supreme Court - remember to take your lunch fork out of your bag before going through the metal detector! One aspect I really appreciated about my K&L Gates clerkship was the simple fact I was the only clerk in commercial litigation at the time. Because K&L Gates generally take no more than 2 clerks for each practice area, I found you can work more closely with the team on a regular basis and opportunities for quality work aren't thinly spread.

I found this was also the case for my graduate year, during which I underwent 4-month rotations in Real Estate, Insolvency and Intellectual Property. Again, for 2 of those I was fortunate to be the only graduate rotating through the team, which gave me a more genuine experience of what it would be like working in each team as a junior lawyer. The standard of work was similarly high, and I felt I was integrated as a contributing member of each team from day one. As would be expected, the work allocated in Real Estate (as the pandemic first took hold) and Insolvency had a distinct COVID-19 orientation, but I still managed to work on more "routine" matters in each of the 3 teams.

For Real Estate this meant drafting leases and contracts of sale for property developer clients, helping negotiate with tenants for large commercial landlords and working on more niche planning and development matters for local councils. During my Insolvency rotation I was involved in the recovery and sale of a significant manufacturing plant, and across several litigious matters I drafted routine court documents such as forms and affidavits alongside more unique court documents, including an application to extend a convening period. I also had the opportunity to undertake pro bono work during my Insolvency rotation, which is an important part of each practice area at K&L Gates. Finally, in Intellectual Property I helped draft trade mark applications with IP Australia and overseas registries for a range of major Australian and international clients, and compiled court and registry documents for trade mark and domain name enforcement. One interesting day also took me across Melbourne to carry out a "trap purchase" of a potentially trademark infringing kids toy.

You will also have many chances to learn more about other teams in the firm, with a number of formal and informal sessions peppered throughout both your clerkship and graduate year. Each practice area will give an overview presentation during your clerkship, and regular "In the Loop" sessions continue during your graduate year. In fact, I amended my rotation preferences and ultimately rotated

through an unexpected practice area after being intrigued by the work described in one of those “In the Loop” sessions!

All in all, I was given a genuine taste of each of the practice areas during my clerkship and graduate year. While I had plenty of support in each team, I felt I was encouraged to get the most out of each rotation by going out of my comfort zone and take on work of real substance that allowed me to properly assess where I wanted to focus my career. This is especially helpful if (like me) you finish university with no strong ideas about which sort of area of law would suit you. Perhaps the strongest example of the effectiveness of the rotation program at K&L Gates is that Real Estate was not on my clerkship preferences initially - but by the end of my graduate year it was my top pick and where I am now happily settled!

HOW DO YOU WANT TO DO THE WORK?

The most obvious element to this question is probably “well”. Law students are generally an ambitious bunch and that nice satisfied feeling you get from submitting an assignment or exam you are pleased with certainly translates into the workplace! To help you hit the ground running in both your clerkship and your graduate year, K&L Gates provide intensive in-house training to get you up to speed with a new array of research skills, K&L Gates “style” guidance and internal IT systems training. In addition, throughout your graduate year you will have access to regular internal sessions that provide ongoing guidance and updates in particular fields, such as a recent presentation from an Energy partner on the future of green hydrogen in Australia.

Another important aspect for me, and one of the first things I noticed about K&L Gates, is the social and relaxed atmosphere here. Right from the interview process I found the environment was more casual and down to earth than I expected for a large international firm. In addition to the general “feel” of the firm, there are also plenty of formal and informal opportunities to become friends with both your clerk and graduate group and more senior lawyers across the firm. There are a range of committees to get involved in, such as the Law Reimagined innovation group, the LGBTIQ ‘INspire’ committee, and the social committee. I helped coordinate the K&L Gates footy tipping competition during my graduate year and attended several (virtual) social club events during 2020, including a fun experience making gnocchi from scratch

with the head chef of Zonzo Estate. Fingers crossed 2021 should see the continuation of more regular in person events such as trivia and Friday night drinks!

The final important aspect for me was the supportive environment at K&L Gates. While I’d had paralegal experience during university, it was a steep learning curve adjusting to full-time work in a commercial firm. Thankfully the transition was all the smoother thanks to the support network the firm provides. As a clerk and graduate, you are paired with a junior lawyer “buddy” who helps you adjust to the new practice area and is a helpful reference point for all those basic questions. In addition to support within each team, graduates are also assigned a senior associate mentor from another practice area in the firm. I found the mentor program very worthwhile, and a useful sounding board for any queries or concerns I had about practice areas or the firm more broadly. Given my mentor Marian also has a budding green thumb, I was also lucky enough to receive a number of vegetable and herb seedlings over the year!

Sitting on the other side of a clerkship and graduate year at K&L Gates, I can safely say that any stresses, doubts or concerns I had throughout the process were all worthwhile. Friends in other industries often remind me that there aren’t too many careers or workplaces that let you have a test run before you start. When I was in your position, I hadn’t thought too hard about what sort of law I wanted to work in and what was important to me in how I did that work. Make the most of your clerkship and graduate process to think these questions through.



Nicholas Fellows
Lawyer
K&L Gates



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FULLY INTEGRATED

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

A BROAD RANGE OF PRACTICE AREAS

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

HANDS-ON EXPERIENCE

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

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

OUR PRESENCE

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

FORMAL TRAINING PROGRAM

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

INNOVATION

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

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

Our Australian Innovation Committee cultivates our innovative culture.

COLLABORATIVE CULTURE

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

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

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Or visit our Careers page at www.klgates.com for application details.

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Contact details

Tania Brierley

Recruitment Consultant

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LABOUR, EMPLOYMENT AND WORKPLACE SAFETY

The Labour, Employment and Workplace Safety group, or "LEWS", at K&L Gates is an exciting and dynamic team with 12 partners and a team of over 25 lawyers nationally. The Australian LEWS team is one of the largest and most highly skilled teams in Australia, it has been nationally recognised in Chambers Asia-Pacific every year since 2013, and 9 of our 12 partners are listed in Best Lawyers.

The Australian LEWS team acts for a range of clients varying in size and industry. Key industries in which we work include sports, health, education, aged care, government, mining, construction, retail, insurance, energy and resources, heavy industry and manufacturing. Since the start of 2020, the Australian LEWS team has been a key part of a large number of clients' responses to the COVID-19 pandemic, including advising on standing down employees, implementing JobKeeper and restructuring of businesses going forward. We have also provided significant advice on emerging issues in employment law and foreshadowed industrial relations reforms.

On a regular basis we provide strategic advice to clients regarding employee entitlements, managing ill and injured workers, complying with discrimination and harassment obligations, termination of employment and implementing sales of business and restructures. We assist clients in negotiating enterprise agreements, dealing with unions and regulators and responding to industrial action taken by their employees. We also defend clients from claims for unfair dismissal, adverse action, discrimination and breaches of employment contracts, and act for clients in seeking variations to the modern awards that underpin employment conditions throughout Australia.

The Australian LEWS practice has a team based approach which gives junior lawyers, graduates and seasonal clerks the opportunity to have real and meaningful input into assisting clients. Because our group does advisory and strategic advice, as well as litigation work in both federal and state jurisdictions in various courts, tribunals and the Fair Work Commission, members of the team get a wide range of experience very early on in their career. The range of work means that no two days will ever be the same and it is common to work on a number of different matters at the same time. The nature of employment law is that our matters are based on issues that are familiar to everybody which means they are generally relatable and interesting to work on.

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

- Drafting employment contracts and independent contractor agreements;
- Drafting correspondence, including letters of advice and letters of demand;
- Assisting preparations for enterprise agreement negotiations and drafting enterprise agreements;
- Completing forms for the approval of enterprise agreements by the Fair Work Commission;
- Drafting pleadings, witness statements and other court documents;
- Conducting legal research;
- Drafting guidelines for managers to hold performance discussions, consultations and other meetings with employees;
- Drafting deeds of settlement for industrial relations and employment disputes;
- Assisting with the conduct of workplace investigations;
- Assisting in the development of training materials for delivery to clients;
- Writing eAlerts, research papers and presentations on labour and employment law topics.

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



John Monroe
Senior Associate
K & L Gates




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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, our three core areas of focus are:

- Leading in wellbeing;
- Advancing gender equality and inclusion; and
- Strengthening our cultural capability.

LEADING IN WELLBEING

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.
- Founding member of the **Corporate Mental Health Alliance Australia**, business-led and expert-guided alliance which aims to create a culture of good mental health for workers, where everyone can talk about mental health without fear of stigma and share good practice.

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ADVANCING GENDER EQUALITY AND INCLUSION

We are committed to gender diversity and advancing gender equality through engaged leadership and dismantling career barriers to equality through skills, education and continuous improvement of our processes and structures.

Our gender equality initiatives are driven and promoted across the firm by our national **Gender Working Group**, comprised of female and male partners across our offices sponsored by our Chief Executive Partner. Our centre-based **Gender Equality Network (GEN-KWM)** committees, comprised of a cross-section of our staff and partners, share ideas and insights from business leaders, clients and the community with our partners and staff.

STRENGTHENING OUR CULTURAL CAPABILITY

International Cultural Capability

We are committed to strengthening and supporting cultural diversity and capability across our firm, including in relation to indigenous Australians. We are signatories to the Cultural Diversity Commitment Charter, which commits to a series of actions that aim to strengthen cultural diversity across the Australian legal profession. KWM operates a strong international cross-border secondment program. We also run an International Graduate Program allowing selected graduates to finish their rotations in a KWM office in another country.

Aboriginal & Torres Strait Islander reconciliation and empowerment

Our Reconciliation & Empowerment Project is underpinned by our Stretch Reconciliation Action Plan (RAP - 2020 to 2023) and delivered through our Community Impact programme. The key pillars of our work are respect, relationships & opportunities. Our Reconciliation & Empowerment Leadership Group drives our efforts to advance reconciliation and promote and execute our RAP.

Along with these three core areas, King & Wood Mallesons is committed to promoting equality and inclusion in other key areas:

- LGBTI inclusion;
- Elimination of inappropriate behaviours;
- Flexible working

LGBTI INCLUSION NETWORK AT KWM

KWM has a continued focus on awareness, education and advocacy for our LGBTI-identifying staff and allies. KWM's LINK (LGBTI Inclusion at KWM) network has a strong following throughout the firm and is led by an active passionate Leadership Group with executive sponsorship. The Leadership Group maintains and progresses the LINK Business Plan sets out a range of strategic and operational priorities to further LGBTI awareness, inclusion & education, promotion, community and client engagement, benchmarking and thought leadership.

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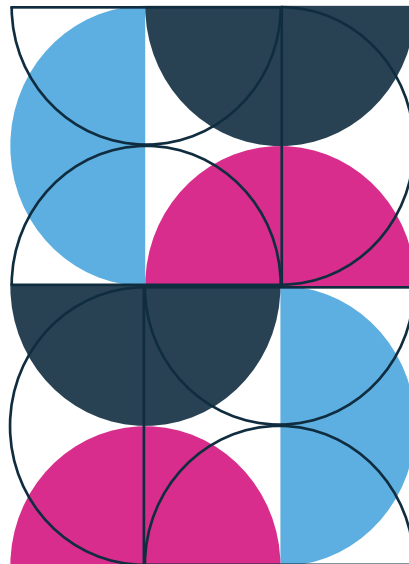
ELIMINATION OF INAPPROPRIATE BEHAVIOURS

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 inappropriate behaviours including 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.

FLEXIBLE WORKING

KWM adopts a flexible approach to work, understanding that this is a key element of creating a work environment that supports our people and their personal commitments. As offices around Australia closed due to COVID-19, we were able to refresh our approach to flexible working and ensure that our policies were truly accessible by all of our people.

King & Wood Mallesons actively supports a variety of formal and informal flexible working options, accessible to all irrespective of personal circumstances. Some elect to make formal permanent flexibility changes e.g. work part-time. Others prefer to work flexibly in an informal ad-hoc way through occasional changes to their hours or work location. Informal flexibility is openly discussed and agreed within teams as part of their normal operating rhythm.



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CLERK WITH US

King & Wood Mallesons (**KWM**) is an elite international law firm headquartered in Asia, KWM is reshaping the legal market by challenging their people and their clients to think differently about what a law firm can be today, tomorrow and beyond. Exceeding the expectations of their clients is a key priority, and as such the world's leading organisations turn to KWM to unlock their biggest opportunities and deliver solutions to their most vexing challenges. With ambitious thinking and innovation in KWM's DNA, they partners with their clients to bring to life pioneering solutions which will help clients to adapt, reinvent and grow. KWM believes innovation comes from giving their people room to grow, and as such actively encourage input and ideas at all levels of the firm. KWM's 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 KWM offers multiple opportunities for their lawyers to gain experience and thrive.

Prominent Practice Areas in Melbourne

KWM's Melbourne centre offers a number of market-leading practice groups including:

- Banking & Finance
- Dispute Resolution
- Mergers & Acquisitions
- Projects & Real Estate
- Taxation

Sub-teams within these groups include:

- Competition
- Technology
- Media
- Entertainment & Telecommunications
- Employee Relations & Safety
- Intellectual Property & Trademarks
- Construction and Environment & Planning

KWM's vision and values are the backbone of how the team works and behaves. They are part of KWM's brand's promise to their people, and clients, and they ensure that the Firm makes a difference.

KWM's values are:

- *Client centric* - Putting clients (inside and outside the firm) at the centre of everything KWM does.
- *Dynamic and entrepreneurial* - KWM is passionate about challenging the market to create a shared future, together. KWM is bold in their aspirations and confident in their execution.
- *One team, one firm* - KWM's belief is that the power of together delivers the best results for their people, their clients, and the firm. KWM operates as one firm, working collaboratively and supporting each other across all cultures.
- *Excellence and innovation* - KWM combines quality and creativity, with the ability to get the right results through innovative solutions.
- *Stewardship* - KWM will build a stronger firm for future generations by nurturing clients and colleagues to excel at everything they do.
- *International perspective* - Connecting learning and understanding to open doors and unlock opportunities in local and international markets.

KWM's ability to connect Asia to the world and the world to Asia, is their key differentiator. Through local connections and deep understanding of the region's culture, KWM is focused on opening up the world's fastest growth region for clients. KWM 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, KWM offers real depth and local connections in China.

KWM's 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 - KWM can help you to shape your world too. That's because KWM's people are their future and a significant source of pride to employees at KWM.

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KWM offers more than 200 years of collective knowledge and experience, and they know that their future is in the hands of the next generation of lawyers. As such, at KWM your development is a priority, as well as encouraging their lawyers to be innovative and creative in meeting clients challenges.

KWM is a firm with a community feel with room for everyone to make their mark. The KWM team is the difference. KWM believes in the power of together delivering the best results for their people, their clients, and the firm. KWM is result-orientated and has a track record of achievement and performance in life, not just in their academic career but beyond.

Many Graduates state one of the main reasons they joined the firm was the people. KWM work hard together but team members 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.

At KWM what motivates each team member will reflect in their identities as individuals, but working with other talented people as part of their team is important and rewarding.

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

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 75 where the total number of Seasonal Clerkship positions to be filled for each intake is approximately 25.

KWM has an online application process via their website www.kwm.com/careers. This application involves submitting a CV, cover letter, academic transcript and a few short answer questions. Once the resume review is complete, successful applicants will be invited to attend an interview at KWM offices which involves; a CV based interview with a partner and senior associate; a tour of the offices and a coffee catch-up with one of the junior solicitors. Many clerks who go through the interview process are pleasantly surprised at how enjoyable the process actually is!

The Seasonal Clerkship program application open and close dates are in line with the LIV dates; applications which open Monday, 28 June 2021 and close Sunday, 15 August 2021.

The Seasonal Clerkship interview period is September 2021.

Clerkship Periods for 2021/2022 are:

- Summer; November - December 2020
- Summer; January - February 2021
- Winter; June-July 2021

The Clerkship program does not have rotations.

Penultimate students are eligible to apply. KWM does accept and welcome applications for the KWM clerkship program from international students in their penultimate year of their Australian law degree, provided that you have unrestricted legal rights to work in Australia when you commence your clerkship and you are able to apply for a visa to continue to work unrestricted in Australia upon graduation.

KWM clerkships give you a clear picture of what it's like to be a lawyer at KWM. You'll get to know the people, the way KWM likes to work, the 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.
- KWM's 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.
- KWM's culture: you'll be exposed to (and encouraged) to get actively involved in the many activities and events that define KWM.
- KWM's 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.

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

What do KWM look for in a Seasonal Clerk?

The Firm recruits high-achieving, client centric, learning agile people with an international perspective. KWM understands that technical excellence is only one success factor.

The Firm values a range of skills in their employees and recognise that a diversity of strengths leads to best results. They 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?

KWM believes in teamwork and the 'Power of Together'. The Firm is not a collection of siloed practices, but work closely across the network to pursue client opportunities. Through a high performance culture their results are released through collaboration, innovation and engagement.

What kind of work does a KWM Clerk undertake?

- Get involved! - join in with various social and team based activities.
- Ask questions - KWM has an open and honest culture, it's fine to ask questions and they 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 the Firm does, 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.

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GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is approximately 25. The majority of graduates are generally recruited from the clerkship pool. Applicants are invited to submit an online application in accordance with the LIV Traineeship Guidelines. Graduate Structure involves 3 x 6-month rotations. Pathways to obtain a Graduate position include Priority Offers, in which the possibility to defer a graduate offer is considered on a case by case basis.

KWM offers a unique training experience with multiple rotations and a comprehensive learning and development program for their graduates. KWM invests 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 KWM legal practice
- A comprehensive knowledge of the firm, KWM technology, resources, processes and of course, the people you'll work with.

KWM 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 KWM. These skills will help prepare graduates for their future and ensure that we continue to evolve to meet clients' changing needs.

As part of the Graduate Program, KWM also offers 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.

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**Life holds
endless
opportunities
for those who
dare to grow.**

Will you dare to grow with us?

Innovation in law

The word “innovation” gets thrown around a lot in the legal industry — but what does it mean in practice?

There are two components to Innovation at KWM: **Transformation and Innovation.**

Our Transformation Team is focused on asking big questions about the future to ensure that we are implementing the technology and processes we need to thrive as the market shifts and our clients’ needs evolve.

Our Innovation Team is dedicated to helping our lawyers and clients by identifying current pain points and opportunities before identifying and implementing solutions for any challenges at a micro and macro level.



Transformation

Over the last two years, Transformation at KWM has delivered a number of initiatives focused on moving away from the billable hour, increasing technology usage and exploring alternative value delivery. Many of these initiatives benefit our junior lawyers and help optimise the way in which they deliver legal services. Some examples include:

- ☆ **No Billable Targets** — Graduates no longer have billable targets. This gives them the time and space to explore and learn in their early years as a lawyer.
- ☆ **Multiplier** — For lawyers that still have billable targets, the Multiplier allows them to leverage LegalTech to meet these targets more efficiently. For example, if a lawyer uses LegalTech to more efficiently complete client work over the course of an hour, they can track more than hour against their targets.
- ☆ **Legal Tech Bootcamps** — The Bootcamps are used to upskill graduates, making sure they are equipped with a Digital Mindset through practice-specific training on the LegalTech tools they need for client matters and providing them with the confidence they need to suggest different ways of working to their teams.
- ☆ **Use It or Lose It Hours** — All lawyers across the firm can record up to 30 productive hours per financial year dedicated to upskilling their digital literacy and LegalTech knowledge.
- ☆ **Alternative Value Delivery** — This involves creating value for our clients beyond the delivery of traditional legal advice, by implementing Digital Advisors for repeated legal advice or building automated risk check lists to help clients identify sources of risk in their business more effectively.

Innovation

During their daily work, lawyers and clients experience moments where they think, “This could be done better”. Innovation at KWM solves these pain points by designing new ways of working to create efficiencies and improve outcomes.

At the micro level, these changes are the little things here and there that add up to make your life easier.

The macro changes involve the introduction of new technology and processes which directly affect the way lawyers do their work. Some recent changes and new tools have included:

- Automating processes to generate high-volume, pro-forma documents;
- Developing online platforms to allow clients and lawyers to track conditions precedent for deals; and
- Using AI tools to review contracts for common provisions.

How does this affect you?

A common question I get when meeting prospective clerks and graduates is, “Do I have to learn to code?”. The answer is: no. The way to succeed in this new digitally enabled environment is to be curious about the ideas and technology, how they work, and dare to try so that when you are on a matter you have the confidence, knowledge and skills to say, “It could be done a different way”.

Nico is a Solicitor in the Innovation team in King & Wood Mallesons Melbourne Office. He moved to Innovation from the firm’s Tech Law and IP legal team.

What Does Innovation Mean For Lawyers Today?

At KWM, we view innovation through the lens of “change that makes a positive impact”. I often view there being two aspects to innovation – the micro and the macro. The micro changes are the little things here and there that add up to make your life easier and help you get out of the office in time to get to the beach after work. Then there are the macro changes that involve the introduction of new technology and processes which directly affect the way we do our work, and lead to improved client outcomes. Both aspects are equally important. Some recent examples of legal technologies that have brought about positive changes at KWM include:

- automated processes to generate high-volume, pro-forma documents;
- an online platform to allow clients and lawyers to track the progress of conditions precedent for a deal so that they do not need to continually ask for updates;
- a program to coordinate verification of disclosure documents so the different parties can work across one document rather than several versions;
- artificial intelligence (AI) to review a suite of contracts to identify common provisions; and
- AI to assist in document review processes, reducing the number of documents reviewed in person by approximately 80%.

As a result of implementing the above, I have found it is easier to maintain work/life balance and focus on more interesting work streams instead of spending time on version control and document management, and have spent less time on document reviews that used to take months (a huge result!). At KWM this ultimately means that lawyers are happier, more stimulated and engaged at work and we are also able to deliver greater value for our clients.

While some law students and graduates worry about AI taking over the role of junior lawyers and that we should all fear the rise of AI, I think the opposite is true. It is something to be embraced. AI does not replace the role of junior lawyers, it assists junior lawyers and makes them more efficient, which frees them up to spend more time on more intricate legal problems. This is one reason why the upskilling of graduate and junior lawyers, particularly in relation to legal technology, is so important at KWM.

With this in mind, KWM has comprehensively reimaged what graduate training looks like. Alongside the usual graduate induction training, there is now a focus on upskilling graduates with specific legal technology training relevant to their practice groups. This training is designed to ensure KWM graduates develop deeper understandings of legal technology. This training is repeated in each practice group that graduates rotate through, so that by the end of the graduate program, KWM graduates have developed a broad understanding of the technologies and can think laterally about how certain legal technologies can be applied in a different way in a different practice group. The new approach to graduate training was informed by feedback from an innovation ‘sprint’ to tackle the design challenge of: How might we design a legal technology training experience to enable

graduates to thrive in their teams and build productivity enabled practice skills.

I was involved in the sprint from the dispute resolution perspective, which involved travelling to a number of KWM offices to conduct a series of interviews with colleagues across my practice group to map the key technologies applied now in each practice team and understand the motivations and blockers to adoption. The sprint culminated in a design workshop utilising a number of innovation tools and techniques to design our practice specific bootcamps.

“KWM has comprehensively reimaged what graduate training looks like.”

Alongside this training to develop technical ability among KWM graduates, is a cultural shift that ensures KWM graduates and junior lawyers feel comfortable to suggest new ways of utilising technology and promoting changes that make positive impacts. Coupled with the removal of billable hour targets for graduates, KWM graduates are encouraged to pursue their curiosity and develop their confidence to explore different ways of utilising technology to deliver changes that have a positive impact, for themselves, the firm and our clients.

Patrick Mackenzie is a Solicitor in the Dispute Resolution (General Commercial) and Restructuring and Insolvency practice groups in King & Wood Mallesons’ Perth office, and one of KWM’s Innovation Guides.

Clerkship Profile



NELSON PHAN
LAW GRADUATE
KING & WOOD MALLESONS

SUMMER CLERK INTAKE:
2019/20

AREA OF CLERKSHIP ROTATION:
Tax

UNIVERSITY:
Monash University

DEGREE:
Bachelor of Laws (Hons) / Bachelor of Arts
(Sociology and Literature)

**THE APPLICATION AND INTERVIEW
PROCESS:**

KWM's application and interview process was the most unique experience I had during clerkship season. The process provided opportunities to practice unique commercial skills through the InsideSherpa platform and each interaction with KWM staff felt genuine and personal. KWM took the time to get to know the different facets of every applicant, which made them stand out in terms of their commitment to creating a great place to work and grow.

THE WORK:

Given the size of the firm and the various practice areas, the work at KWM is both diverse and engaging. Particularly in the tax team, you will have the incredible opportunity to engage with all three types of commercial work – transactional, advisory, and litigious. The nature of tax work also allowed me to work across other practice areas such as the Banking & Finance team.

THE CULTURE:

As with any large firm, the culture differs from team-to-team and so it is difficult to articulate what the firm culture is in an overall sense. At a high-level, everyone at KWM is intelligent, articulate, friendly, and willing to catch up for a coffee if you reach out.

THE SUPPORT:

I felt an enormous amount of support as a clerk. I had my buddy to go to for any questions I had, as well as my development coach and supervising partner who actively ensured my professional development goals were being met. In fact, the whole practice group helped to support the clerks by checking in on us and making sure that we were getting involved in all different types of work.

PRO BONO AND COMMUNITY:

Pro bono work is a huge part of KWM's DNA, and the dedicated pro bono team do an amazing job at making sure there are opportunities for the clerks to get involved with this side of the firm. The tax team uniquely works on a number of tax-specific pro bono matters, which allows you to develop your technical skills whilst also contributing back to the community. In particular, a key highlight for me during the clerkship was working on the charity status application for Head Start Homes, which was later successful.

THE SOCIAL LIFE:

The clerkship is jam-packed with social activities – there are clerk and team lunches, netball competitions, Christmas parties (if you're lucky), Friday night drinks and so much more. A key highlight for me was attending the tax team lunch, where we talked about sports, music, fashion, and life over delicious Italian food.

**WHY I CHOSE KING & WOOD
MALLESONS:**

The reason why I chose KWM was not only because it works on market-leading deals and challenging cases, but also because it has a strong culture of educating and nurturing junior lawyers. At the end of the day, you want to choose a firm where the people create a work culture that makes it exciting to come to work everyday and KWM did that for me.

**MY CLERKSHIP VS.
MY EXPECTATIONS:**

The clerkship exceeded my expectations. I was able to work on intellectually stimulating matters that allowed me to develop my technical skills and I worked with brilliant lawyers and fellow clerks, who all brought something to the table. I was surprised by the level of responsibility and trust the team had in the clerks, and was frequently taken back by how often I would be asked for my opinion or what I thought should be said to a client.

**WHO WOULD I RECOMMEND A KWM
CLERKSHIP TO:**

I would recommend a KWM clerkship to someone who takes pride in their work and values working and learning from other exceptional lawyers and clerks. The training and support received is second to none and at the same time KWM lawyers are serious about performing to the highest standards, they're also willing to have a laugh as well.



careers.kwm.com/en/graduates-australia

“

The level of support I received was phenomenal. I really felt looked after and that I had a great support network within my whole team.

”

Melbourne Summer Clerk
King & Wood Mallesons, 2020



KING AND WOOD MALLESONS VIDEO:
DARE TO GROW

Life holds endless opportunities for those who dare to grow



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

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



Global Introduction to Law Program specifically designed for early stage law students especially those who are just starting their law degree or for those still deciding if they want to study law!



Global Advanced Program targeted towards students mid-way through their law career, looking to build further skills and gain insight into life as a KWM Graduate.



This is free for students



Complete these programs in your own time at your own pace



Get practical skills and experience from KWM Global



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

Immerse yourself in the KWM experience

KWM graduate website

careers.kwm.com/en/graduates-australia

Forage virtual experience program

theforage.com/kwm



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ETHICAL SPONSORSHIP STATEMENT

Maddocks is a signatory to the LIV Seasonal Clerkship and Traineeship guidelines in 2021, which ensures consistency and fairness throughout the legal recruitment process.

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

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

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, Maddocks Pride and Maddocks Culturally and Linguistically Diverse Groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities.

Maddocks has been named as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency every year since 2004. This award is continued recognition that we offer equal opportunity to all our people at Maddocks. We were also named a Bronze Employer at the

Australian Workplace Equality Index's 2020 LGBTQ Inclusion Awards. We were recognised for the initiatives we have implemented to create a safe and inclusive workplace for our LGBTQ allies. Flexible working practices have long been part of our culture. We recognise that work is what people do, not a place where you go. As an employee you will have access to market-leading working and parental leave arrangements.

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

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

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

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

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CLERK WITH US



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

Maddocks particular areas of focus are in the infrastructure, education, government, healthcare and technology sectors. Maddocks offer specialist legal expertise in the areas of:

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

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

Maddocks give back to the communities in which they operate through their pro bono program, grants programs for community organisation and their staff volunteering initiatives.

Maddocks are committed to attracting the best people and to building a workplace in which all of their people feel they can bring themselves to work. Maddocks offer a wide range of legal services with a focus on areas of specialist expertise and industry sectors where they have built experience and capability. Maddocks values outline the expectations they have for the way they interact with each other, their clients and the community. Maddocks

culture is built on a foundation of five core values that are promoted and observed across the firm. These values are:

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

What distinguishes Maddocks is the diversity of their client base and their people. Maddocks commitment to diversity and inclusion, and to making a difference in the communities in which they operate, means there are opportunities for you to play a greater role than your everyday role.

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

Maddocks provide pro bono legal services and financial assistance to community organisations and individuals in need. There are opportunities for all of their people to complete pro bono work, assist community groups to receive crucial funding and volunteer with community organisations. Maddocks take the fun of creativity seriously. Law firms need to be constantly evolving, so Maddocks train and encourage their people to closely examine the way they work with each other, for their clients and improve by empowering their people to create ideas and drive change.

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A firm’s culture describes how things are done and what is valued in the firm. Maddocks are proud of their culture, where all of their people have a vital contribution to make towards the success of the Firm and are given opportunities to get the most out of their careers. Clients are at the heart of everything that Maddocks do. At Maddocks, they champion true collaboration between their lawyers, their secretaries and their shared services teams. Unified, skilled teams mean stronger outcomes for their clients. Flexible working practices have long been a part of Maddocks culture. Maddocks 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 Maddocks employees can take advantage of their great learning and development programs, mentoring and networking opportunities. Maddocks people are encouraged to participate in seminars and training programs, with partners dedicated to continuing legal education. Maddocks also run a number of social and sporting activities, from fun runs and triathlons to regular social functions, where everyone is invited to participate.

Maddocks works with a diverse client base ranging from medium to large private clients, high net worth individuals and families, ASX 200 companies and all levels of government. Maddocks work with their clients to understand their goals and then provide their skills and experience to achieve those goals. Maddocks links with some sectors go back to their very beginnings in 1885. For example, Maddocks have worked with Victorian local Government since their very first days and have built a reputation as the go-to firm for a range of local government matters, from planning and environment issues, policy and processes through to infrastructure projects. Maddocks continue to have a national focus, leveraging trusted Australian and international referral relationships that support their offices in Canberra, Melbourne and Sydney.

CLERKSHIP RECRUITMENT

The Seasonal Clerkship interview period spans from August to September 2021. Maddocks has two Clerkship Periods for 2021/2022, occurring in Summer and Winter. Maddocks is an ongoing signatory to the LIV Seasonal Clerkship and Traineeship Guidelines.

Applications open on 28 June 2021 and close at 11:59 on 15 August 2021. The total number of Seasonal Clerkship positions available in Melbourne are 36 with 12 per intake.

The application process involves the submission of one’s CV, cover letter, academic transcript and short answer questions. Students in their penultimate or final year of a combined degree, undergraduate law or the JD are eligible to apply. International students are not eligible to apply.

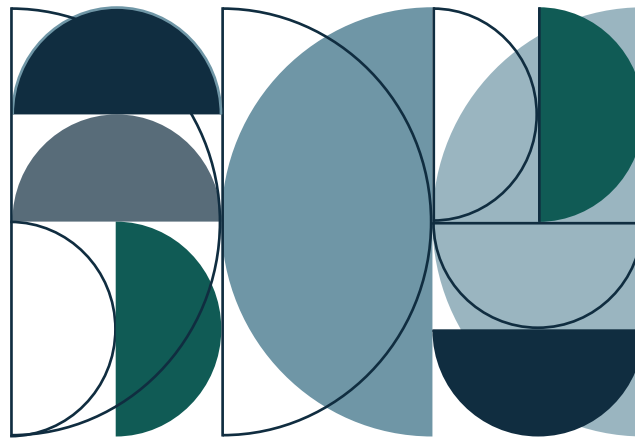
Maddocks Clerkship program is the first step for students seeking graduate positions. From Day One you will experience what it is like to work at Maddocks. This means you will have challenging, meaningful work, gain exposure to clients, be given a good level of responsibility, work in a supportive and collaborative team and have regular access to Maddocks 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 will be working with. During the program, you will rotate through two practice groups of your preference and be supported in each rotation by a buddy and coordinator. You will receive feedback from Partners and others you work with, and a feedback review at the completion of each rotation. It is important to have fun too, and you will have plenty of opportunities to experience life at Maddocks through a range of social activities.

During the clerkship program you will have the opportunity to rotate through two practice groups of your preference. You will be supported in each rotation by a buddy and a coordinator.



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What do Maddocks look for in a Seasonal Clerk?

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

What kind of work does a Maddocks Clerk undertake?

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

- Drafting correspondence, including letters of advice;
- Conducting legal research and drafting memorandums on novel points of law;
- Assist in the drafting of submissions;
- Drafting affidavits and other court documents;
- Attending tribunals such as VCAT, Supreme Court and assisting with the required preparation; and
- Writing eAlerts and other articles.

A clerk can stand out at Maddocks by being your authentic self, being enthusiastic and engaged. It is important for clerks to ask questions about tasks and to proactively seek work from a range of lawyers.

What other opportunities are there for a Maddocks clerk?

A Clerkship at Maddocks offers a number of experiences including social activities with graduates, opportunities to join sporting teams and to socialise with a number of partners, lawyers and employees across the Firm. Maddocks has a comprehensive orientation program in the first few weeks as a clerk which includes:

- Practice team overviews from partners and senior lawyers to learn about each practice team, their clients and the work they undertake;
- Meet the CEO where you can ask any questions about Maddocks, careers for junior lawyers or strategy for the future;
- Development sessions including; effective businesses, managing your career and building resilience.

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

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GRADUATE RECRUITMENT

The total number of Graduate positions available at Maddocks is 12, where the total number of Graduates to be recruited from the clerking pool is 12. Maddocks carefully select their seasonal clerks with the intention that they will become graduate lawyers.

Working at Maddocks will mean access to a range of programs that will allow you to develop beyond the work that you do. To help you find your passion in the law, you will rotate through 3 practice teams during your graduate year, giving you the opportunity to explore different areas of the law and help find the right match for you.

Priority Offers are the pathway to obtaining a graduate position. In regards to deferring from a graduate offer, it is considered on a case by case basis.

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

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

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



MADDOCKS VIDEO:
DAY ONE AT MADDOCKS

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Your career begins on **Day One**

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

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

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



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



10 THINGS I WISH I KNEW BEFORE APPLYING FOR A CLERKSHIP

1

It doesn't matter how many clerkships you get. Being offered one clerkship is a huge achievement, and your worth is not measured by how many successful applications you make!

2

There are other pathways to becoming a lawyer. Many law students apply for first-year lawyer positions directly at law firms. This, in addition to the College of Law or Leo Cussen's pathways, is a great way to cement your position in the legal industry.

3

Different firms suit different people. Not every firm will want to hire you, and you shouldn't feel like you need to suit every firm! Don't take rejection personally, as you can never be sure what qualities a firm is searching for in its applicants.

4

The legal research skills you learn during a clerkship are beneficial for university studies. It may be best to leave any research intensive subjects until after you complete a clerkship. The skills you learn on the job under time-pressure are invaluable and will greatly assist with many university assessments.

5

Don't compare your own journey with others in your cohort. For some people it is more comforting to focus only on their own clerkship applications without

comparing themselves to their peers. This can lessen the anxiety some students may feel around the clerkship process.

6

Make an early start on applications. Leaving applications to the last minute will not only stress you out, it may also impact on the quality of your application, and leave firms without the best impression of who you are. Additionally, each firm's application will have different requirements, some only require a resume, cover letter and transcript, whilst others will have aptitude testing and questions, in addition to this, and therefore it will be important to start early.

7

Research what each firm specialises in and tailor your applications accordingly. It's helpful to know which firms focus on the kinds of areas you are interested in. If you want to do M&A for example, find a firm that is renowned in that area and express why exactly you think your skills and interests could assist that team. As well as understanding what a firm does, it is important to understand the values of the firm. Whilst a firm wants to make sure you are capable and interested in the work they do, they also want to ensure you will fit in culturally with the firm. Similarly, doing research will help you decide which firm is the right fit for you.

8

Applying to firms you have a genuine interest in and spending more time on these applications will be more beneficial than rushing through multiple applications, as you are more likely to have a successful application, and clerkship, at a firm that suits you.

9

Whilst you have probably heard this numerous times, and in numerous contexts, it is incredibly important that you be yourself during the clerkship application process. The things that are unique about you will distinguish you from the other applicants, whilst also ensuring that you end up at the right firm for you.

10

Law in practice is different from law at University. When selecting which team you would like to experience in your clerkship, be wary that not all areas of law are the same in practice as they are at University. Not every commercial law issue will be about director's duties, and not every property case is a priorities dispute!

Benita Williams
Lawyer (Commercial)
Maddocks

Mitchell Kirk
Lawyer (Dispute Resolution and Litigation)
Maddocks



Your career begins on **Day One**

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

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

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

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



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

KEEPING AN OPEN MIND: PRACTISE AREA ROTATIONS



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

Throughout your time as a clerk and as a graduate, it is imperative to keep an open mind to all practice areas and any type of work that is allocated to you. Based on my own experience, where I thought I would "settle" based on my clerkship preferences, and where I have actually settled now as a first year lawyer is completely different to what I had thought (and I actually didn't rotate through my current team as a clerk!)

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

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

Over the course of my clerkship, all of the clerks had information sessions with senior lawyers or practice team leaders from each practice area come and speak with us, to provide a detailed overview their team and the type of work you could expect to be involved in.

I did not have an extensive understanding of what a lawyer in the ESP team did, outside of unfair dismissal claims or drafting employment contracts. After listening to the partner speak,

I instantly thought "wow, I wish I had put that team as a top preference" and was intrigued by the kind of work that ESP did. Following that information session, and after my clerkship finished, I took on Employment Law as an elective at University.

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

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

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

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

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

Lyndel Nichele

*Lawyer (Employment, Safety and People)
Maddocks*



MADDOCKS PROCUREMENT AND TECHNOLOGY GROUP

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; and
- 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.

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, 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.

Stefanie Mackenzie
Senior Associate (Commercial)
 Maddocks





Your career begins on Day One

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

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

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

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



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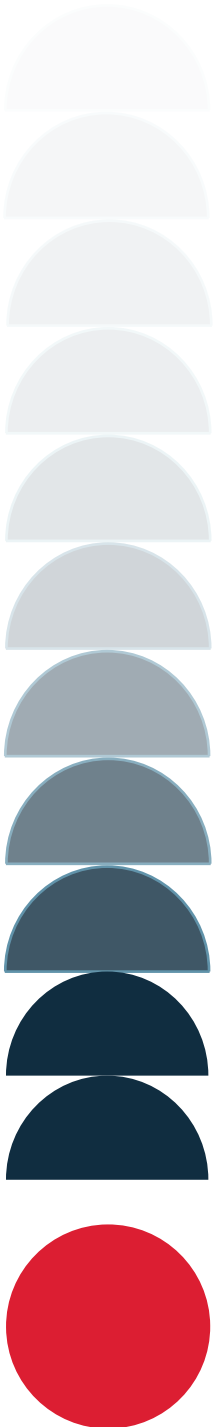
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ETHICAL SPONSORSHIP STATEMENT



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

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

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

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

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

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

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

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CLERK WITH US

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

Prominent Practice Areas in Melbourne

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

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

At MinterEllison, employees are driven by a strong sense of purpose. MinterEllison creates lasting impacts with their clients, their people and their communities. MinterEllison knows, in a world of relentless disruption, that they also need to think beyond the law. MinterEllison is driving digital transformation and embedding a culture of curiosity and innovation. MinterEllison is investing in adjacent consulting capabilities that enable the firm to provide seamlessly integrated solutions to their clients. Employees are committed to making a meaningful difference in the communities they live and work in.

The Firm's work with clients delivers a real impact. In a fast-paced, fast-changing business environment, MinterEllison's focus is on building authentic and enduring relationships across industries and sectors enabling the Firm to help their clients embrace the opportunities and navigate the challenges in the market.

Some recent work for the Firm includes:

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

CLERKSHIP RECRUITMENT

The Seasonal Clerkship interview period spans September-October 2021. MinterEllison follows the LIV guidelines with respect to application open and close dates. MinterEllison has two Clerkship Periods for 2021/2022 which will take place between:

- November-December 2021 (Summer)
- June-July 2022 (Winter).

The total number of Seasonal Clerkship positions available in Melbourne are 50-60 with 25-30 per intake.

The application process involves an online application, psychometric test, video screening test and in-person interview.

MinterEllison accepts applications from penultimate and final year law students. International students with Australian working rights are welcome to apply.

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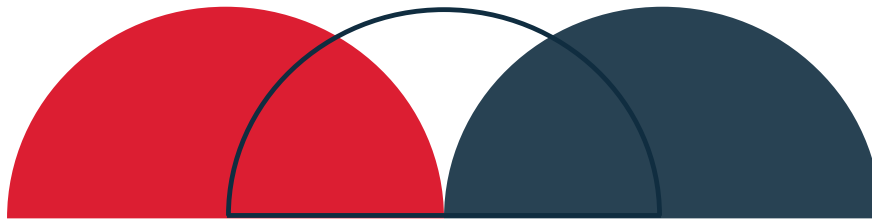
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GRADUATE RECRUITMENT

MinterEllison’s clerkship program is three weeks long. You will be allocated to a specific practice group during this time, where you will have a supervisor and a buddy. You will get involved in real work and join meetings with your team, as well as participating in a variety of clerkship activities and networking events designed to enable you to get to know their firm and their culture.

What does MinterEllison look for in a Seasonal Clerk?

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

What kind of work can a MinterEllison Clerk expect to undertake?

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

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

The total number of Graduate positions available in Melbourne are 25-30 which are hired directly from the clerking pool.

There is no separate application process; those who join MinterEllison’s clerkship programs are automatically considered for graduate positions starting the following year.

Priority Offers are the pathways to obtaining a Graduate position, and in regards to deferring a graduate offer, this is considered on a case by case basis.

The Graduate program is 18 months in duration and involves 3 rotations. During this time, whilst learning on the job in your teams, you will also participate in their graduate development program, which includes a range of training sessions and professional development opportunities. There will also be social events arranged for their graduates throughout the year. During your first rotation, you will also complete your Practical Legal Training with the College of Law on their MinterEllison cooperative course, the cost of which will be fully covered by the firm.

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

Never underestimate the power in you to make an impact

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

Joining us is just the beginning

You'll gain exposure to a wide variety of business areas, skills, teams and challenges, helping you to understand where your strengths and interests lie. You'll be given exciting and challenging opportunities and responsibilities, because we want you to be more than just a technically excellent lawyer. We want you to create lasting impacts.

Joining us for your clerkship is only the beginning. 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 access to an award-winning learning and development program, and we will provide you with career building opportunities designed to guide you on your best career path.

It's your path

Our program ensures you have the development you need, when you need it. It's this flexibility that provides our graduates with many opportunities to learn on the job, while being constantly supported by lawyers and partners who want you to succeed.

By the end of your graduate rotations, you'll have an extensive network within and outside of the firm. You'll have experienced transaction, litigation and advisory work and you'll be supported when deciding where to settle.

"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

MinterEllison Virtual Internship

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



TOP TIPS FOR YOUR CV AND COVER LETTER



TOP TIPS FOR YOUR COVER LETTER

1. Know what you are selling

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

2. Yes, it is a letter...

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

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. 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 have someone who has never read your cover letter to look it over, then ask them what they thought were the key takeaway messages.

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; Have you interacted with anyone inside the organisation? What specific matters is the organisation working on that resonate with you (and why).

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

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

TOP TIPS FOR YOUR CV

5. What's relevant?

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

6. Professional!

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

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

7. Employment entries

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

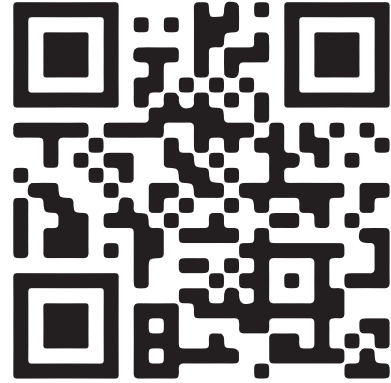
- Organisation and job title (include area ie. Paralegal - Commercial Disputes).
- Clearly defined start and finish dates, along with the number of days you work per week.
- Responsibilities - These are your overarching operational duties (bullet points are good here).
- Development - At this point in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

References... on request?

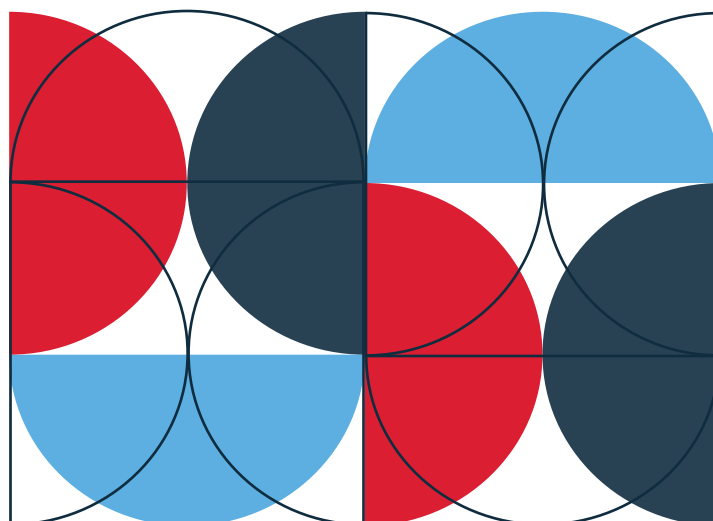
Outside of a clerkship application "References available on request" is an entirely reasonable entry for this section. However, put yourself in the recruiter's shoes and picture gathering referee names and phone numbers for every clerkship applicant (it's a sizeable job). We won't make contact with your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

8. Keep to one page

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



MINTERELLISON VIDEO:
GRADUATE RECRUITMENT 2020





MinterEllison has given me great exposure to different teams and access to a diverse range of experiences – from transactional, to advisory, to litigious work. That has allowed me to find out what type of law I want to do and where I want to settle.”

William Vu
Lawyer

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

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

Never underestimate the power in you to make an impact.

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

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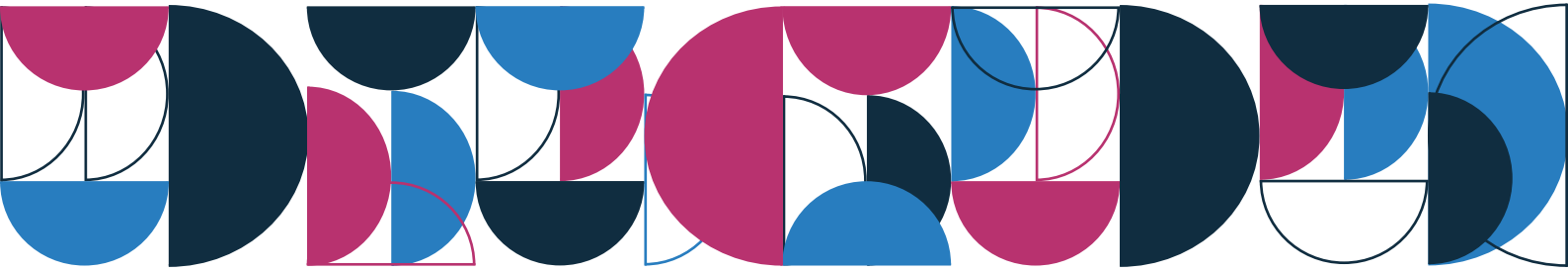
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CONTACT INFORMATION

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

 Level 37/101 Collins St, Melbourne VIC 3000

 Offices in Australia: Melbourne, Sydney, Brisbane and Perth

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

 <https://au.linkedin.com/company/allenslawfirm>

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ETHICAL SPONSORSHIP STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY, BULLYING AND HARASSMENT POLICY

Allens is 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. 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.

We want everyone who works at Allens to have a fulfilling experience, characterised by respect, fairness and equal opportunity. We are saddened that some people across society and the legal profession do not always have that experience, and we are absolutely committed to making our workplace a safe and respectful environment for all our people.

We are a firm that listens, learns and strives to improve. When we become aware of misconduct, it is investigated swiftly and we work to ensure any action taken is appropriate and takes into account the wellbeing and wishes of the aggrieved person. We encourage our people to speak up if they experience or witness this behaviour. We have multiple escalation channels for anyone to raise a workplace concern, including an external hotline 'Speak Up' where employees can choose to do so anonymously. Our Employee Assistance Program can also help with strategies and advice on how to raise an issue.



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CLERK WITH 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

Allens is 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. Allens 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.

Allens bring lawyers from different teams together to provide a wide range of expertise and experience across seven practice groups. Allens staff are business partners as well as lawyers. This means they are committed to understanding sector-specific commercial challenges as well as legal requirements.

Prominent Practice Areas in Melbourne

- Banking and Finance
- Projects and Development
- Disputes and Investigations
- Corporate
- Tax
- Intellectual Property
- Competition, Consumer and Regulatory

Allens' key values

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

Comparing firms can sometimes feel like an impossible task. While Allens think there are a few things that make them unique - like their two-year graduate program which offers

two 12-month rotations and a commitment to invest in your career for the long term, their illustrious list of alumni and the fact that Allens is one of Australia's longest running businesses - it's Allens culture and the way they work together that really sets them apart.

Culture can be a tricky thing to put your finger on from the outside. Allens has had almost 200 years to build theirs, and that's what makes Allens such a great place to build a career.

Shaping the future is in Allens DNA - whether it's helping clients see around corners and take advantage of new opportunities; fostering growth and opportunity so their people can thrive, make a difference and be their very best; or contributing to the development of sustainable, diverse, equitable and just communities where everyone is recognised and included.

Continuing to shape the future means committing to a truly purpose-led culture, built on values that reflect who Allens is, where Allens have come from and who Allens want to be.

In 2020, Allens worked alongside clients on some of the largest, most complex and urgent transactions and disputes in Australia, including:

- Victorian Government; Department of Justice and Community Safety in relation to COVID-19 Hotel Quarantine Inquiry
- Santos on its acquisition of ConocoPhillips' interests in northern Australia and Timor-Leste for US\$1.265 billion
- \$4.2bn WestConnex refinancing
- \$2bn equity raising of Sydney Airport
- First State Super's successful merger with VicSuper
- Destination Brisbane Consortium on the \$1.6 billion project financing of the Queen's Wharf Development Project
- Refinancing of Canberra Metro's syndicated facility
- Vodafone Hutchison Australia to secure the Federal Court's approval for its merger with TPG Telecom Limited

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- Westpac in AUSTRAC's investigation and subsequent Federal Court proceedings
- CitiBank in defence of a cartel class action
- Multiple long-standing clients on more than \$20 billion in capital raisings during 2020.

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 75 - 85, where the total number of Seasonal Clerkship positions to be filled for each intake is approximately 25 - 30.

The application process for Seasonal Clerkship includes:

- CV
- Cover letter
- Academic transcript
- Other supporting documents, such as your visa if applicable
- Assessment
- An online strengths-based assessment designed to give you a realistic job preview of the type of work you can expect at Allens.

You'll be presented with a series of scenarios that you are likely to encounter as a lawyer, and asked to indicate how you would respond in those situations. Allens are mindful of your experience, so the assessment is not timed and you can complete it at your own pace. Upon completion, you will be provided with a development report, which indicates your strengths in light of the assessment, along with any development areas. The assessment is used as an additional data point in the screening process

- Optional component

Rare - an optional recruitment survey that helps the firm to increase diversity in their workforce. The Contextual Recruitment System uses your educational, socioeconomic and personal information to provide Allens with a more complete picture of your background. It allows Allens to better understand your achievements and any challenges that you may have overcome, beyond what Allens may see on your CV.

- Pre-interview cocktail event (Allens Insider Access)
- One interview

Seasonal Clerkship program application open and close dates is from the 28 June 2021 - 15 August 2021. Seasonal Clerkship Interview period is from mid to late September.

Clerkship Periods for 2021/2022:

- November - December 2021
- January - February 2022
- June - July 2022

The Clerkship program includes one, three-week rotation. Applications are welcomed from penultimate and final year law students, including international students.

Allens offer clerkship programs in each of their Australian offices. In Melbourne, Allens offer two summer and one winter clerkship programs each year, coinciding with university holidays. The program is designed to give students first-hand exposure to life as a lawyer at Allens. Their clerks get involved in real work as soon as they arrive and have the opportunity to work alongside their highly experienced lawyers. You will be allocated a dedicated performance coach, supervisor and buddy to support you and help you grow. Allens' view their clerkship program as a stepping stone as Allens recruit the majority of their graduates from this program.

What does Allens look for in a Seasonal Clerk?

Allens are proud that there isn't an 'Allens' type. Allens know that diverse perspectives help solve complex problems, strengthen teams and enrich client relationships. While Allens celebrate their differences, it's important to understand what unites Allens. Initiative, excellence, commerciality, flexibility and commitment are all attributes that their people have in common. These help Allens to succeed as a team and individually.

Ultimately, Allens are looking for students who are driven and are ambitious, not only about the law, but have interests outside their university life and career. Their people are their greatest asset, and having diversity and

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different personalities is what Allens believes sets them apart. If you can demonstrate your ability to balance priorities, and exhibit that you're a dedicated budding commercial lawyer, Allens would love to hear from you.

And finally, be yourself - Allens value authenticity. Allens want to work with clerks and graduates who value this too; Allens believe you're able to build better relationships if you are true to yourself.

What kind of work can an Allens Clerk expect to undertake?

Allens' clerks daily responsibilities are similar to those of a junior lawyer. They include but are not limited to drafting memos, attending court hearings and client meetings.

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

- Initiative - a curious mind is vital. The more adaptable you're able to be and the more energy you bring with you, the more you'll get out of a career at Allens.
- Excellence - it's a guarantee the firm gives to 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 Allens face - as well as the wider commercial environment in which Allens operate.
- Flexibility - a key priority for the firm is to ensure our people feel they are trusted to work in a way that allows them to balance the needs of the firm alongside the pursuit of their own career and life goals irrespective of gender, age or life stage.
- Commitment - positive people thrive in our environment. Allens look for people who can build sustainable careers with Allens, and successfully juggle work and a personal life while maintaining their wellbeing.

GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is approximately 30 - 35. Allens typically recruit all of their

graduates from their clerkship pool, but this varies from year to year.

If you have completed a clerkship with Allens, they seek expressions of interest and ask you to provide your up to date CV. Allens do not interview for graduate positions for previous clerks.

Graduate Rotation Structure involves a two 12-month rotations in different practice areas.

Pathways to obtaining a Graduate position is through Priority Offers, and the option to defer a graduate offer is on a case by case basis.

During Allens graduate program, you'll learn from some of the sharpest legal minds in Australia. Allens will work with you to build a strong foundation of skills and develop the agility needed to become an excellent lawyer and thrive in their 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, they 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 their ever-changing world.

The programs include:

- Two 12 month rotations in your areas of interest;
- Secondment opportunities in London or Asia, via their alliance with Linklaters;
- Completing a graduate diploma in legal practice; 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. Allens encourage their graduates to pursue their interests and they support their people so the Firm can succeed with them and in your future endeavours.

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

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

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

An early legal career at Allens includes highly tailored training. Developed in partnership with the University of New South Wales, our Graduate Diploma in Legal Professional Practice will help you transition from law graduate to legal expert and trusted business adviser.

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

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

CLERKSHIP PROGRAM

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

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

GRADUATE PROGRAM

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

- two 12-month rotations in your areas of interest;
- secondment options in London or Asia, via our alliance with Linklaters;
- ongoing supervision, coaching and mentoring;
- completing a Graduate Diploma in Legal Practice (via UNSW); and
- Legal education programs, including Cornerstone during your first rotation and Keystone during your second rotation.

Find out more at graduates.allens.com.au

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Maintaining wellbeing during the clerkship process

Navigating the clerkship process can be overwhelming and stressful especially when you're juggling multiple applications, university assignments, work and personal commitments. Whilst it's completely normal to feel like this, it's important to ensure you are looking after yourself first and foremost.

Here are some of our top tips to help you stay healthy during the clerkship process:

Prepare early and be organised

Start researching and gathering information on different firms as early as possible. Once you have decided which firms are of interest to you, write a list of those you will be applying to, the requirements of each application and use a calendar to keep track of key dates (i.e. application deadlines, interview dates, cocktail nights etc.).

By knowing exactly what needs to be completed, this will allow you to manage your time effectively and minimise unnecessary stress from the mad rush to get applications submitted or interview preparation completed. It will also give you a great sense of accomplishment as you work your way through the list and cross off each completed task.

Don't take on too much

To avoid burning yourself out, try not to jam pack your day with multiple commitments (i.e. networking/cocktail nights, interviews, part-time work etc.). Where possible, try to limit or reduce your commitments to free up time to fully focus on the clerkship process and on yourself.

Maintain a daily routine

Creating a structured routine will help you feel organised, in control and set you up for a productive day.

Remember the basics of self-care

Get a good amount of sleep each night, eat well and make time for exercise. This will help to improve your mood, manage stress and help you focus on the tasks that need to be completed. Healthy body, healthy mind!

Make time for YOU!

Give yourself a break from anything clerkship related. It's important to do the things you enjoy whether that be spending downtime with your family and friends, catching up on your favourite Netflix TV show or going on a hike. You have made it this far so remember to acknowledge your hard work and efforts and reward yourself!

Find a good support system

Social connection is important and so is the need to find the right people to talk to. Create a small network of people who can relate to your experience, who you can exchange tips and do practice interviews with and who you can confide in throughout the process. Take the opportunity to build meaningful relationships and avoid interacting with those who have a negative impact on your thought processes.

Be mindful

Being present helps us to view things with more clarity, not be overwhelmed and make more informed decisions. Identify what makes you feel totally calm – whether that be meditation or getting outside to clear your head with a podcast – and acknowledge your feelings and thoughts. Being conscious of your thoughts (especially when they are negative) is a great way for your brain to stop and refocus.

Rejection is inevitable

Whilst it is easier said than done, try not to be disheartened by rejection. The reality is each firm has a limited number of spots available which means not everyone will receive a clerkship. Remember, rejection does not define you as a law student nor is it necessarily indicative of your capabilities or your suitability for a career in commercial law. Be kind to yourself!

Enjoy the process

Try to enjoy these few months and use it as a learning mechanism. You will learn so much about yourself, your career aspirations, which type of work environments and cultures might suit you, and whether or not commercial law is the appropriate career path for you.

At Allens, we are here to support you!

You will be assigned a junior lawyer who will act as a buddy throughout the recruitment process. Our junior lawyers have been in your shoes and will be a great source of comfort and knowledge as you make your way through this process. They will be there to answer any questions or concerns you may have, keep you on track, help you to grow and quite simply, they'll be there if you just need to have a chat.

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Disputes & Investigations

JESSYE FREEMAN, ASSOCIATE

The Disputes and Investigations (DNI) team is one of Allens' largest practice groups. It consists of four specialist streams: Commercial Disputes (the largest and most general stream), Employment and Safety, Restructuring and Insolvency, and Construction.

The name 'Disputes and Investigations' reflects the group's broad practice. We not only advise and act for clients in the traditional litigation context, but also in relation to regulatory inquiries and investigations, corporate crime, internal investigations, Royal Commissions and Commissions of Inquiry, and – increasingly – risk and compliance matters. Our clients turn to us not only when they find themselves in a dispute, but also for pre-dispute strategy advice, risk-assessment work, and designing and implementing compliance programs.

It is not just DNI's practice which is broad and diverse – so are our clients. We act for a wide range of clients across many different sectors, including agri-business, banks and financial services, government, industrials, and energy and resources. That is not to mention the many different individual and institutional pro-bono clients we proudly serve. Allens' DNI lawyers are true generalists.

Work as a junior in DNI is much more than the dreaded 'doc review'. Juniors are vital members of project teams and undertake many different tasks – from attending

witness interviews, drafting correspondence, briefing counsel to preparing research memos. And, yes, sometimes we even find ourselves inside a court room!

The team is welcoming and friendly. The partners and senior lawyers take an active interest in the development of juniors and there are plenty of opportunities to learn 'on the job', in addition to the formal training provided through the graduate program.

In summary, DNI is a great place to begin your legal career and we would be delighted to have you on board!

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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 Allens Academy. Developed in partnership with the University of New South Wales, our Graduate Diploma in Legal Practice will help you transition from law graduate to legal expert and trusted business adviser.

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

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



ALLENS CONFIDENTIAL PODCAST

allens.com.au/careers/podcast-allens-confidential/



ALLENS MEET AND ENGAGE

meetandengage.com/allens



STUDENT NEWSLETTER

allens.com.au/careers/student-newsletter/



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Find out more at graduates.allens.com.au

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A day in the life of an Allens clerk

ROB VIENET

I am Rob Vienet. I graduated from Monash University in 2018 with a Bachelor of Laws and Bachelor of Biomedical Science. I had the pleasure of clerking in Allens' Intellectual Property team in the summer that followed my penultimate year. This led to my current role as a lawyer in the same team in the Melbourne office.

What work did you undertake during your clerkship at Allens?

My clerkship at Allens preceded the COVID-19 pandemic and the great global race to improve disease immunity against the coronavirus. Nevertheless, my clerkship exposed me to the hot topics of disease, immunity and vaccination because it coincided with the beginning of another patent litigation between two of the world's largest pharmaceutical companies. This provided me with a great opportunity to undertake some interesting work in the pharmaceutical sector. Allens represented the patentee that sought to protect its monopoly over their vaccine against *Streptococcus pneumoniae*. Notwithstanding the significance of the litigation, Allens brought me onto the matter immediately and invited me to each team meeting. My first task required me to provide my opinion on how the Federal Court of Australia should interpret the claimed invention. This involved legal and scientific research, as well as the application of that research to the relevant patent claims. Other work streams also exposed me to interesting work outside of the pharmaceutical sector. For example, Allens asked me to review another client's franchise agreement and report on whether the client could assign certain rights under that agreement to third parties. The instructing partner ultimately agreed with my reasoning and advised the client accordingly. Allens also allowed me to participate in its business development initiatives. For example, I drafted a summary of the legislative changes to the regulation of therapeutic goods, which Allens then distributed to its clients. I am incredibly grateful for the diverse, stimulating and rewarding work that I undertook during my clerkship at Allens.

What surprised you?

Before my clerkship at Allens, I had never worked at a commercial law firm. Accordingly, I did not know what to expect during my clerkship. To my surprise, Allens placed great trust in its clerks and delegated a significant amount of responsibility to its juniors. For example, Allens utilised my research memorandum (described earlier) at trial in order to define the claimed patent invention before the Federal Court of Australia. I know this because Allens invited me to attend the trial, approximately

one year after the conclusion of my clerkship, so that I could observe counsel present some of my conclusions to a justice of the Federal Court. Another surprise was that I felt comfortable at Allens from the outset. The team made every effort to welcome me and actively offer their assistance. They endeavoured to find out about me on a personal level and, better still, made every effort to make sure I got to know them too. The people at Allens were incredibly generous with their time, especially considering that it was a busy time of year.

What are the social opportunities like at Allens?

My time at Allens has been a lot of fun. My clerkship included many social opportunities: I attended 'Ice Cream Wednesdays' with the Intellectual Property team, and social functions in the evening, I participated in the Allens annual inter-floor netball competition and attended the Allens annual Christmas party (which was the most memorable event, being an all-inclusive and circus-themed party at the end of my time as a clerk). In addition to these formal events, my clerkship included constant interactions with other members of the firm: people always checked on me to make sure that I was enjoying myself and they frequently asked me to join them for coffee outings.

Allens still provides me with many social opportunities now that I am a lawyer. In just one month of my graduate year for example, I attended Allens' monthly firm-wide function, I attended a dinner party hosted by Allens' LGBTQ+ Committee, I attended Easter break-up drinks, I helped manage the competition run by the Allens AFL Footy Tipping Committee and I helped organise the Allens annual graduate retreat as a member of the Graduate Social Committee. Additionally, some of my closest friends work at Allens and it is fantastic to see them on a regular basis as part of our hybrid working model.

What's your advice for students who are interested in applying for a clerkship?

In my opinion, clerkships provide an opportunity for firms and students to evaluate whether or not they are compatible with each other. Clerkships often lead students to the firm where they will spend the majority of their professional career. Accordingly, it is important that students learn about the wonderful opportunities available to them!

I recommend that, during the clerkship application process, prospective applicants show recruiters that they have a genuine interest in joining the firm to which they have applied. For example, my genuine interest in joining Allens went a long way to securing my clerkship and eventual employment. I found it extremely valuable to learn as much as I could about the opportunities available to me. I attended the Law Institute of Victoria's Career Fair and Law Students' Society information sessions on

clerkships. I also attended Allens' clerkship information evenings, where I was able to meet with firm representatives, who were energetic and passionate about their work. In turn, this made me excited about the prospect of joining Allens and realise that the firm could be a good choice for me.

I recommend that, during the clerkship itself, clerks ask themselves the following questions: 'How do I feel about coming into the workplace each day?' and 'How do I feel when I come home?'. Allens ticks and continues to tick both boxes. Each day I look forward to the opportunity of engaging in stimulating work; I look forward to seeing some of my closest friends; I also feel confident that I will develop my professional skills under the supervision of my mentors, who take an active interest in my development. Altogether, I feel very fortunate to be at Allens.




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ETHICAL SPONSORSHIP STATEMENT

Arnold Bloch Leibler is committed to protecting the health and well-being of our people.

SEASONAL CLERKSHIP AND LAW GRADUATE RECRUITMENT

We are a proud signatory to the LIV Clerkship & Traineeship guidelines and follow the guidelines throughout the seasonal clerkship and law graduate recruitment processes to ensure a fair and equitable process for students.

Our recruitment process is uncomplicated. We ask students to submit their CV, cover letter and their academic transcript via cvMail, with no additional questions, case studies, aptitude testing or psychometric assessments. Our interview process is also very straightforward, with a single interview. This is then followed by a coffee with a law graduate or junior lawyer for an informal discussion/opportunity to ask further questions about the firm. Prior to their interview, we email candidates with some additional tips and information to help them prepare. Arnold Bloch Leibler also holds an information evening at the firm, which does not form part of the assessment. It is designed to give candidates an opportunity to meet more of our people and get a feel for the firm's culture, ethos and approach.

MENTAL HEALTH & WELL-BEING

Arnold Bloch Leibler has a range of practices and procedures in place to prevent negative behaviour and we are committed to fostering a workplace that is inclusive, open and solutions-focused. For example, we offer a confidential EAP program, regular health & well-being initiatives focused on prevention, resilience and mental first aid training, mindfulness sessions, a mentoring program, participation in events like R U OK Day, and have a cultural focus on both flexibility and mental health awareness. A critical component of our mental health and well-being program involves our partners speaking openly about the topic. They share their approach to managing professional life and its challenges and the ways in which they focus on staying mentally and physically fit. We offer our people a significant amount of support from our skilled human resources professionals so that should an individual have a condition or if challenges arise for them, our high touch approach ensures close monitoring and full support. We also run dedicated leadership training focused on the emotional intelligence skills required to support open conversations and healthy work habits.

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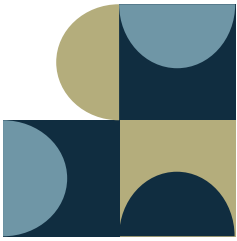
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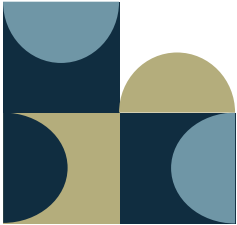
AVOIDING SEXUAL HARASSMENT



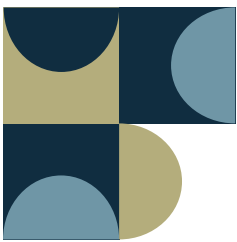
Arnold Bloch Leibler is committed to maintaining an environment that is free from harassment and inappropriate conduct. The firm does not tolerate sexual harassment of any kind in the workplace and is committed to taking a victim-centric approach to complaints should they ever happen to arise.

Arnold Bloch Leibler is committed to:

- Creating a working environment where all people are treated with dignity, courtesy and respect;
- Ensuring people know their rights and responsibilities;
- Providing an effective procedure for complaints;
- Treating complaints in a sensitive, timely and confidential manner; and
- Protecting against victimisation or reprisals



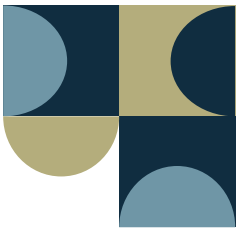
Our primary focus is on prevention. We hold regular training sessions so that every member of the firm is aware of expected standards of behaviour and the avenues of support available to them should they ever encounter behaviour that is incongruent with our behavioural standards and expectations.



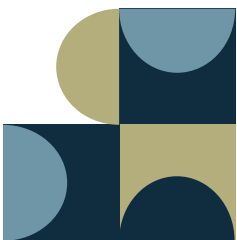
DIVERSITY AND INCLUSION

Our approach and longstanding deep commitment to diversity and inclusion has been, and will always be, a clear and significant aspect of the firm's culture and a key contributor to our enduring success. We never want to become complacent about this quality, which sets us apart from firms that promote diversity and inclusion as a passing trend.

Broadly, we have identified three key priority areas in relation to diversity and inclusion activity at ABL and have a range of initiatives within each area. We are in no way limited to these three areas of diversity, and aim to be a workplace where everyone has a sense of inclusion, where their differences are celebrated and where our shared values and a common sense of purpose unite us.



- **Gender** (initiatives include flexible work practices, a commitment to gender pay equality, generous parental leave, inclusive recruitment processes, career progression, mentoring, transition coaching for lawyers returning from parental leave, equitable briefing policy, public advocacy and more);
- **Inclusion and unconscious bias** (initiatives include policy information and education, cultural awareness training, external initiatives to demonstrate public support and test case litigation); and
- **Reconciliation and Indigenous empowerment** (initiatives include being the first law firm to develop a Reconciliation Action Plan (RAP), our internal ABL Indigenous Solidarity Network, creating opportunities for Indigenous Australians who have an interest in developing a career in the service professions, prominent leadership from Senior Partner Mark Leibler AC and Public Interest Law Partner Peter Seidel, regular internal events and activism).



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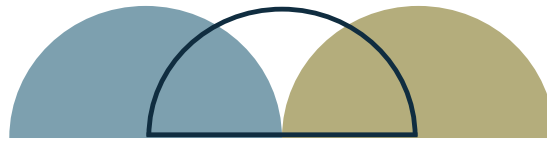
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CLERK WITH US



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. ABL's 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 ABL's storied history is long, ABL's is a modern firm. ABL sees the law as an instrument of change, as a way forward. Their partners and lawyers are often at the centre of law reform and regularly advise on landmark matters.

ABL offers legal advice and support to a diverse range of clients, however they are best known for advising entrepreneurial businesses (ASX-listed, family owned and international) and for their work with private clients. ABL also works 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.

ABL organises their practice groups to allow their lawyers to be broad generalists, their groups are split between transactions and disputes.

From the client perspective, ABL's services cover:

- Banking & finance;
- Competition;
- Corporate & commercial;
- Dispute resolution & litigation;
- Native title & public interest law;
- Property & development;
- Reconstruction & insolvency;
- Taxation;

- Technology & intellectual property; and
- Workplace advisory.

ABL's Key Values

People

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

Clients & Solutions

From a client perspective, ABL's aim is not to service their clients for all of their legal needs – rather, they position themselves 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. ABL aims to develop long-term relationships with their clients, and to gain a solid understanding of their businesses and needs. This enables ABL to formulate unique solutions to their problems with a broader context. At ABL, they give their clients value by finding simple, practical, commercially intelligent and cost-effective solutions to what often seem to be complicated and confusing problems.

Excellence & Success

The Firm has an unswerving dedication to professionalism in everything that they do and to put the client first. ABL aspires to the highest standard of integrity, honesty and fair treatment.

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ABL is a meritocracy - they reward success and excellence. This reflects in their 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 ABL's core values. Pro bono work is an inherent part of the firm's DNA and they do it because it is the right thing to do. The Firm is deeply committed to indigenous constitutional recognition and reconciliation. At ABL, they 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, they feel that they punch above their weight, and pro bono work is no exception.

Diversity

ABL's 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 their enduring success. ABL's 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, ABL's internal ABL Indigenous Solidarity Network, among many more.

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

At ABL, they don't expect people to remain in the office at the end of the day for the sake of being seen. ABL wants their people to enjoy their life outside work - after all it's their diversity of thought and experience that binds them, produces their collegiate culture and ensures their success. ABL supports a variety of health & wellbeing events and initiatives, which include sponsoring fun runs and sports teams, providing fresh fruit daily, an onsite cafe, ABL's fully subsidized gym membership, flexible work practices amongst many more.

Key Clients/Matters:

- ME Bank: acted for ME Bank, a digital bank founded in 1994 by a group of industry super funds, in its \$1.325 billion sale to the Bank of Queensland, one of Australia's leading regional banks. The cross-practice team involved lawyers advising on various aspects of the transaction including corporate/M&A, regulatory, banking, competition, employment and tax.
- KordaMentha: representing Arrium Liquidators from KordaMentha, in one of the biggest corporate cases in recent years, prosecuting proceedings against the former Arrium directors for insolvent trading spawned by the multi-billion dollar collapse of the mining and steel making giant in 2016.
- Australian Football League - acted for the AFL Commission on the \$660 million financial rescue package required in response to the challenges presented by the coronavirus pandemic. ABL's team worked with the commission as it negotiated new bank facilities and advised on the complex negotiations with the 18 clubs in the league and state governments.
- Zip Co: acted for ASX-listed buy-now-pay-later provider, Zip Co Limited, on its oversubscribed \$120 million placement to institutional shareholders, and its \$30 million share purchase plan offer to existing eligible shareholders. The funds will be used primarily for global growth in existing markets and entry into the Middle East and Europe.
- Charter Hall: acted for Charter Hall, one of Australia's leading property investment and funds management businesses, on its \$1.4 billion acquisition with GIC (Singapore's sovereign wealth) of a 49% stake in the Ampol Property Trust, owner of 203 Caltex branded convenience retail properties throughout Australia.

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CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is 45 where the total number of Seasonal Clerkship positions to be filled for each intake is 10-15.

ABL keeps things simple in the application process - you're asked to upload your CV, transcript and a cover letter. When it comes to the interview, ABL only holds one round. You'll meet with two partners and a member of HR for approximately half an hour. ABL interviews are informal as they feel it's the best way to get to know you - they also know that they deal with incredibly impressive candidates, and they know you're assessing them too - so they like for you to feel comfortable and to be able to make a judgement on whether you can see yourself working with them. After your interview, they provide you the opportunity to have a coffee with one of their graduates or junior lawyers. They have been through the clerkship process and can answer any questions you have for them.

Applications for the Seasonal Clerkship program open on Monday, 28 June 2021 and close Sunday, 15 August 2021.

Seasonal Clerkship interview period is during September 2021.

Clerkship Periods for 2021/2022

- Summer One: November/December 2021
- Summer Two: January/February 2022
- Winter: June/July 2022

ABL finds the best way to make the most of your clerkship is to get you involved in matters in a meaningful way - and the most effective way to do this is to place you in one team, with a dedicated supervisor and buddy to get you involved in hands-on work from day one. You'll be treated as part of the team and have the opportunity to make a real contribution. Of course, there will also be scope to try out taking on some work for matters outside of your allocated practice group, to ensure you explore all of the opportunities that exist at ABL.

ABL is a proud signatory to the LIV guidelines. To ensure you're at a level that you can really get the most out of your clerkship, ABL only considers students in their penultimate year of study.



At ABL, they have three clerkship intakes that coincide with university holidays (November/December, January/February and June/July). ABL aims for around 10-15 clerks in each intake, so you won't get lost in the crowd. The program includes a mix of training sessions, interactive activities and workshops, and getting involved in meaningful work with partners, lawyers and clients across the firm. ABL clerks (and grads) are allocated supervisors and buddies. The buddy is your go-to support person for any questions that arise from day to day.

What does ABL look for in a Seasonal Clerk?

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

What kind of work can a ABL Clerk expect to undertake?

Essentially, the Firm's clerkship program is a condensed version of their 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. ABL offers legal advice and support to a diverse range of clients, however are best known for advising entrepreneurial businesses (ASX-listed, family owned and international) and for their work with private clients. ABL also works with international corporations with

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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, ABL's teams work together fluidly, and they work closely with colleagues in ABL's Sydney office. You'll also have the opportunity to try out working for other practice groups.

What other opportunities and experiences does ABL offer its Clerks?

During your clerkship, ABL arranges a number of extra-curricular activities such as lunches with current grads and an 'Amazing Race' event around the Melbourne CBD. Another popular event in their clerkship program is a day out with one of their clients. The Firm finds 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 clients about why they have chosen ABL and what they are looking for when they come to ABL for legal advice.

GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is 15-25, where the total number of graduates to be recruited from the clerking pool is 15-20.

ABL initially uses the "Priority Offer" system set out by the LIV to provide offers to candidates who have clerked with them, however they may also advertise market law graduate roles on their website which would be open to any final year student or recent law graduate to apply.

If the idea of rotations makes you dizzy, ABL's 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 their 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 – be immersed in current matters, be exposed to clients, and make a real and meaningful contribution.

It should be noted that it is possible to defer a graduate offer.

When you join ABL as a graduate, you will immediately experience the 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.

ABL is very proud of their in-house graduate training program. Their grads don't go offsite to PLT (Leo Cussen or College of Law) – instead they learn from the 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 their lawyers for practice.

The training program is a real point of difference, and something ABL 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.

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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



BANKING AND FINANCE AT ARNOLD BLOCH LEIBLER



ABL's banking & finance practice covers a broad range of debt financing, property development and insolvency & restructuring matters. The team acts for major corporations, funds, entrepreneurs, and family groups in their capacity as financiers and borrowers.

DEBT FINANCING TRANSACTIONS

Debt financing transactions involve one or more financiers providing funding to a borrower in the form of a loan. This may be contrasted with equity financing where an entity raises funds by issuing securities conferring ownership rights in the entity.

Financing transactions may:

- Involve one financier or multiple financiers. Multi-lender financing can take the form of a syndicated loan (where multiple financiers extend funding under a single "syndicated facility" and act through a facility agent), sub-participation (where sub-participants extend funding to a single financier who then lends those funds to a borrower) or a club loan (where multiple financiers enter into separate bilateral finance agreements, each sharing certain common terms). Entities can also raise debt finance by issuing debt securities that may or may not be tradeable on debt capital markets;
 - Be secured or unsecured. A secured financier has recourse to property of the borrower if the borrower defaults under the finance agreement. Security interests in respect of personal property are governed by the Personal Property Securities Act 2009 (Cth) (PPSA) and generally require registration on the Personal Property Securities Register to confer maximum protection on the secured party. Security interests in respect of real property are governed by State real property legislation and generally require registration on the relevant land register to confer maximum protection on the secured party. Real property registrations (and associated financial settlements) are generally conducted electronically on the platform administered by Property Exchange Australia (PEXA);
 - Involve one or more corporate or natural person guarantors;
 - Involve various intercreditor agreements. Secured creditors may regulate the priority of their security interests (whereby the relevant property is applied to satisfy one creditor's debt ahead of the other creditor's debt), and creditors generally may have their debt "subordinated" to the claims of other creditors (whether consensually or by law). For example, the debt of a "mezzanine" financier is subordinated to the debt of a "senior" financier (and both rank ahead of a "preferred equity" investor);
 - Be used to fund working capital and for general corporate purposes ("corporate finance"), to fund the acquisition and development of real property ("property finance"), to fund the acquisition or leasing of personal property ("asset finance"), or to fund development or exploitation of a right or resource with repayment to be made from future cash flows ("project finance");
 - Utilise traditional financing instruments (such as loan facilities and mortgages) or a more complex mixture of "structured" instruments involving the pooling of assets and tranching of liabilities; and
 - Confer certain "equity-like" rights on the financier ("hybrid" finance).
- ABL acts in matters involving various combinations of the above elements. Its transactional work is accordingly highly varied.



INSOLVENCY & RESTRUCTURING

In addition to its “front end” transactional work, ABL’s banking & finance team regularly provides advice to various stakeholders in scenarios where a corporate debtor has, or is likely to, enter financial distress. This involves a complex combination of legal and strategic work and variously includes:

- Providing insolvency advice to financially distressed companies and their directors;
- Advising secured creditors in relation to the enforcement of their securities;
- Acting for various external controllers, including voluntary administrators (appointed by an insolvent company), receivers and managers (appointed by a secured creditor to the property of the debtor), deed administrators (who administer a deed of company arrangement or “DOCA” approved by the debtor company’s creditors) and liquidators (appointed to oversee the managed winding-up of a company);
- Negotiating formal and informal restructuring arrangements including deeds of company arrangement and schemes of arrangement under the Corporations Act 2001 (Cth); and
- Advising parties in relation to the potential acquisition of distressed debt or acquisition of the distressed debtor itself.

GENERAL COMMERCIAL WORK

ABL’s banking & finance team also provides general commercial advice, including in relation to joint venture agreements, shareholder agreements and investment fund structures.

It works closely with the property team (in relation to property financing matters), litigation team (in relation to insolvency & restructuring matters) and commercial team (in relation to capital raisings involving debt).

RECENT MATTERS

ABL banking & finance matters over the past 12 months include:

Financing transactions - financiers

Acting for property financiers MaxCap, Merricks Capital and Qualitas in relation to various property financing arrangements; Advising boutique asset manager Pure Asset Management in relation to hybrid (debt/warrant) funding advanced to various small and micro capitalisation borrowers listed on the ASX;

Advising the Victorian Funds Management Corporation in relation to variations to the upsizing of one of its debt funds;

Financing transactions - borrowers

Advising the Australian Football League in relation to new common terms facilities with ANZ and NAB to enable the AFL’s continued operation during the coronavirus pandemic;

Acting for property developer GurnerTM in relation to various property financing arrangements;

Acting for the Redcape hotel group in relation to common terms facilities with ANZ, CBA, NAB and Westpac;

Insolvency & restructuring

Acting for investment house Wingate in relation to its appointment of receivers to the Ralan Group, one of the country’s largest private developers;

Acting for private equity firm BGH Capital in relation to its bid for Virgin Australia after the airline entered voluntary administration;

Acting for the voluntary administrators of ASX-listed retailer PAS Group and its Australian subsidiaries, including in relation to the sale of its businesses to private equity firm Queens Lane Capital via a deed of company arrangement;

General commercial

Acting for Charter Hall and other equity investors in relation to the acquisition of the 50% freehold and leasehold interests in Chiefly Tower, Sydney; and

Acting for the Rino Grollo family in relation to its ongoing ownership interest in the Rialto Towers.

TYPICAL WORK – GRADUATES AND JUNIOR LAWYERS

Typical work of graduates and junior lawyers in the banking & finance team includes:

- Drafting various finance documents (including facility agreements, mortgages, general security deeds, account control deeds, security trusts, intercreditor deeds and side deeds) and reviewing amendments/comments from opposing counsel;
- Reviewing borrower constitutions, shareholder agreements, trust deeds and unitholder agreements as part of financier legal due diligence;
- Drafting and collating ancillary documents (such as borrower verification certificates and share transfer forms when a share security is being taken);
- Making and managing security registrations on the Personal Property Securities Register;
- Setting up transaction “workspaces” on PEXA and coordinating participation of the various transaction representatives;
- Overseeing and coordinating satisfaction of conditions precedent to facility utilisation;
- Conducting research on various legal issues or the commercial aspects of a transaction/insolvency scenario;
- Drafting notices of demand to issue to borrowers in default;
- Drafting receiver appointment and indemnity documents, and submitting various notifications to ASIC in relation to the receiver appointment; and
- Reviewing finance documents of distressed borrowers as part of restructuring due diligence.

Xavier Nicolo & Genevieve Pope

Lawyers

Arnold Bloch Leibler

COMPETITION AND TRADE LAW AT ABL

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.

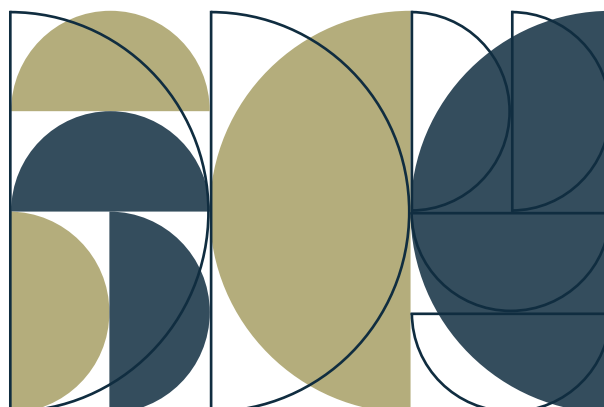
Competition lawyers undertake a wide variety of work, for instance:

- 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.

Gab Sakkal
Senior Associate
Arnold Bloch Leibler

Gabriel Lefkovits
Lawyer
Arnold Bloch Leibler





Arnold Bloch Leibler

Lawyers and Advisers

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



CORPORATE ADVISORY AT ABL



Arnold Bloch Leibler (ABL) is asked to solve novel problems where there is no precedent or cookie cutter approach and where we don't have the benefit of being able to look to past examples as a reference point. This forces us to engage in abstract problem solving and places us at the cutting edge of the law. We are valued by our clients because we unapologetically think differently.

Our Commercial Practice Group (which encompasses corporate advisory) is a dynamic and exciting team to work in. As a commercial lawyer at ABL, you are invited to an exclusive club where you get to work with the country's most elite business people on their most important transactions.

THE ABL APPROACH

Working as a commercial lawyer at ABL involves developing a deep understanding of our clients' businesses and their specific goals. Our role demands an acute understanding of the motivations and risks of our clients and the commercial context in which they operate. This requires immersing ourselves in the business and legal world of the client to understand the commercial and operational realities they face which is particularly relevant in a post-covid world.

TRANSACTIONAL WORK

ABL routinely appears in the pages of the financial press for our work advising companies on complex transactions. Our lawyers work at the coal face of the transaction, including our junior lawyers and graduates. ABL's transactional work demands intellectual rigour and deep thinking, forcing us to think outside the square and extend beyond our individual discipline. Our transactional work spans

equity and debt capital markets, traditional M&A, entrepreneurial family owned businesses as well as venture capital investments. The breadth and diversity in this type of work we do means that there is never a dull moment.

THE ROLE OF A CORPORATE ADVISOR

As well as transactional work, our team provides strategic corporate advice to boards, shareholders and venture capital funds. We have played an active role in advising both activist investors and ASX listed companies in relation to activist demands. For example, Commercial Partner Jeremy Leibler is currently acting for the ARA Group in their shareholder battle against Cromwell Property Group. You would be right in thinking that this type of work doesn't fall on the desks of your typical transactional lawyer and is a dangerous dance between M&A, corporate advisory and dispute work.

Notwithstanding that we are an Australian firm, we are accustomed to working in multidisciplinary teams on cross jurisdictional transactions. We routinely receive instructions from clients located overseas, which adds a further layer of complexity to the particular matter (and also opportunities to travel, on occasion!).

WHAT YOU'LL EXPERIENCE AS A GRADUATE

ABL prides itself on the independence and responsibility it gives to junior lawyers. Involvement in a matter for junior lawyers means preparing the first draft of documents, liaising with clients directly and participating in negotiations. The Commercial group's preference is to work in small and agile teams which presents unique

opportunities for exposure to clients and counterparties. From your first day, you will be asked to flex your thinking, offer direct input and be given autonomy to progress matters. More broadly, the firm invests in and fosters the development of junior lawyers by running its supervised legal training in house.

THE TEAM

Our Commercial team takes a genuinely collaborative approach, meeting regularly to discuss and debate topics of interest and issues affecting the market, not to mention bonding over a completion dinner or two. There is a real sense of support, open-mindedness and passion in the team which allows us to connect quickly with colleagues and build trusting relationships with our clients.

COMMITMENT TO THE COMMUNITY

At the heart of ABL is a commitment to making a difference in the community. Lawyers are encouraged to seek out work in areas of public interest and native title. This commitment demonstrates immense respect for individuals and ABL's dedication to promoting cultural diversity, inclusivity, social justice and new ideas. Many of our lawyers sit on the boards and committees of not-for-profit and charitable organisations. This allows lawyers to not only contribute to organisations that interest them but also to take on the role of the client.

Rebecca Zwier
Senior Associate
Arnold Bloch Leibler

Anna Sandiford
Lawyer
Arnold Bloch Leibler



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CONTACT INFORMATION

 <https://graduates.claytonutz.com/>

 Level 18, 333 Collins Street, Melbourne VIC 3000

 Offices in Australia: Brisbane, Canberra, Melbourne, Perth, Sydney

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

 <https://www.instagram.com/claytonutz/>

 <https://twitter.com/claytonutz>

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ETHICAL SPONSORSHIP STATEMENT

ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

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

Clayton Utz is a signatory to both the LIV Seasonal Clerkship and Traineeship Guidelines 2020. This reflects our commitment to ensuring that students are given a fair and equitable chance to consider all available clerkship and graduate trainee opportunities on a level playing field. We believe this allows students to make informed decisions about how they would like to begin their careers without unnecessary additional pressures and/or stress.

MENTAL HEALTH AND WELLBEING

Clayton Utz has made mental health a priority as part of our overall health and wellbeing strategy. Our approach has many facets: encouraging open conversations to destigmatise mental health concerns as something about which people should feel ashamed, and creating a culture in which people who may be experiencing a mental health issue know where to go for support.

We have trained over 240 of our people as Mental Health First Aiders and Mental Health Champions, to be mental health advocates and to be a point of contact for mental health concerns among their peers.

We were the first Australian law firm to appoint a dedicated National Mental Health Manager in October 2019, and we are recognised as a Gold Employer under the Mental Health First Aid (MHFA) Skilled Workplace Program.

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

SEXUAL HARASSMENT IN THE LEGAL PROFESSION

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

We have been pro-active in updating our policies, education and training around sexual harassment, and putting in place the right mechanisms to ensure that our people feel safe and supported in raising any concerns. This includes closely following and responding to the Sex Discrimination

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Commissioner's Respect@Work Report, the Male Champions of Change Report on the topic, as well as legal industry discussion and developments.

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

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

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

DIVERSITY IN THE LEGAL PROFESSION

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

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

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

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CLERK WITH US

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

Clayton Utz advises Australia's top financial institutions, multinational corporations, and state and Australian Government departments and agencies. Clayton Utz advises Australian-based clients with a need for help on offshore transactions, and foreign entities who are investing or doing business in Australia. Clayton Utz's independence allows them 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, Clayton Utz have a track-record of getting the job done well ... and without fuss.

Clayton Utz also acts 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 their lawyers, at every level of seniority, is expected to perform pro bono work.

Prominent Practice Areas in Melbourne

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

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

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

Staying true to your direction is what defines Clayton Utz. At Clayton Utz, they have built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what their 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.

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

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 45. The total number of Seasonal Clerkship positions to be filled for each intake between 20-25 per intake (summer and winter).

Students are required to apply online via claytonutz.com/graduates. Students are encouraged to upload a resume to transfer general information into the application (meaning they only have to check it has transferred accurately and fill in any blanks), followed by attaching a copy of their academic transcript and answering three questions (in lieu of a cover letter). Following submission, students will receive a separate email with a link to complete online psychometric testing via pymetrics as well as an email to participate in a voluntary RARE recruitment survey.

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Students must complete the pymetrics testing in order for their application to be reviewed.

Seasonal Clerkship program application open on 28 June 2021 and close on at 11:59pm on 15 August 2021.

Seasonal Clerkship Interview period is during September/October 2021.

Clerkship Periods for 2021/2022 are:

- Summer: 22 November 2021 - 17 December 2021
- Winter: 20 June 2022 - 15 July 2022

The Clerkship program is aimed at students who are in their penultimate year of university. If you are in your final year of study, please outline in your application why you couldn't complete a clerkship in your penultimate year by answering the relevant question.

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

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

During the program, clerks have the opportunity to rotate through two different practice groups (2 weeks at a time) that are aligned with their interests. In addition, Clayton Utz clerks are involved in volunteering at one of their Community Connect program partners as well as networking at a range of different firm events.

What does Clayton Utz look for in a Seasonal Clerk?

They are looking for people who are personable, practical, commercially-savvy, as well as flexible. Clayton UTZ's lawyers undertake complex and innovative legal work, so it's important that 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 Clayton Utz are and articulating why they are motivated to join the Firm. Additionally, the Firm likes 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 Clayton Utz - even if the outcome wasn't what you were hoping for, explain to Clayton Utz why, and what you learned from the experience!

What kind of work does a Clayton Utz Clerk undertake?

Typical activities that clerks become involved in include research tasks, writing and drafting memos/letter, 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 Clayton Utz (and you!) determine if you're a good fit with the Firm. 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 and experiences does Clayton Utz offer its Clerks?

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

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GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is approximately 15 per year.

Generally, all graduates will be recruited from the clerkship pool in a given year, however on occasion Clayton Utz will have opportunities available to join directly into the graduate program. Please refer to their website for further information on when these opportunities are available, and how to apply.

Clerks will be contacted directly to apply for a graduate position. If an opportunity arises to apply for the graduate program directly from the market, Clayton Utz will advertise these opportunities on their website.

The Graduate rotation structure involves a 2-year program, consisting of three 6-month rotations through differing practice groups before settling in one of the practice groups you have rotated through.

Pathways to obtaining Graduate positions is through Priority Offers. In regards to deferring a graduate offer, it is considered on a case by case basis.

Clayton Utz's national Graduate Program gives you the perfect foundation for your legal career. Their 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.

Clayton Utz's 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 their innovative approach to learning & development, you'll get the support you need to become the best you can be.



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WHY STRUCTURING AND INSOLVENCY?



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.

Amorkor Amartey
Lawyer
Clayton Utz

LIFE AS A GRADUATE AT CLAYTON UTZ

The Clayton Utz graduate program has given me opportunities to develop invaluable legal skills and establish a wide-reaching support network, allowing for a smooth transition from university student to graduate lawyer.

In my first few weeks as a graduate, I participated in Practical Legal Training workshops, research skills training sessions and the national graduate orientation program, held in the Clayton Utz Sydney office. This training combined with the orientation program provides graduates with an excellent foundation and a base-level of knowledge required to navigate the practical realities of commercial law, as well as creating a close-knit graduate group that can always be relied on for support, assistance and a lunch-time break in the sunny courtyards.

Every graduate undertakes rotations in different practice areas of the firm, ranging from workplace relations and employment, commercial litigation, and major projects and construction, to environment and planning and intellectual property law. This diversity in practice groups is one of the many reasons I joined Clayton Utz, with my rotations being in the Workplace Relations, Employment and Safety (WRES) and Major Projects and Construction teams.

As a graduate in the WRES team, I gained invaluable experience in both the transactional and litigious

sides of employment law. Over the course of a day, I would attend strategic meetings with barristers in relation to unfair dismissal claims, prepare submissions and statements of claim to be filed in court, review workplace policy packages, and provide pro bono advice on gender discrimination complaints. Working in this area of law is highly rewarding at a time where COVID-19 and the rise of the gig economy has transformed traditional workplace arrangements and in turn, challenged the law that governs these relationships.

In the Major Projects and Construction (MPC) team, I had the opportunity to take the lead as a junior in drafting complex commercial arrangements related to rail, roads and social infrastructure. Clayton Utz is at the cutting-edge of this area of law, providing strategic advice to clients on the contractual implications arising from the bushfires or the pandemic, much of which is uncharted territory for the legislature and judiciary. I am passionate about working in MPC. Primarily because of the collaborative nature of the Clayton Utz team - working alongside and being supported by supremely talented partners, who will help you become the best lawyer you can be.

This drive for excellence, and the down-to-earth and collaborative culture of Clayton Utz is evident from the opportunities for graduates to be involved in

the firm's not-for-profit work for organisations like Ardoch and Fareshare, the pro bono services graduates provide to Justice Connect as well as the firm's social events, which include annual trivia and karaoke nights and inter-firm netball.

You can make the most of your clerkship and graduate program at Clayton Utz by actively participating in the opportunities it provides, whether that is attending a client meeting, assisting in providing pro bono legal advice or joining the netball team. Clayton Utz is passionate about developing exceptional well-rounded lawyers, encouraging their clerks and graduates to be open to learning from others and applying that knowledge with curiosity, energy and enthusiasm!

Madison Sutton
Lawyer
Clayton Utz

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

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.



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.



MAJOR PROJECTS AND CONSTRUCTION



Clayton Utz's Major Projects and Construction practice is one of the leading construction practices in Australia. The team has a broad range of high profile and tier one clients including Federal and State Government departments, major multinational companies, and large contractors. The firm advises and works on high profile building and infrastructure projects around the state and the country. The firm is particularly well placed to provide a unique insight into what it's like to do work with various Federal and State Government departments.

The firm offers both transactional ("front-end") and dispute ("back-end") services, and although most lawyers specialise in one of these areas, both teams work very closely together and provide their insight to achieve the best possible outcomes in both drafting agreements and resolving disputes.

Clayton Utz advises a range of clients in the development and implementation of the documentation and arrangements that allow major projects and infrastructure to be built and run. The firm is particularly well known for its work on Public Private Partnerships (PPPs), bringing together the public and private sectors to build major infrastructure. Many of the roads, railways, ports, prisons, courts and hospitals around the State and the country were built under this model, and Clayton Utz is at the forefront of this area.

WHAT YOU'LL EXPERIENCE AS A GRADUATE

Working in the Major Projects and Construction practice as a graduate will see you jump headfirst into some of the largest infrastructure projects and disputes in Australia. You will experience both advisory and litigious work, which will make you a more well-rounded practitioner. The skills and experiences you will be exposed to will better inform your understanding in the area you ultimately decide to pursue for your career in the long term.

The skills you will learn are invaluable - helping bring together a range of parties to achieve not just a commercial outcome but also an outcome that is for the betterment of the public good. This means as you are drafting incredibly complex agreements, you see the results of your work in a really tangible way. Construction disputes often involve areas of law beyond construction law, such as contract, tort, insolvency, and corporations law. This makes the work diverse, challenging and exhilarating. In addition to gaining court experience, construction disputes often pass through negotiation, mediation and arbitration before ending up in court. This gives you a broad range of experience and skills in a market where litigation is often a last resort.

WHY CLAYTON UTZ?

The work is interesting, challenging and team-oriented - Working in the construction team at Clayton Utz provides the opportunity to work with supremely talented lawyers and barristers on a daily basis. This is complemented by the fact that the work is interesting, challenging and often involves large teams of people.

There is nothing more satisfying than working on a dispute or contract with a large team and seeing all your hard work and collaboration result in a deal reaching a close or a dispute being settled. Because of Clayton Utz's reputation in the industry, you will gain exposure to some of the most high profile and cutting-edge work a lawyer can do.

The work we do is tangible - You will often drive along roads you have provided advice on and walk past buildings that you wrote the contracts for. Seeing and using the tangible outcomes of the work you do around the city and the country is extremely satisfying.



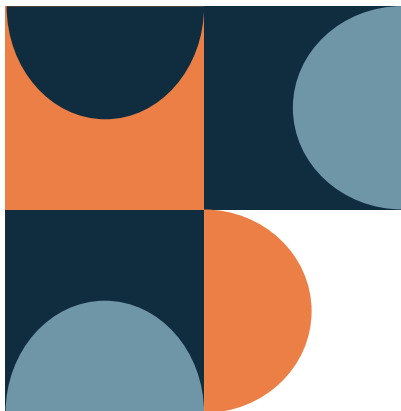
Opportunities for secondment - If you want to really get to know our fantastic clients inside and out, many lawyers in the team have the chance to undertake secondments. This helps you to gain a unique insight into the client's perspective, and a much deeper understanding on how best to service clients.

A secondment opportunity allows you to see and experience firsthand the many opportunities and challenges that our clients face. And it gives you a real sense of the value of the services that we provide as lawyers - which are more than legal.



Commitment to the community - At Clayton Utz, we value pro bono and community volunteering. You will have the opportunity to experience volunteering at the Domestic Building Legal Service, as well as many other opportunities to get involved in various pro bono matters.

You will also have the opportunity to volunteer for a range of different community programs, ranging from engaging with school children from disadvantaged communities to participating in work readiness programs at some of Victoria's prison facilities.



The Clayton Utz construction team has something for everybody - both transactional and dispute resolution opportunities, getting to work with some of the best lawyers and clients in the business, including many Government clients, secondment opportunities, and the chance to see the impact that you and your team have made out in the real world.

Alex Coppe

*Lawyer (Major Projects & Construction)
Clayton Utz*



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CONTACT INFORMATION



<https://hallandwilcox.com.au/>



Level 11, 525 Collins Street Melbourne VIC 3000



Offices in Australia: Melbourne, Sydney, Brisbane, Newcastle, Perth, Canberra, Darwin



<https://www.linkedin.com/company/hall-&-wilcox/>

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ETHICAL SPONSORSHIP STATEMENT

MENTAL HEALTH AND WELLBEING

Hall & Wilcox is proud of its inclusive culture - one that is inclusive and progressive. It enables us to create a workplace environment in which both individuals and groups feel welcome, respected and valued every day and in every interaction.

We offer a range of benefits and initiatives to support all of our people both in and outside the workplace, with initiatives across five wellbeing focus areas - career, social, physical and psychological, financial and community.

Focus on these areas supports our people to bring their whole selves to work and to achieve their greatest potential. Our commitment to our inclusive workplace is reflected in our Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality citation.

In addition to our extensive employee benefits program, we are also committed to ensuring our people work reasonable hours and maintain a healthy work life balance. We have internal measures in place to ensure working hours are monitored and maintained.

We believe a sustained focus on mental health and wellbeing is critical, and we aim to achieve this by promoting awareness and support of mental health initiatives and programs, some of which include; Mindfulness in May, R U OK? Day, Mental Health Month and World Mental Health Day. 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 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 in work in an environment free of sexual harassment, harassment, discrimination and victimisation. The firm is built on integrity and the highest ethical standards. Our Hallmarks emphasise respect for everyone.

All employees and partners are responsible for creating a safe and comfortable working environment. The firm acknowledges that it has a legal obligation to take all reasonable steps to ensure that the workplace is free of any form of harassment, sexual harassment, discrimination and victimisation.

Prior to commencing with Hall & Wilcox, new starters are provided with the firm's Anti-discrimination and sexual harassment, Anti-Bullying

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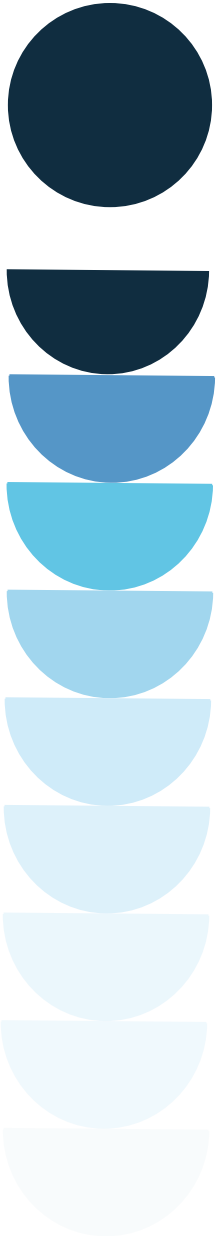
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and Complaint resolution policies. They must read these policies and acknowledge they have by signature. Additionally, all employees and partners are required to complete mandatory training on sexual harassment. Our people also complete refresher training every two years.

We have internal procedures in place to ensure that if any employee or partner feels they have been subjected to any form of harassment, sexual harassment, discrimination, or victimisation that it is dealt with in a professional and appropriate manner.

DIVERSITY WITHIN THE LEGAL PROFESSION

Australian society is culturally and socially diverse and this is reflected in both the demographics of legal practitioners and their clients. Law firms are increasing efforts to progress workplaces by targeting diversity and inclusion initiatives such as gender equality, cultural diversity, flexibility, Indigenous Australians, people with disability and LGBTQI+ people.

Diversity and inclusion are vital components of our practise of Smarter Law and our ambition to be a pre-eminent law firm. In addition to being the right thing to do, there are many business benefits which include the attraction, retention and engagement of the best possible talent; building stronger relationships with clients; and improved decision making, problem solving and innovation through diverse teams and diversity of thinking.

At Hall & Wilcox, we are committed to creating and maintaining a diverse and inclusive workforce that reflects our community and our clients. We understand that workplace diversity involves recognising and celebrating the characteristics that make each individual different. Equally, we understand that workplace inclusion requires strategies to create a workplace environment in which both individuals and groups feel welcome, respected and valued, by incorporating different ways of thinking, interacting and approaching business strategies to ensure that all individuals are valued and are able to meaningfully contribute to the firm.

Leveraging the diversity offered by our people to deliver Smarter Law to our clients is critical and supports us to being recognised externally as a firm that exemplifies diversity in its day-to-day practice.

ADHERENCE TO THE LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Hall & Wilcox is a signatory to the LIV Seasonal Clerkship and LIV Traineeship Guidelines 2021. 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/>

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CLERK WITH US

Hall & Wilcox is a leading independent Australian law firm. They are a firm of around 750 people, including more than 93 partners, delivering outstanding legal services to corporate, public sector and private clients, both Australian-based and those offshore doing business in Australia.

They were recently named:

- Winner: Australasian Lawyer Innovative Firms 2020
- Winner: Australasian Lawyer Employer of Choice 2020
- Winner: Beaton Client Choice Awards 2020
- Winner - Best Provider to Financial & Insurance Services Industry.

Hall & Wilcox have also been granted the Employer of Choice Gender Equality citation from the Workplace Gender Equality Agency (WGEA) for 2019, 2020 and 2021.

Hall & Wilcox offers expertise in a number of key areas of commercial practice, including:

- Banking and Financial Services
- Commercial Dispute Resolution
- Corporate and Commercial
- Employment
- Health and Community
- Insurance (General and Statutory)
- Private Clients
- Property and Projects
- Public Sector
- Tax
- Technology and digital economy
- Pro Bono

Hall & Wilcox's Hallmarks reflect what they value as a firm and guide the way they 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.

Hall & Wilcox is a unique employer for a number of reasons:

Firstly, they're renowned for their Smarter Law approach. Smarter Law means they look beyond the status quo to think differently and find solutions. This includes enabling technology, challenging business models, innovative pricing and creative resourcing.

Law graduates have the opportunity to participate in a structured and supported rotation in their Client Solution team. The rotation will build smarter law advocates from the ground up who are focused on delivering value to their clients and people. The rotation will see law graduates seconded to specific projects that will benefit Hall & Wilcox's legal teams by fostering internal relationships and a broader understanding of Smarter Law.

Grads on Tour is a Smarter Law event that gives Hall & Wilcox's Graduates an opportunity to get involved and experience the innovation journey by taking an idea to reality. It incorporates legal tech and innovation modules, business consultation, prototyping and specialist mentoring and culminates in national live streamed pitches.

Secondly, their culture is collaborative and innovative which is underpinned by their Smarter Law initiatives and their firm Hallmarks. As a Firm, Hall & Wilcox are proud of and value their culture. Their culture is described as warm and welcoming, collegial, authentic and supportive. They aim to strike a healthy balance between working hard with having fun.

The Firm's ambition and growth are also factors in their culture. They are a progressive 'firm on the rise' and this helps Hall & Wilcox to provide fantastic opportunities for their people to grow and progress.

One way Hall & Wilcox live their culture is through their Hallmarks. The Hallmarks are how they articulate the behaviours consistent with their culture.

Hall & Wilcox's inclusive culture enables them to recognise and celebrate the characteristics

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that make each individual different and create a workplace environment in which both individuals and groups feel welcome, respected and valued. Their commitment is reflected in their 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, they support flexible and agile working to assist their people to balance their professional, personal and family life, health and wellbeing.

'HW Evolve' is a hybrid workplace where their people are encouraged and empowered to work flexibly both remotely and in the office. HW Evolve provides their people with the opportunity to experience the benefits of remote working balanced with the great benefits of being in the office including opportunities to connect, collaborate, learn and have fun.

Hall & Wilcox act nationally for Australian-based clients and multinational clients with Australian interests. They work with clients across sectors who lead, challenge and reshape their own industries.

Hall & Wilcox build strong and enduring client relationships. Clients tell them that they value their commerciality, their responsive and personal service and their interest in their business and industry. Hall & Wilcox act for more than 20% of Australia's top businesses.

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is 12-14 per intake. There are two intakes: Summer and Winter.

What do Hall & Wilcox look for in a Seasonal Clerk?

At Hall & Wilcox, they 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 they look for, instead, they value people from different backgrounds, different

experiences and with different perspectives. Hall & Wilcox are interested in candidates with qualities which align with their 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.

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 they do, their 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. They 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. Hall & Wilcox also encourage their seasonal clerks to get involved in the Firm's community, social and sporting activities.

GRADUATE RECRUITMENT

Total number of Graduate positions available in Melbourne is 10-12.

Hall & Wilcox's graduate program was included as one of the Fast Movers in GradAustralia's Top 100 Graduate Employers

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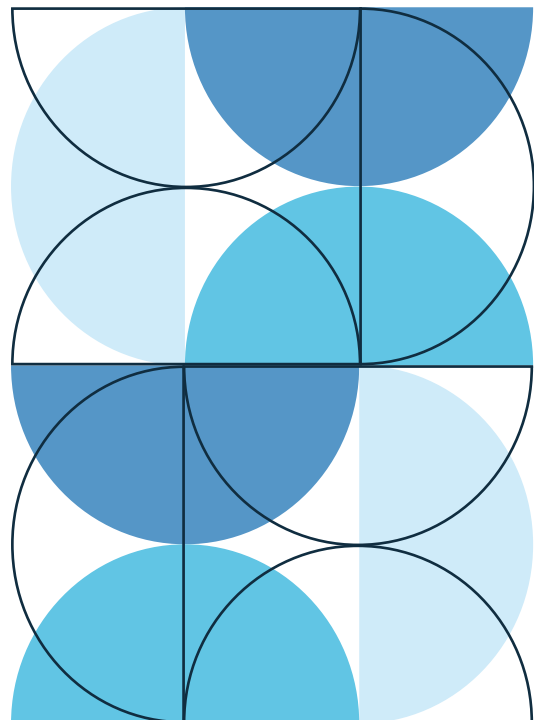
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of 2021 and they were identified in the GradConnection Top 100 category lists as one of the Most Popular Law Graduate Employers across Australia!

Their program is a priority for them because they recognise that today's law graduates are tomorrow's leaders of the Firm. Over the years, the program has proven to be highly successful - many of their current partners completed their graduate year with Hall & Wilcox.

As a Law Graduate you will be a part of a 12-month program which includes three, four month rotations. During your graduate year you will experience;

- A combination of on-the-job training and support in completing Practical Legal Training.
- A comprehensive induction with the national graduate cohort which lays the foundation for the year ahead.
- The opportunity to gain experience in several of the Firm's practice areas.
- An extensive support network including a buddy, a mentor and supervising partner to provide guidance and support throughout the year.
- Regular learning opportunities through their Elevate program, designed to develop their graduates and provide them with the skills and expertise to excel.
- Opportunities to participate in Pro Bono, Industry group and Smarter Law initiatives.
- Ongoing feedback, both formal and informal.
- The opportunity to immerse yourself in their great culture and have fun!



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A DAY IN THE LIFE OF STATUTORY INSURANCE

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.

Harriet Simpson

Lawyer

Hall and Wilcox

Think **progressive**
Think **innovation**
Think **Hall & Wilcox**



Scan the QR code to visit our Careers page



Graduate program



Enjoy a one year structured program with extensive on-the-job training and support in completing Practical Legal Training.



Elevate Program provides regular learning opportunities designed to develop graduates by providing skills and expertise to excel.



A comprehensive national induction program which lays the foundation for the year ahead.



Multiple rotations gives you the opportunity to gain experience in several of the firm's practice areas.



A strong support network including a buddy, mentor and supervising partner to provide guidance throughout the year.



Opportunities to participate in pro bono and Smarter Law initiatives.



Life at Hall & Wilcox offers a range of benefits and initiatives to support the holistic well-being all of our people.



HW Evolve is a hybrid workplace where our people are encouraged and empowered to work flexibly both remotely and in the office.



Grads on Tour is a Smarter Law event that allows graduates to experience the innovation journey by taking an idea to reality.

SMARTER LAW: A GRADUATE'S JOURNEY



My first year out of university hasn't been what I expected. While the global pandemic is a major factor, that's not the entire reason my grad year has been unpredictable.

Over the past few months, I have rotated through Legal Operations at Hall & Wilcox - an experience that will help shape my legal career.

Others in my graduate cohort have been drafting correspondence, researching points of law and preparing for (virtual) Court. In this time, I have had the chance to learn how to use about a dozen programs to make life easier for our legal teams and to enhance the services we provide to clients.

THE JOURNEY BEGINS

Like many people, I was caught off guard by the rapid impact of COVID-19 earlier this year. I started in the Commercial Dispute Resolution (CDR) team, and had been in the office for a week before we were working from home.

I still remember the Melbourne graduates' plan to go to an AFL match together, as one of our cohort had recently moved down from Brisbane (very unlucky timing Ben!). This, and many other plans were quickly shut down at the start of lockdown.

The move to working from home was my first practical experience of Hall & Wilcox's emphasis on flexible working and technology. Before the pandemic, many of the firm's lawyers were already working flexibly. After the office closed, I was set up with all the equipment needed to effectively work from home within two days.

I thoroughly enjoyed my time in CDR, even though a vast majority of it was virtual. I learned from highly experienced practitioners and worked on a diverse range of interesting matters. From a Smarter Law angle, I had my first experience with e-Discovery and document automation.

When it came time to choose my second rotation, I embraced an opportunity I probably wouldn't have considered a year ago. I put my innovative goggles on and tried my hand at Legal Operations.

LEGAL OPS 101: MORE THAN JUST TECH

I still remember my first meeting with Peter Campbell (Client Solutions Director), where he discussed the things I'd be involved in. He gave me an overview of the work I'd do which included creating client portals, helping to deploy matter management platforms and even building an app!

Starting out, I had limited knowledge of how the Legal Operations/Client Solutions team operated. In our first team meeting, I was surprised to find that the legal technology we use is a carefully balanced blend of off the shelf systems with some specific technology from in-house developers. I also learned that the technology is only part of the story. Setting it up properly and getting people to use it well are real challenges.

For the bulk of my rotation, I was to be a 'Legal Analyst', which included meeting relevant parties, creating flowcharts and ensuring solutions were ready for the developers to actualise. A smaller part would be to have a go at being a developer, which required a very different skill set to what I possessed.

At this point I should probably come clean that I'm no IT guru. My only above average IT skill was using Excel (an ability to use basic formulas - I know, pretty impressive). I'd had no coding training and had never attempted a Legal Technology subject at university.

There was a lot to look forward to and I was up for the challenge.

SMARTER LAW IN ACTION

I'd describe my first few weeks in the team as dynamic. There was a great deal to learn and many concepts to grasp. While my legal research and drafting proficiency mattered little, my communication and collaboration skills were invaluable.

One of the greatest aspects of the rotation was working with people across the firm. Within the first week I'd met with teams in Brisbane, Sydney, Melbourne and Perth about developing matter management platforms. It was great to see the firm's national commitment to innovation and to be involved with projects that will save countless hours of repetitive work.

During COVID-19, we noticed an acceleration in demand from clients for digital solutions. One way I assisted teams across the firm was by creating data rooms which provided the easy exchange of information between lawyers, clients and external parties.

Think of the data rooms as you would regular cloud storage providers (Google Drive, OneDrive, Dropbox etc), but specialised. I quickly realised the customisation and security options that our sites provided, and after training, felt comfortable setting them up without supervision.

One of the most exciting experiences of the rotation was building an app which allows lawyers and insurers to quickly assess recovery potential. Building an app is a lot like trying to solve a complex puzzle. It's challenging. Sometimes you may become frustrated when the pieces don't fit, but it's immensely satisfying after it all comes together.

On the Legal Analyst side of things, being part of the innovative process is something I enjoyed. It became quickly clear that most solutions I worked on came from individuals within the firm. Helping people build on their ideas was one of the most memorable aspects of Legal Operations.

CONTINUING THE JOURNEY

Experiencing Legal Operations for four months was an amazing experience, and one I will look back on fondly. I now possess a greater understanding of the resources that are available, and can better service clients as a result.

I found Legal Operations and general legal work similar in many ways. As with facing a legal dilemma, it was important to establish

the underlying problem before thinking of a solution that would resolve it. Time management was also essential, as balancing several ongoing projects was akin to having a full plate of legal matters.

While I might not be building apps on a day-to-day basis in the future, I'm confident that many of the 'soft skills' I used in my rotation such as communication, problem solving and teamwork leave me well-placed moving forward.

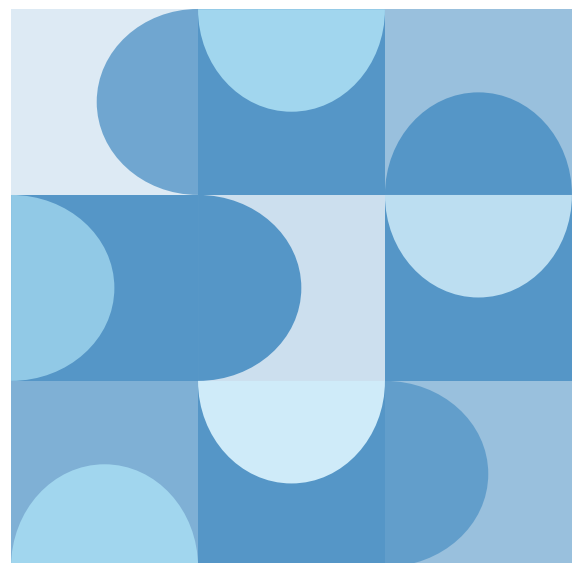
The greatest benefit from my experiences is that I've acquired knowledge of the technology, solutions and options available to enhance the work of my future team. I've always believed in the idea that it's better to work smarter rather than harder, and I can now more easily identify which processes can be improved to benefit both lawyers and clients.

Using technology in the legal industry is set to grow exponentially. Firms that evolve will be well placed to take advantage of the opportunities that arise.

I'm grateful that I had the opportunity to rotate through Legal Operations. I look forward to emphasising Smarter Law as I continue my journey.

Jonathan Brooking

*Law Graduate
Hall and Wilcox*





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CONTACT INFORMATION



<https://jws.com.au/en>



Level 34, 55 Collins Street, Melbourne VIC 3000



Offices in Australia: Brisbane, Sydney, Melbourne, Adelaide, Perth



<https://www.linkedin.com/company/johnson-winter-&-slattery/>

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ETHICAL SPONSORSHIP STATEMENT



People are our top priority at Johnson Winter & Slattery. We look after one another and provide a supportive environment where people can embrace their ambitions.

We are committed to providing a workplace where people are treated with respect and kindness, and have equal opportunity. We do not tolerate any form of discrimination, sexual harassment and bullying.

A diverse workforce is a successful one. We provide a workplace where people's differences are valued. Our diversity and inclusion encompasses ethnicity, gender, language, age, physical ability, sexual orientation, religion, experience and education. In practice, this involves:

- A collaborative, safe and positive work environment for everyone
- flexible working arrangements providing the opportunity for anyone to pursue non-work goals - whether these are related to caring responsibilities, recovering from illness, climbing a mountain or a writing a book
- Investing in partnerships with industry experts, including employee feedback surveys, coaching and training
- Employing the best people to do the job. We focus on individual's skills, abilities and experience - nothing else. Employees are promoted on the basis of their performance
- We are committed to reflecting a similar gender balance to that in Australian law schools when hiring graduates and clerks
- A rigorous approach to salary reviews, including multiple levels of review, ensure we provide equal pay for work of equal value

A career in law is very rewarding, but it sometimes has its challenges. Building a strong culture of resilience and wellbeing is extremely important to us. We've worked hard to normalise discussions around mental health and wellbeing, creating a safe environment to raise concerns or ask for help. Our wellbeing services include:

- Access to a confidential assistance and counselling service which benefits all members of the firm and their immediate family
- Wellbeing champions across the firm to increase the number of people with the skills and knowledge to support better mental health and wellbeing
- Access to "The Resilience Box" - a resource that helps strengthen resilience through online learning modules, counselling and coaching appointments, videos, podcasts and factsheets.
- Targeted health and wellbeing products including flu vaccination and access to discounted health insurance
- Specific workplace programs and procedures that address many common lifestyle, health, fitness and safety issues

We adhere to the LIV Clerkship & Traineeship Guidelines to ensure consistency and fairness throughout our recruitment process.

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CLERK WITH US

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently. They've grown rapidly to become one of Australia's leading independent firms and now have offices in Adelaide, Brisbane, Melbourne, Sydney and Perth. They also work with leading law firms around the world.

It's their people that really sets them apart. They pride themselves on being down to earth, approachable and, quite simply, a great place to work.

Prominent Practice Areas in Melbourne

- Class actions
- Competition/antitrust
- Corporate (M&A/ECM)
- Corporate crime & investigations
- Corporate governance
- Debt finance
- Dispute resolution
- Employment
- Energy & resources
- Environment & planning
- Foreign investment
- Funds management
- Intellectual property & IT
- Media
- Private equity
- Projects & construction
- Real estate
- Regulatory
- Restructuring and insolvency
- Tax

Looking after people is Johnson Winter & Slattery's top priority: their lawyers, business services professionals and their clients. Their ethos is: "we're in it together" - it's the cornerstone of their business and it guides their approach to everything they do.

When you ask their lawyers "why JWS?" the most common response is: "because of the people." They pride themselves on being down to earth, approachable, but always high performing.

You will work closely with their partners and senior lawyers, and their doors will always be open to you. They value 'humanity' and 'collaboration' over everything else. They care

about the wellbeing of their people and invest time in understanding their objectives to support their development, throughout their careers.

The culture of Johnson Winter & Slattery

When people come first, numbers take the backseat.

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently - focusing on delivering the best legal work and client service, not internal targets and red tape. They have no targets for billable hours and less internal hierarchies, so you will be free to focus on getting the best outcomes for your clients.

Their team structure means you won't be tied down early in your career. You will have the opportunity to work with partners nationally, across a broad range of practice areas and sectors, giving you the best opportunity to diversify your skills and shape your own career path. It also means you will not be held back. Their lawyers take on the work that reflects their ability, not their job title. There are no barriers to your success with Johnson Winter & Slattery.

Key Clients/Matters

Just a few examples of their recent work highlights include acting for:

- ASIC in relation to investigations and litigation arising out of the Banking Royal Commission
- Virgin Group on its participation in the sale process for Virgin Australia Holdings, including its ultimate co-investment with Bain Capital
- The representative complainant in the first ever Australian Privacy group action (270,000 Facebook users are represented) against Facebook over its data breaches involving Cambridge Analytica
- Lineage Logistics on its A\$1.3bn acquisition of Emergent Cold
- Beach Energy on its agreement to acquire

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Senex Energy's Cooper Basin portfolio of assets for \$87.5 million

- AMP in high profile general protections proceedings before the Federal Court brought by a former employee and in-house legal counsel, Larissa Baker Cook, whose employment with AMP was terminated for serious misconduct. The claim involves allegations of whistleblower complaints regarding the fee for no services issues arising from the Royal Banking Commission
- Aurora Travel in relation to threatened class action and series of related claims relating to the "Greg Mortima" cruise ship which was affected by COVID-19 cases and became stranded off the coast of Uruguay
- Plaintiffs in a class action against Swann Insurance and IAG, securing a settlement of \$138 million (the second highest settlement in 2020)

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 6-8. The total number of Seasonal Clerkship positions to be filled for the summer and winter intakes in Melbourne is between 2-3 clerks per intake.

Students are required to apply to Johnson Winter & Slattery's clerkship program by submitting your CV, cover letter and current official academic transcript via cvMail, addressed to Renee Patu, their Professional Development Advisor.

Seasonal Clerkship program applications open on Monday 28 June 2021 and close Sunday 15 August 2021.

Seasonal Clerkship Interview period is during September - October 2021.

Clerkship Periods for 2021/2022

- Clerkship 1 - Monday, 22 November 2021 to Friday, 17 December 2021
- Clerkship 2 - Monday, 17 January 2022 to Friday, 11 February 2022
- Clerkship 3 - Monday, 27 June 2022 to Friday, 22 July 2022

Johnson Winter & Slattery don't have fixed rotations, they believe that in order to have a meaningful clerkship experience you should be exposed to a broad range of areas of law and legal issues. Their team structure

means that junior lawyers are not tied down to specific practice areas. You will work with partners across their national offices, and a broad range of practice areas and sectors, throughout your early career.

Penultimate and final year students are eligible to apply.

The Clerkship Program provides a realistic snapshot of your future with Johnson Winter & Slattery. They will put you at the forefront of the corporate world, working with their clients on their most complex and business critical legal work - it's what they do best.

You will be given the opportunity to work closely with partners and senior lawyers across all of their practice areas. From day one, you will work on high profile, complex matters and receive guidance and mentoring from a strong support network. You will also benefit from your own structured and bespoke professional development program.

What does your Johnson Winter & Slattery look for in a Seasonal Clerk?

If you are enthusiastic, driven to succeed and want to continually develop your skills, you'll fit right in. They're looking for clerks who have not only excelled academically, but have great communication skills, thrive in a collaborative environment and want to deliver legal advice to create the best outcomes for their clients.

What kind of work can a Johnson Winter & Slattery Clerk expect to undertake?

You will be involved in complex and challenging matters and see how they evolve. You may be asked to undertake detailed research in those matters and assist with writing articles. Their clerks will also have the opportunity to hone in on their legal skills by reviewing, proof-reading and drafting contracts and memorandums. They also encourage their clerks to gain a deep understanding of the complexities of the legal system through court attendance and client meetings.

Johnson Winter & Slattery's clerks should be open to opportunities that present themselves throughout their clerkship, have a curious and inquisitive mind, and embrace their unique way of working.

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What other opportunities and experiences does Johnson Winter & Slattery offer their Clerks?

Working with Johnson Winter & Slattery will give you all the benefits that come with working for a leading law firm and much more.

They want you to develop lasting relationships that will extend past your time as a clerk. Their Melbourne Sports & Social Committee organises quarterly external office events, such as tickets to the Melbourne International Comedy Festival, trivia night, and lawn bowls - to name just a few examples. They have Friday night drinks, giving you an opportunity to socialise with people across the office and regularly participate in sporting events such as the LIV Fun Run. Their clerks also participate in inter-firm sports events (competing against clerks from other firms).

They support their lawyers to actively pursue their passions. From the beginning of your career, they will support your involvement in pro bono legal work and industry associations, giving you time and resources to carve out your niche. This supportive approach has seen many of their associates take leading roles with organisations such as Australian Lawyers For Human Rights, Turnaround Management Association, AMPLA and the Australian Institute of Energy. Being a successful lawyer means learning more than just legal skills. You will benefit from your own structured and bespoke professional development program. Johnson Winter & Slattery's structure provides a safe and supportive environment to build critical networking and business relationship skills.

Pathways to obtaining Graduate position through priority Offers. In regards to deferring a graduate offer, it is considered on a case by case basis.

The graduate program is an extension of Johnson Winter & Slattery's clerkship program - you will be given the opportunity to work on matters impacting major Australian and international corporations.

In addition to the 'on the job' and structured training you will have received in your clerkship program, the graduate program will also give you access to:

- Grad Academy - an intensive off-site two day conference where you will meet your peers from across their national offices, learn about their practices, important legal concepts and the skills to accelerate your career
- College of Law enrolment and a dedicated tutor support
- Access to work on pro-bono matters and participate in pro-bono secondments



GRADUATE RECRUITMENT

The total number of graduate positions available in Melbourne is approximately 4-5 which is to be recruited from the clerking pool. The best way to get into their graduate program is to join them as a clerk.

Johnson Winter & Slattery's team structure means that their junior lawyers are not tied down to specific practices areas. You will work with partners across their national offices, and a broad range of practice areas and sectors, throughout your early career.

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A snapshot of your future

Associate Blake Hunt shares his story and experience as part of the team.

What does your role entail?

As an associate at Johnson Winter & Slattery, my role covers a wide variety of legal work across different practice areas including intellectual property, dispute resolution, and competition law to name a few. At Johnson Winter & Slattery, junior lawyers are encouraged to get as much experience as possible in different areas of law to become more knowledgeable and to eventually find your ideal specialty. On a day-to-day basis, I review contracts, prepare court documents such as affidavits and do a range of legal research and drafting tasks.

What is the most rewarding aspect and the most challenging aspect?

For me, the most rewarding aspect is also the most challenging. Working across multiple areas and experiencing different parts of law, I don't have one day that is the same as the last. I am constantly being exposed to new legal issues and challenges to solve for our clients. I find it extremely rewarding to have a role with such variability, but it also requires me to manage my time and workload effectively in order to switch between tasks.

What led you to this role?

I definitely didn't take the "standard" path to becoming a lawyer. I studied a Bachelor of Psychology (Honours) and Law (Honours) at Macquarie University, while working part-time. During my first few years of uni, I interned for a couple of different law firms and even worked in a bottle shop. However, I primarily worked as a Legal Recruitment Consultant, learning the legal world from the other side of the interview chair. After a psychology honours year in 2018, I finished my degree in 2019 and landed my first full-time role at Johnson Winter & Slattery as a summer clerk. From there, I started as a Law Graduate in 2020 and became an Associate in November 2020.

What advice would you give your university aged self?

Try and gain as much experience as possible in the field you want to work in and don't get disheartened if jobs are hard to come by as a graduate. While university gave me a great

foundation of knowledge, studying from textbooks is often very different to actually working in the field, whether that be law, HR, or any other career. It can really help to gain experience during university to make sure it is the right career for you. It can also be really difficult to land your first full-time graduate job, and I had to make countless applications before I found the right fit for me. Don't let rejection dishearten you as everyone goes through it and often there are just so many good applicants that it can be hard to get noticed. Keep putting in the effort and take in the feedback that is given and the right opportunity will eventually come to you.

What have you learned?

The role has taught me so much more about the law, managing full-time work and even just myself as a person. I have definitely found a love for the challenge that the legal world presents, particularly the variability of a lawyer's role and the ability to work with a range of different people and clients. It has also taught me the importance of time management, communication, and the need to maintain a good work life balance.

Why this role?

I was really attracted by the culture that JWS presented and the opportunity to gain experience in many areas of law. Johnson Winter & Slattery has a high partner to lawyer ratio, which has meant I get to work directly with senior lawyers who have great experience in their fields. Johnson Winter & Slattery also has a great collegiate culture and everyone is happy for you to knock on their door and ask any questions you have.

What personal qualities are required for success?

Life as a lawyer requires a lot of dedication and hard-work to make sure you are always best representing your client and fulfilling your duties as a legal practitioner. It also requires adaptability to changing circumstances, great communication skills and a passion for learning new things.

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A dispute resolution powerhouse.

We have deep experience across all aspects of dispute resolution and work on many of Australia's most significant, challenging and high-profile cases. We play on both sides. Acting in both the defence and prosecution of claims makes us unique in the market and gives us, and our clients, a strategic advantage in disputes.

EXPERTISE

- corporate and commercial disputes
- plaintiff and defendant class actions
- regulatory prosecutions
- insolvency
- tax
- competition
- employment

22

associates

acting on some of Australia's highest profile disputes over the past 20 years.

50+

partners

Dispute Resolution Team of the Year

LAWYERS WEEKLY AUSTRALIAN LAW AWARDS

Alternative Dispute Resolution Practice of the Year

BEST LAWYERS AUSTRALIA

Recognised and endorsed for our in-depth legal expertise by Legal 500, Chambers & Partners, Client Choice Awards, Doyles' Guide, Who's Who Legal, and Best Lawyers.

"Johnson Winter & Slattery is taking the lead on some of the most complex class actions before the court – on both plaintiff and defence side."

LAWYERLY

"Go to guys for the difficult stuff."

CLIENT FEEDBACK, CHAMBERS & PARTNERS

Swann Insurance – acting for the class of over 400,000 purchasers of "add-on insurance" products in high profile class action proceedings against IAG Limited and Swann Insurance alleging misleading conduct in relation to the sale of those products – claim settled for total damages of \$138 million

Arrium Group - Acted for former Acting Treasurer of Arrium Group of Companies (In Liquidation) in complex multiple proceedings arising out of the AUD\$2.8 billion collapse of the Arrium Group - one of the biggest corporate cases to hit Australian courts in many years.

Dick Smith Limited – Acted for the plaintiffs in claims worth in excess of \$300 million arising out of failures of disclosure and accounting irregularities relating to the failed Dick Smith group.

Aurora Travel – Representing our client on threatened class action and series of related claims relating to the "Greg Mortima" cruise ship which was effected by COVID19 cases and became stranded off the coast of Uruguay.

Australian Labor Party (ALP) – Acting for ALP in relation to the high profile "Operation Aero" public inquiry into the circumstances surrounding a cash donation made to NSW ALP.

Australian Securities and Investments Commission – Advised in Federal Court proceedings against ANZ, CBA, NAB and Westpac for alleged market manipulation and rigging of the bank bill swap rate for financial gain

Cambridge Analytica – Acting for the complainant in the first ever Australian privacy action against Facebook over its data breaches involving Cambridge Analytica

Merivale Group – defending Merivale, a large hospitality group with over 70 venues, in class action proceedings filed in the Federal Court of Australia alleging the underpayment of 10,000 of Merivale's workforce in the order of a claimed \$129 million.

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A day in the life

Law graduate Alice Colquhoun shares her day as part of the team.

6:30 AM

My day starts with my alarm going off and I hit the snooze button a few times.

6:45 AM

Finally, I get out of bed and start getting ready for the day ahead of me.

8:00 AM

I arrive at the office usually picking up some breakfast and a coffee on my way in, which I sip on as I sit and scroll through any new emails in my inbox.

8:30 AM

I have a Microsoft teams call with another lawyer and a witness for a trial we are going to be running in a couple of months. We are taking him through a draft affidavit that we have prepared on his behalf and asking him questions along the way. It's quite an early call as he is based in Kansas in the US.

10:00 AM

Back at my desk I continue working on a research task given to me by one of the partners, requiring me to consider recent amendments to the Corporations Act.

12:30 PM

Lunch time rolls around and I go down with my new work friends to the food hall at the bottom of our building to enjoy the fresh air.

2:00 PM

After researching and drafting emails for another hour or so I have a meeting with a lawyer from one of our other Australian offices who gives me a run-down of a new task that I am responsible for managing over a Bluejeans video conference.

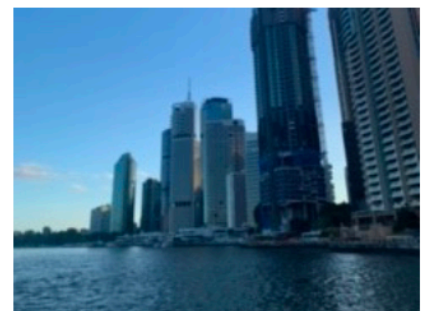
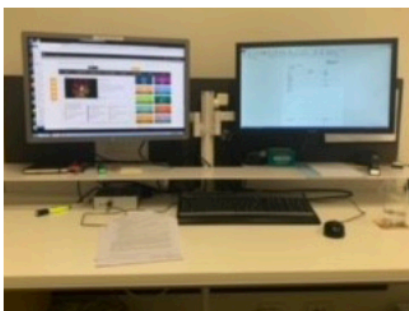
4:30 PM

I look at the time and realise that it's almost the end of the day yet I haven't finished all my tasks...

5:30 PM

The end of the day rolls around. On a Friday I would join in on after work drinks and snacks in the kitchen but on other days I switch out of my heels and set off to walk home along the river.

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Your career. Your choice.

Johnson Winter & Slattery was started by three lawyers who wanted to do things differently. We've grown rapidly to become one of Australia's leading independent firms and now have offices in Adelaide, Brisbane, Melbourne, Sydney and Perth.

Working with us will give you all the benefits that come with working for a leading law firm and much more. We will put you at the forefront of the corporate world, working with our clients on their most complex and business critical legal work – it's what we do best.

It's our people that really sets us apart. We pride ourselves on being down to earth, approachable and, quite simply, a great place to work.

PRACTICE AREAS

When you join us, you'll become part of a national team and work with some of Australia's brightest legal minds on a broad range of practices areas.

- Competition/antitrust
- Dispute resolution
- Funds management
- Projects and construction
- Corporate
- Employment
- Intellectual property and IT
- Regulatory
- Corporate governance
- Energy and resources
- Media
- Restructuring and insolvency
- Debt finance
- Foreign investment
- Private equity
- Tax



ACCELERATE YOUR CAREER

Our flexible team structure means you will not be held back. Our lawyers take on the work that reflects their ability, not their job title. You'll also benefit from your own structured and bespoke professional development program. There are no barriers to your success with us.



GO YOUR OWN WAY

Our business model is different to other firms. We want our lawyers to focus on the quality of their legal work and client experience. That means you won't be under pressure to meet billing targets. You will compete with your adversaries, not your peers.



IT'S A VIBETHING

What truly sets us apart is our people. We pride ourselves on being down to earth, approachable, but always high performing. Our ethos is: "we're in it together" and it's what we live by.

A BIT ABOUT YOU

If you are enthusiastic, driven to succeed and want to continually develop your skills, you'll fit right in. We're looking for graduates who have not only excelled academically, but have great communications skills, thrive in a collaborative environment and want to deliver legal advice that will propel clients forward.

HOW DO I APPLY?

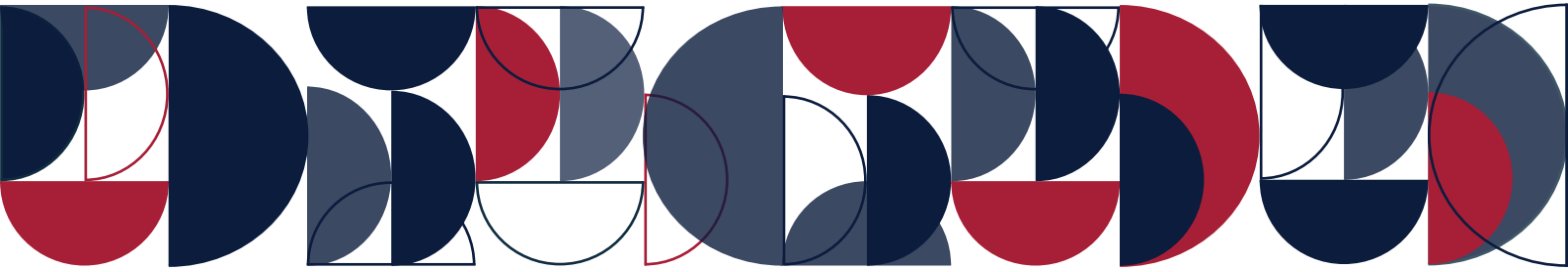
Just submit your CV, covering letter and current official academic transcript via cvMail. You can address this to Renee Patu, our Professional Development Advisor.

LET'S CHAT

Renee Patu, Professional Development Advisor on email renee.patu@jws.com.au or phone 02 8247 9653.

To learn more about our programs, visit our website: www.jws.com.au/careers





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ETHICAL SPONSORSHIP STATEMENT

Thomson Geer is committed to building a safe and supportive working environment for our employees including graduates and clerks. We have internal policies and initiatives that set out the objectives of the firm to ensure the health and wellbeing of all our staff.

Thomson Geer are signatories to, and adhere to, the LIV Clerkship and Traineeship Guidelines.

We have an Employee Assistance Program (EAP) which is a free, confidential professional assistance service that Thomson Geer provides to all employees and their immediate family members. The EAP provides access to short term, practical advice and assistance to resolve any issues that are of concern. Some examples of issues that may be raised with the EAP include managing and coping with change, personal trauma and grief, relationship difficulties and breakdowns, and anxiety and depression.

We firmly believe in equal opportunity, diversity and inclusion, which is reflected in the firm's Diversity and Inclusion Statement. Diversity is inherent to the way we operate and is core to the success of any business operating in a competitive market.

Diversity refers to respecting and harnessing differences. It is born out of a recognition that individuals are unique and characterised by a number of differing dimensions including but not limited to age, gender, ethnicity, sexual orientation, socio-economic status, physical ability, religious or cultural belief, and gender identity.

Although historically a large focus of our diversity initiatives across the firm have related to the advancement of women, we have shifted our strategic approach from a narrow gender lens to a commitment to developing a more inclusive environment that:

- Respects and values individual differences;
- Proactively seeks out diverse perspectives when making decisions;
- Challenges biases (conscious and unconscious) that inhibit diversity and reduce levels of attention to diverse ideas.

Our diversity initiatives include:

- We practice diversity within recruitment, selection and promotion activities, ensuring a diverse range of qualified candidates are considered across all roles and levels. We also develop programs to assist in succession and promotion planning, to ensure a more qualified, diverse and broadly skilled pool of experienced staff for promotion purposes.
- We have adopted the Law Council of Australia's Equitable Briefing Policy where we aim to brief women in at least 30 per cent of all matters and pay 30 per cent of the value of all brief fees.

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- We monitor, evaluate and report on our gender, diversity and inclusion position within the firm and against internal benchmarks and to market. For example, continuing to report on and make recommendations to the Workplace Gender Equality Agency and addressing any issues identified by our gender pay gap analysis.
- Our female Chair Loretta Reynolds and Chief Executive Partner Adrian Tembel have ensured at least 40% of internal promotions have been women in the last 6 years.
- Publications and newsletters are co-authored by one female and one male. We have at least equal female and male representation in the presenters for our CPD and annual training programs.
- The firm is a member of the Australian Network on Disability (AND) and one of our partners is a Board member. Every year we celebrate fundraising and awareness initiatives. As part of our membership of AND we participate in the AND Stepping Into program. Stepping Into is a national internship program that connects university students with disability to workplaces. We are one of only 111 organisations that have provided internships as a part of the program across all types of workplaces and industries. We had an intern placed in our Sydney office through the program in 2019. While the impact of the COVID-19 pandemic meant that we did not host an intern in 2020, we intend to continue our participation in the program in coming years.
- We have implemented a national group, moderated by Loretta Reynolds, of young partners who are juggling parental responsibilities with their work to discuss challenges, share experiences and lessons, and offer a support network.
- The firm is a member of Women in Banking and Finance (WiBF). WiBF is a not-for-profit membership association aimed at increasing the representation of female leaders in the banking and finance sector.

The firm has had a number of CPD sessions which have focused on diversity as a part of our commitment to building an inclusive and responsive firm culture, including:

- 'Diversity and its Legal Relevance' by partner Andrew Cardell-Ree
- 'Bringing our whole selves to work: Judaism as a case study of faith and ethnicity at work in Australia' by partner Jacquie Seemann
- 'Creating change through influence as we #BalanceforBetter' (for International Women's Day) by partner Sanushka Seomangal
- 'You said what? She wants to work how? He did that? - Anti-Discrimination 2020' by partner Jacquie Seemann
- The firm also has social inclusion policies focusing on prioritising support for Indigenous Australians through our purchase of promotional products from an Indigenous owned organisation, pro bono work for organisations supporting Indigenous Australians, and a portion of our material sponsorship of the Hawthorn Football Club in the Australian Rules Football league being directed to programs in support of Indigenous communities.

Thomson Geer is committed to providing its employees with a safe work environment that is free from inappropriate behaviour and we take all reasonable steps to minimise any form of workplace discrimination, harassment or bullying. We have internal policies including our Discrimination, Bullying and Harassment Policy and our Diversity and Inclusion Statement which outline our obligations and requirements of staff. Discrimination, harassment (including sexual harassment) and bullying are unlawful and workplace discrimination, harassment or bullying by or towards any employee, contractor, supplier, customer, client or visitor in any work related situation (including work related events) will not be tolerated by Thomson Geer under any circumstances.

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CLERK WITH US



Thomson Geer is a major Australian corporate law firm. They have more than 560 people, including 126 Partners operating out of their offices in Sydney, Melbourne, Brisbane, Perth and Adelaide. They pride themselves on the quality of their work, and their transparency. Thomson Geer are driven by their clients' needs.

Thomson Geer's industry coverage and client work is diverse. They have access to high quality work for major institutional clients in sectors such as banking, construction, energy, health, media, telecommunications, property development and gaming and leisure, giving their lawyers exposure to excellent work while maintaining small teams where each lawyer gets to develop and learn from senior lawyers, including partners.

Prominent Practice Areas in Melbourne include:

- Corporate;
- M&A;
- Banking & Finance;
- Litigation;
- Workplace and General Insurance;
- Property;
- Projects and Construction;
- Employment;
- Tax; and
- Media.

Thomson Geer strives to deliver best practice legal skills to their clients, doing so efficiently, reliably and with an authentic and transparent approach.

They are focused on enhancing the competitive position of their clients in whatever circumstances they find themselves in. This philosophy extends to the way they interact with each other. Honestly and transparently and supporting each other to be the best lawyers and people they can be.

Thomson Geer provides an excellent opportunity for junior lawyers, being large enough to attract excellent quality work while maintaining small teams that enable junior lawyers to get exposed to all aspects of the matters they work on. Their small teams also mean that junior lawyers have excellent opportunities to work directly with, and learn from, their Partners and other senior practitioners and get to take a hands-on role in the matters they work on.

Thomson Geer creates an environment that is flexible, friendly, personable, collegiate and professionally stimulating.

They work hard to enhance this culture through transparent, authentic communication, and by ensuring they are respectful and accountable to each other every day to provide an environment where their staff can grow personally and professionally.

Some of their recent notable matters nationally, including a selection of key matters undertaken by their Melbourne office include advising:

- Airtasker on its successful A\$83.7m initial public offering and debut on the ASX.
- City Chic Collective on A\$80m capital raising and US\$16m acquisition.
- GeelongPort on its leasing negotiations with TT-Line Company, to successfully relocate the Victorian port home of the Spirit of Tasmania ferries from Station Pier in Melbourne, to Corio Quay in Geelong.
- Longriver Group, in its purchase of a 900 square metre collection of shopfronts at 337 - 347 Elizabeth Street, Melbourne for \$31.5 million.
- US-owned VetPartners NVC Pty Ltd (as nominee of Australian Veterinary Owner's League Pty Ltd) on its A\$251 million acquisition of National Veterinary Care (ASX:NVL) by way of a Scheme of Arrangement.

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CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is usually 8 - 10, but this will be dependent on business needs. The total number of Seasonal Clerkship positions to be filled for each intake is usually 4 - 5, but this will be dependent on business needs.

Thomson Geer's recruitment process is efficient, informative and streamlined, acknowledging the often stressful nature of this period. The first stage of their process involves your application being submitted through their website using cvMail. You will be required to respond to questions regarding your experience, interests and academic achievements, and will also need to submit a copy of your current CV and most recent academic transcript. The first round of their interview process is a video interview. This provides you with an opportunity to perform at your best, by providing you with time to consider the questions, conduct some limited research and then present your responses.

Those selected to progress beyond this stage will have an opportunity to engage directly with their Partners on their current and recent work and learn more about the firm.

Applications open Monday, 28 June 2021.
Applications close Sunday, 15 August 2020.

Video Interviews are to take place from the end of September.

Thomson Geer have two intakes - one in November/December 2021, the other in January/February 2022.

Clerks will be placed in only one practice area to ensure they get the best experience possible by settling into a team, starting to understand the area and getting to work on substantive tasks. However, Clerks will have the opportunity to participate in 'The Work We Do' sessions with all other Melbourne practice areas, to get a feel for what working in each of their other key practice areas is like.

Anyone with an unrestricted right to work in Australia is eligible to apply - must be an Australian citizen or have permanent residency in Australia. Thomson Geer only consider penultimate year students.

Thomson Geer offer a four week Summer Clerkship program either in November/December or January/February. Their structured program helps clerks to learn through a combination of hands-on experience, training, coaching and observation. They know you're not just a student with work experience. They 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. They will dedicate time to your development as an up-and-coming lawyer in their team: an investment in you is an investment in their future, and the future of their valued clients.

You will find that their partners and staff are approachable and happy to share their knowledge and experience with you. They encourage their clerks, graduates and trainees to get as much exposure to different practice areas and ways of working as they can - this is a reflection of how Thomson Geer work as a fully integrated, cohesive, national team.

Thomson Geer's clerks are curious, hungry to learn and committed to constant innovation and improvement. When they 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 they practice.
- Demonstrating an understanding of, and interest in, the commercial environment, as this helps their clerks contribute to the success of their 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. They hold in high regard a commitment to continuous self-improvement.
- They look for a strong work ethic in their clerks, so they look for an application that is able to demonstrate that.
- And importantly, be yourself. A diverse range of people is important to their success and they love to see your personality in your application.

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Clerks undertake a range of tasks depending on the practice area they work with. Common tasks include:

- Attending client meetings;
- Observing court proceedings;
- Conducting legal research;
- Drafting correspondence and court documents;
- Due diligence and disclosure.

Clerks at Thomson Geer are provided with meaningful work for real client's right from the start of their clerkship. The best way for clerks to stand out is to:

- Show a real interest in the work and their clients;
- Commit to producing high quality work; and
- Demonstrate excellent communication skills.

All of Thomson Geer's clerks are viewed as potential graduates, and all of their graduates as potential leaders. They therefore look for the same qualities in their clerks and graduates that their lawyers need to possess.

Thomson Geer's lawyers are genuinely interested in their clients and their businesses. They need a critical and curious mind and are passionate about developing solutions in their commercial context. Thomson Geer's lawyers work collaboratively in diverse teams with both senior and junior practitioners across legal disciplines and jurisdictions.

The law is an incredibly rewarding profession, but they recognise it can be demanding. For this reason they create an environment that is flexible, friendly, personable, collegiate & professionally stimulating. Their wellbeing@work program supports employees to maintain a healthy, balanced lifestyle. They also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.

GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is usually 4 - 6, but this will be dependent on business needs. The

total number of graduates to be recruited from Clerking pool is usually 4 - 6, but this will be dependent on business needs.

Students who complete a clerkship with Thomson Geer will be eligible to be considered for a position in their next graduate program, commencing in 2023. They usually fill all their graduation positions from students who have invested the time to complete a Clerkship with them.

In Melbourne, Thomson Geer offers their graduates the opportunity to complete a Supervised Workplace Traineeship (SWT), which runs for 12 months and includes rotations among three different practice areas to expand the skills of their Graduates and help determine the area of law which best suits them. Each rotation will be for a four-month period.

Pathways to obtaining a Graduate position is through priority offers. Deferring a graduate offer is 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 2023. 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.

Thomson Geer's graduates are provided with considerable access to their 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.

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WORK LIFE BALANCE



Let's get what might be an unpopular view out of the way - 'work/life balance' is a misnomer, a myth even. That's because such a notion treats work and life as being mutually exclusive, which they invariably aren't.

'Work/life balance' is often understood through the purely quantitative lens of how many hours you work in a day or a week. In my view, that's oversimplifying things. In reality, if you are looking to work in the legal profession, or any other highly-competitive service industry in 2021 (think professional services, management consulting or investment banking to name just a few) be aware that working longer or more unpredictable hours is part and parcel of the job.

Of course, the idea of 'balance' is entirely subjective (and this has been the subject of much debate given COVID-19). In my view, there are aspects of working longer hours that can certainly be worth embracing, provided it is reasonable, in moderation and not to a point which causes undue anxiety.

Perhaps unsurprisingly, some personalities in law firms enjoy working longer hours. For these people, it is akin to training for a sport or practising a musical instrument, i.e. the more repetitions I have, the better I become. Personally, work is an opportunity for me to invest in myself. It allows me to develop my legal skills, to gain more autonomy, to challenge myself intellectually and to grow personally. That's why I don't think it's appropriate to treat work and life completely separately.

As an Associate in an active corporate and M&A team, I

thoroughly enjoy working through complex issues for our clients and the satisfaction of delivering great outcomes for them. That said, the work we do is quite challenging and time-consuming, with deadlines often well beyond my control.

Working in a corporate environment is understandably not for everyone. However, it is possible to implement strategies to ensure you maintain your life away from the office once you understand the pressures that you may face on a day-to-day basis.

Here are some things I've found have helped me personally and professionally over the last five years in a law firm:

Flexibility: Work requires a bit of give and take from both you and your employer. Flexible working arrangements exist at Thomson Geer allowing me to work from home or off-site, so that even if I have an engagement after work, I can easily log back on later that night if need be. As I have the flexibility to work late to get the job done, I can attend a personal appointment during the day.

Learn how you work best: I prefer to work later in the day rather than starting early. Setting boundaries has helped me have a clear separation between work and everything else in my life. In your case, you might consider that your personal circumstances are more conducive to working from a particular room in your home. If it's important to you, find a workplace that can support your work style.

Communicate: While I'm generally not the biggest advocate of making weeknight plans, if something important pops up, clear communication with your colleagues and clients

usually ensures you can attend those events without work interfering.

Have interests outside of work: It might be playing a sport, having a regular trivia team, mentoring disadvantaged youth, performing in a band or volunteering with a community group. Whatever it is, have some outlets away from work that allow you to socialise, express yourself, give back, have fun, switch off or unwind, whatever it is that makes you feel like you are not just defined by your job.

Fitness: One of the first things that goes once we get busy with work is exercise. While getting a deal across the line is good fun, it's important to find other sources of adrenaline. Making fitness part of my daily routine has allowed me to train for long-distance and endurance events whilst still working full-time. I find staying physically fit allows me to keep my energy up during the day at work and also lets me clear my head.

Ultimately, juggling work with everything else is different for everyone, depending on their circumstances and personal interests. It's not something we resolve overnight. Rather, it is an ongoing challenge which everyone (from a seasonal clerk to the most seasoned professional) manages differently, and how they manage it, and how difficult it is manage, can change over time. Find what works for you and don't be afraid to identify the things you need to put in place to find a 'balance' in your own life, whatever that means to you.

Matt Persico
Associate
Thomson Geer



**Reach your
potential**

Join a major Australian law firm.

Starting your legal career at Thomson Geer will not only offer you real, hands-on experience across a wide variety of commercial disciplines and industry sectors, it will also instil in you an ethical code to serve you throughout your working life.

We're ready for you

With over 560 people, including 126 partners across Sydney, Melbourne, Brisbane, Perth and Adelaide, we're one of Australia's 10 largest law firms and its 5th largest independent one.

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

We offer a flexible, friendly and professionally stimulating environment that puts both our trusting client relationships and our staff's wellbeing and development at the forefront.

From day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

Are you ready for us?

We're looking for hard-working and motivated law students who have excelled academically, are customer focused, commercially minded, work well in a team environment and are ready to commence their career with a major law firm.

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

Who are we looking for?

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 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:

- 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.

Our Clerkship application process

Our recruitment process is efficient, informative and streamlined, acknowledging the often stressful nature of this period.

The first stage of our process involves your application being submitted through our website using cvMail. You will be required to respond to questions regarding your experience, interests and academic achievements, and will also need to submit a copy of your current CV and most recent academic transcript.

The first round of our interview process is a video interview. This provides you with an opportunity to perform at your best, by providing you with time to consider the questions, conduct some limited research and then present your responses.

Those selected to progress beyond this stage will have an opportunity to engage directly with our Partners on their current and recent work and learn more about the firm.

“

I felt included and part of the team from day one which made me comfortable being myself, and made it a pleasure to come to work.

”

How can I make my clerkship application standout?

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, or 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.

How to apply

Applications open **28 June 2021**, via cvMail or our website.

For further information please contact:
hr@tglaw.com.au

tglaw.com.au

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MEDIA LITIGATION



I'm a third-year lawyer in the media litigation team at Thomson Geer. Before joining the media team, I spent two years at a big national firm in commercial litigation.

Our team is the only full-time media practice in the country. Every day, we work with our media clients (newspapers, TV networks and digital media companies) to help them tell their stories.

Our team's work is very fast-paced. We heavily rely on and work really closely with each other. In the heat of the moment there's no such thing as a stupid idea or a dumb question. This is what I like most about practising media law - we blend the practical with the legal in every piece of advice we give. Whether it's a newspaper running a story about a confidential government report, or advising a TV network on whether they can beam certain images all across the country, it's all about finding the line and making sure our clients are on the right side of it.

As a discipline, media law doesn't get the attention it deserves and is quite misunderstood. It barely rates a mention in any of the core university subjects, and defamation is wrongly dismissed in some circles as a 'nothing' practice area.

You're all about to learn the hard way that there's only so much you can glean from a firm's website or a partner's profile. I didn't fully understand what it meant to be a media lawyer when I took this job. To be frank, when I started out at my first firm I didn't really know what I wanted to do. I had a strong feeling I wanted to work in disputes, but that was about all I knew.

So you have more of an idea than I did, media law isn't just defamation. It isn't just highfalutin squabbling over what words mean or whether you can defend what you said. It's much, much more than that.

To give you a non-exhaustive taste of the things we do, in my year with the team we have:

- Acted in defamation litigation all across Australia;
- Acted for all thirty respondents in the largest and most complex contempt of court prosecution ever conducted in Australia;
- Appeared in and advised on suppression order

applications;

- Advised our clients about subpoenas, FOI requests, discrimination complaints and other interlocutory matters;
- Provided prepublication advice in all Australian states and territories; and
- Responded to countless threats, complaints and concerns notices.

This list shows the great thing about media law is it has an almost unlimited breadth. I'm firmly of the view that as a junior lawyer, the best thing you can do is as many things for the first time as possible. For me, joining the media team at Thomson Geer has provided not only unique experience, but unparalleled opportunities to see and do different things every single day.

Rather than knowing the Corporations Act backwards, or understanding the ins and outs of inquiries and their practice, being a media lawyer means you need to know a little about a lot. What we do touches on nearly every area of law - from civil and criminal procedure, evidence, constitutional protections, administrative decision making powers and everything in between. For me, the generalist nature of what we do makes me feel like I'm constantly learning and developing.

A lot of people say 'no two days are the same' in their job. Working for the media means we live this out - if any two days are the same, we're either doing something wrong or we're out of work. I'm very lucky to be able to say I love what I do. It's something I don't take for granted, and something I hope each and every one of you get to experience.

Connor O'Beirne

*Lawyer
Thomson Geer*



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Adherence to LIV Clerkship & Traineeship Guidelines:

Jones Day is a signatory to the LIV Seasonal Clerkship and Traineeship Guidelines for 2021. Jones Day commits to the LIV Guidelines as they ensure consistency and fairness throughout the legal recruitment process.

Mental Health and Wellbeing:

At Jones Day, we care about the mental health and wellbeing of all employees. We provide our staff with a number of programs, which include:

- Employee Assistance Program (EAP) this provides emotional and psychological counselling to all employees free of charge,
- RUOK? Day events and handouts,
- Free Mindfulness Meditation/Yoga sessions,
- Subsidised gym memberships,
- Annual Flu Vaccinations and
- Social events, which include; morning tea and Friday night drinks

Sexual Harassment in the legal profession:

Jones Day is an equal opportunity employer. We believe that everyone should feel comfortable in the workplace and that differences should be respected. This means that everyone must be able to work in an environment free from harassment and bullying.

All harassment that is sexual or sex-based, racial or relates to a person's ethnicity, religion, marital status, pregnancy or potential pregnancy, actual or presumed, past, present or future disability, age, actual or presumed homosexuality, actual or presumed transgender status, or actual or presumed responsibilities as a carer is discriminatory and will not be tolerated in the workplace.

Jones Day considers unlawful harassment and bullying to be unacceptable and such conduct will not be tolerated under any circumstances.

Diversity within the legal profession:

At Jones Day, you will see lawyers from diverse background leading client engagements, practice groups, and offices around the world. This reality reflects not only a long-standing Firm commitment to diversity but also a recognition that a broad, diverse group of lawyers is important to our firm culture and meets the needs of our clients in a diverse world. We share this commitment with our clients and undertake this responsibility with them.

We pursue hiring, retaining, mentoring and developing lawyers from historically underrepresented groups and background. By mentoring and promoting women, people of all races and backgrounds and members of the LGBTQI+ community, we tap the unique strengths and experiences of very talented lawyers and staff.

CLERK WITH US

As a firm, Jones Day is distinguished by a singular tradition of client service; the mutual commitment to, and the seamless collaboration of, a true partnership; formidable legal talent across multiple disciplines and jurisdictions; and shared professional values that focus on client needs.

Jones Day's 125 years of sustained growth—in experience, reputation and successful client interaction—have been built by its dedication to a 'One Firm Worldwide' philosophy, which fosters the creation of interoffice and cross-practice teams, assembled to ensure that clients receive the best possible guidance and representation, without regard to barriers conventionally imposed by geography, borders, time zones or language.

Jones Day offer expertise in a number of key areas of practice, including:

- Antitrust & Competition;
- Energy;
- Global Disputes;
- Intellectual Property;
- Mergers & Acquisitions; and
- Tax

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is approximately 4-6 and the total number of Seasonal Clerkship positions to be filled for each intake is 2-3.

Jones Day hires Clerks with the intention of making Graduate offers. Clerks must however meet Jones Day's performance expectations during their time working in the Melbourne office.

Regarding the application process, Jones Day holds an information evening, two rounds of interviews and a lunch or coffee with Partners and/or Associates.

They run an 8 week program, 4 weeks before Christmas and 4 weeks after Christmas. The Clerks will spend 4 weeks working with the Jones Day Litigation teams and 4 weeks working with the Jones Day Corporate teams.

Jones Day is looking for exceptional and independent individuals with strong analytical and communication skills. Apart from strong academic achievements, it is important to demonstrate an ability to deal effectively with people in a professional environment. You should be flexible and creative in your approach to work, and be able to work cooperatively and responsibly in a teamwork setting.

Overall, they are seeking people who want to do the highest quality work in a friendly and cooperative environment, who demonstrate the ability to rise to a challenge and who are committed to constant growth in a dynamic professional environment.

GRADUATE RECRUITMENT

Jones Day hires approximately 10-12 Graduates nationally. There is no specific target number for the Melbourne office, they only make offers to those who meet their academic and culture fit.

They offer a unique program whereby their graduates join the New Lawyers Group for their first 18 - 24 months and gain exposure working across several practices within the office, and often assist with work across other interstate and international offices. New Lawyers physically change locations across the office during their time in the program, however they will continue to work as required on any matters in any area. Jones Day coordinate desk location changes to support new lawyers in building relationships with various practice areas and gaining broad work exposure. The benefit of this program is that New Lawyers aren't dropped from matters half-way through due to being rotated to a new practice, they are carried along to the new location. New Lawyers determine areas of interest to place as they reach the end of the NLG program.



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Working at Jones Day...

One Firm Worldwide®

Jones Day is a global law firm with more than 2,500 lawyers in 42 offices across five continents. The Firm is distinguished by: a singular tradition of client service; the mutual commitment to, and the seamless collaboration of, a true partnership; formidable legal talent across multiple disciplines and jurisdictions; and shared professional values that focus on client needs.

The Firm's 125 years of sustained growth—in experience, reputation and successful client interaction—have been built by its dedication to a 'One Firm Worldwide' philosophy, which fosters the creation of interoffice and cross-practice teams, assembled to ensure that clients receive the best possible guidance and representation, without regard to barriers conventionally imposed by geography, borders, time zones or language.

Australia

Jones Day's presence in Australia has grown significantly. The Firm has added new offices in Melbourne, Perth and Brisbane over the last five years in addition to our office in Sydney, reflecting our commitment to expanding our service to the Australian market.

Our lawyers work in a dynamic and stimulating multidisciplinary environment by collaborating with colleagues from different practices and different offices worldwide.

We continue to attract many of the legal industry's most highly regarded and sought-after lawyers while maintaining our focus on promoting internal talent through the ranks.

The New Lawyers Group

Jones Day recognizes that many law students leave law school not knowing which practice they want to enter. We also believe that a more well-rounded lawyer is a better lawyer and that a wide range of experience is valuable to a new lawyer. Accordingly, many years ago Jones Day created the New Lawyers Group, which allows new associates to gain exposure to different practice areas and lawyering styles at the Firm before making a commitment to a specific-practice.

We provide extensive training through the New Lawyers program. Each year, we endeavor to bring together new associates from across the Firm at the "New Lawyers Academy" in Washington for three days of hands-on training and meetings with Firm leaders. In addition to helping them understand Jones Day's culture, organization and operation, the Academy gives our new lawyers the opportunity to meet their peers in the Firm's other offices.



Graduate and Clerkship Program

We run clerkship programs at Jones Day across our offices in Australia that offer selected positions to talented students who are in their penultimate year of university. We give our clerks real work for real clients, to provide them an opportunity to learn what the practice of law at a large firm is all about. Providing challenging assignments also allows us to assess clerks' potential to deliver first-rate legal services and to flourish in Jones Day's culture. We aim for clerks to become future graduates of the Firm.

A Culture of Client Service and Collaboration

Jones Day's commitment to client service means our lawyers work together in a collaborative atmosphere where teamwork is essential, respect for and from colleagues is the norm, and credit is shared for a job well done.

In fact, every facet of the Firm is structured to promote an environment that's client-focused, but also professionally fulfilling for lawyers at any career stage. We expect our lawyers to focus completely on a client's needs, with the full support and encouragement of their peers. We recognize that partners and associates alike contribute to the Firm in a variety of ways, and we reward lawyers for their overall contributions to the Firm and for promoting the Firm's values.

Clerk Recruitment

Sydney, Brisbane, and Melbourne offices take part in the NSW Summer Clerkship Scheme, the Queensland Vacation Clerkship Program, and the LIV Seasonal Clerkship Program.

Sydney:

Applications open on 8 June 2021

Applications close at 11.59 pm on 4 July 2021

Brisbane:

Applications open on 5 July 2021

Applications close at 5 pm on 13 August 2021

Melbourne:

Applications open on 28 June 2021

Applications close at 11.59 pm on 15 August 2021



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Jones Day's Australian Expertise

Labor and Employment

Jones Day's Australian Labor & Employment practice advises domestic and international employers (many of whom are Australian subsidiaries of Fortune 100 companies) in relation to Australian labor and employment, superannuation, workplace health and safety and employee benefit issues.

M&A

Our experienced transactional lawyers regularly advise on mergers and acquisitions (public and private), capital raisings, distressed / special situation M&A, projects and infrastructure, energy and resources, and corporate advisory matters. We are a "full service" commercial law firm and have experts across the range of other areas critical to M&A transactions.

Tax

Our Australian Tax team is recognised for its market leading ability to work with clients on matters across the spectrum of tax issues. The team has a great depth of experience in transactional and financing matters, as well as tax controversies. This experience gives it unique insight into areas of concern for the Australian Taxation Office, and how to work with stakeholders at the tax office to achieve optimal outcomes for its clients.

Business Restructuring and Insolvency

Our Restructuring and Insolvency practice are regularly involved in many of the largest restructuring and insolvency matters occurring in Australia, the US, Asia and elsewhere. We are known for our strategic, commercially focused and creative thinking. Our ability to be creative and solution driven is enhanced by the fact that our experience includes having represented senior lenders, second lien lenders, debtor companies, secondary holders of loans such as private equity, hedge funds and creditors broadly.

Competition

Jones Day's Australian Competition/Antitrust team acts for clients on complex and cutting-edge work with a track record of achieving results on high-stakes transactions, investigations and litigation. With an Australian regime that is particularly stringent, and with international laws constantly developing, competition regulation is an area that can expose businesses to risk, including in relation to co-operation between competitors and potential competitors.

Litigation

Jones Day has a deep expertise in high-stakes litigation representing the interests of global and major domestic corporations, financial institutions, and government. The Australian Litigation team comprises of market-leading and internationally recognised practitioners. We practice in all jurisdictions across Australia at both State and Federal level and have a large pool of global talent to assist clients with cross-border matters and matters filed in multiple jurisdictions. The team are involved in some of the largest and most complex cases conducted in Australian superior courts.

IT

Our Australian team has a depth of experience in advising clients on cybersecurity, privacy and data protection issues as businesses rely increasingly on technology and customer databases. We provide advice on all aspects of Australian cybersecurity, privacy and data protection law, in particular focusing on the Australian Privacy Principles as they apply to personal information and sensitive information.

Construction

Our Construction team has significant experience in acting for participants in disputes in major construction, engineering and infrastructure, property development, energy and mining projects. The team is currently advising clients with respect to disputes on a number of the largest projects in Australia in the construction, energy and mining sectors.



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ETHICAL SPONSORSHIP STATEMENT



ADHERENCE TO LIV CLERKSHIP & TRAINEESHIP GUIDELINES

Lander & Rogers is a signatory to the LIV Clerkship & Traineeship Guidelines, which means we have committed to providing a fair and consistent seasonal clerk and graduate recruitment process for our candidates. We see seasonal clerk and graduate talent as vital to our firm, as it allows all of us to benefit from our clerks' and graduates' diverse set of skills, backgrounds and perspectives.

MENTAL HEALTH AND WELLBEING

Lander & Rogers has a long-term commitment to the wellbeing of its people and is focused on enabling them to bring their best selves to work, both personally and professionally. We see mental health as integral to a happy and productive workplace.

Our dedicated wellbeing program, Wellness@Landers, takes a holistic approach to supporting the physical and mental health of our people. Since 2018, our firm has focused on resilience – a crucial skill for coping with life's inevitable obstacles. We've partnered with The Resilience Project and its founder, Hugh van Cuylenburg, to build skills in embedding resilience principles into our daily lives; fostering gratitude, empathy and mindfulness; and the power of connection and living with purpose. We stay active and connected with firmwide and team-led activities including virtual and in-person exercise classes, such as yoga and pilates; team sports; online running clubs and distance challenges.

We were recently recognised as a Mental Health First Aid Australia (MHFA) Gold-level skilled workplace, and have a team of mental health first aid officers on-hand to listen to anyone with mental health concerns and connect them with the appropriate professional help or support.

ADDRESSING SEXUAL HARASSMENT IN THE LEGAL PROFESSION

Lander & Rogers set a new benchmark for the legal profession when, in November 2020, we overhauled our firm's policy relating to sexual harassment and defined guidelines around consensual relationships in the workplace:

1) In a simple but powerful change to our Sexual Harassment Policy, we introduced mandatory reporting for anyone who experiences, witnesses or becomes aware of sexual harassment within our firm. We shifted the language

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in our policy that relates to reporting incidents from “should report” to “must report” - to remove stigma and fear for those coming forward to report issues, and to empower not only victims, but also witnesses and bystanders and their managers. In this way we reinforced our firm’s zero tolerance stance on harassment and affirmed our commitment to an inclusive environment where people feel safe to voice their concerns.

2) We introduced a new Personal Relationships in the Workplace policy, applicable to consensual personal relationships and family relationships. The policy states that any staff members engaging in a personal relationship that raises conflict issues (whether actual, potential or perceived) must report the relationship to their manager or to the human resources team. This allows the relevant parties to consult and work together to minimise conflicts of interest - particularly where one party in the relationship is in a position of influence. Rather than stigmatising or banning personal relationships in the workplace, the policy allows us to proactively manage any power imbalance or conflict so that the relationship doesn’t adversely impact the couple, or their colleagues, in the fulfilment of their roles and duties.

By forging an inclusive work environment where people feel safe to initiate honest conversations around sensitive topics like sexual harassment, Lander & Rogers is taking action against one of the legal industry’s most pervasive issues.

PROMOTING DIVERSITY WITHIN THE LEGAL PROFESSION

Lander & Rogers is a committed advocate for diversity and inclusion. We are recognised as an Employer of Choice for Gender Equality by the Federal Government’s Workplace Gender Equality Agency (WGEA), for our initiatives designed to promote gender equality through pay equity, flexible work practices and tools, gender neutral parental leave opportunities and the promotion of women to positions of leadership.

We’re proud to have the highest percentage of senior associates of any Australian law firm, at 76% and one of the highest female partner ratios, at 43%. Our firm’s Board is 60% female, and we have a female Chief Executive Partner and female Chair. Our partnership promotion pipeline is 50/50 male and female. Of the 32 lawyers promoted to senior positions in 2020, 78% are women - including 5 out of 7 partners.

We recognise that our firm’s success is a direct reflection of the calibre of our people and we are committed to building a workforce that represents the diversity of the clients and communities we serve. We believe an inclusive workplace, where everyone feels valued and can reach their full potential, is a critical part of our success. We 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.

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CLERK WITH US

Lander & Rogers is a leading independent Australian law firm operating nationally from Melbourne, Sydney and Brisbane. They have over 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.

Lander & Rogers are consistently independently rated by their clients as a top performing law firm in Australia. Their clients nominated them a finalist in the category of Best Professional Services Firm (revenue \$50m - \$200m) in 2018 and 2021, and Best Law Firm winner and finalist in 2018 and 2020, respectively.

Lander & Rogers offer expertise in a number of key areas of practice, including:

- Insurance Law & Litigation;
- Family & Relationship Law;
- Real Estate & Projects;
- Corporate;
- Commercial Disputes;
- Compensation Law; and
- Workplace Relations & Safety.

Lander & Rogers are at the forefront of innovation - recently establishing Australia's first LawTech Hub. The LawTech Hub is where the best and brightest technology entrepreneurs and legal experts create new and innovative solutions. It represents a unique opportunity for start-ups and scaleups to collaborate with Lander & Rogers' lawyers and business specialists, while forging connections with the Firm's clients and networks.

In 2019, Lander & Rogers also launched their iHub, a standalone business function focused on innovation. The iHub offers a client centric, innovative approach to the delivery of legal and business services. It is made up of a multidisciplinary team of lawyers, digital

designers, and business specialists who co-design with clients to solve real commercial problems. Using new and emerging technologies, the iHub team creates solutions that save time, cut costs, and improve information access and service delivery.

Lander & Rogers is also a proud member of Terralex - one of the largest global networks of independent law firms comprising more than 19,000 lawyers from 155 leading independent law firms based in 100 countries. TerraLex members are leading business law firms in their countries with strong local practices and connections. They are experienced in working with international clients on cross-border matters and teams of TerraLex firms regularly handle multi-jurisdiction cross-border transactions for sophisticated clients.

At Lander & Rogers, they pride themselves on being known for their friendly and down-to-earth culture. They believe that legal services are about much more than just the law - they are about great people, sustained excellence and exceptional client service. Lander & Rogers have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and who will strengthen their culture.

Lander & Rogers are a principal advisor to many publicly listed and private Australian companies, and Australian subsidiaries of global companies, as well as all levels of government. Some well-known names include Bunnings, Aecom, Wesfarmers, Coles, WorkSafe, QANTAS, QBE, JB Hi-Fi, Allianz and AIG.



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CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is 30. The total number of Seasonal Clerkship positions to be filled for each intake is approximately 10-12.

The application process for Seasonal Clerkship includes:

- Application submitted via website
- Psychometric testing
- Video interview
- Face-to-face interview with a senior lawyer and a human resources representative

Students are required to apply to Lander & Rogers clerkship program by submitting your application via their website.

The Seasonal Clerkship program applications open on Monday 28 June 2021 and close Sunday 15 August 2021.

The Seasonal Clerkship interview period is within September 2021.

Clerkship Periods for 2021/2022:

- Clerkship 1 - November/December 2021
- Clerkship 2 - January/February 2022
- Clerkship 3 - June/July 2022

The Clerkship program is designed to help you understand what it's like to practise law at Lander & Rogers. You'll develop a feel for why people work there, where they've come from, and what they do when they're not being lawyers.

Clerkships happen during the university holidays (Nov/Dec, Jan/Feb and June/July). You'll spend four weeks in one of the Firm's practice areas, working closely with a senior and junior lawyer who will guide and mentor you.

What does Lander & Rogers look for in a Seasonal Clerk?

Lander & Rogers 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.

They look for individuals who relish the challenge of solving complex and interesting legal problems - but they're not just looking for razor-sharp legal minds. Their firm is successful because they forge strong relationships with their clients and each other. They look for authentic people with high emotional intelligence.

As well as understanding your key skills and experience, they would like to know:

- Who you are - be yourself and let your personality shine through
- Your interests and hobbies - they recruit people who are passionate about their career in law but have extracurricular interests too
- What you can offer their firm and why they should recruit you
- What attracts you to working with Lander & Rogers

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What kind of work can a Lander & Rogers Clerk expect to 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 their lawyers in action (including meetings, mediations and court proceedings)
- Attending practice group discussions.

Additionally, you will attend:

- Practice group case study sessions to build your understanding of their areas of expertise
- Careers sessions to map out your career possibilities
- Workshops on practical skills (e.g. writing and taking instructions)
- Social opportunities (e.g. weekly coffee catch ups, staff drinks, sporting and wellbeing activities)

What other opportunities and experiences does Lander & Rogers offer their Clerks?

Lander & Rogers offers a range of benefits to assist with career development, staying healthy and contributing to the community. They value their people and understand the importance of their staff maintaining a healthy and balanced lifestyle. Lander & Rogers also make time for people to connect on a social level through regular staff drinks and other events.

GRADUATE RECRUITMENT

Lander & Rogers recruit 100% of their graduates from the clerking pool.

The total number of graduate positions available is 12.

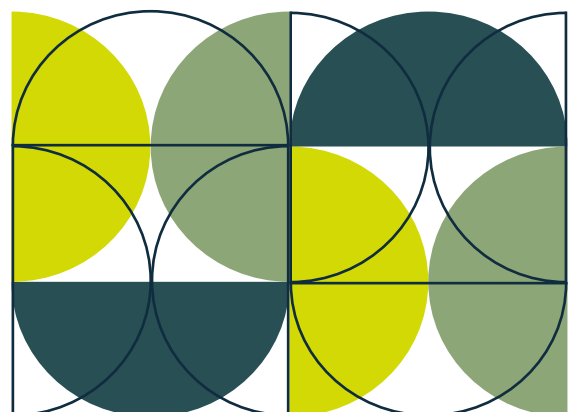
Graduate Rotation Structure

Lander & Rogers graduate program is built on four practice group rotations, each of three months in duration, covering commercial and litigious areas of practice. You'll also participate in a Graduate Diploma of Legal Practice with the College of Law, as well as a comprehensive internal learning and development program to broaden your knowledge.

As a medium-sized firm, Lander & Rogers is big enough to attract great clients with fantastic work; but small enough to be focused on the important things like learning and development, opportunities for the Firm's people to progress, mentoring our junior lawyers and maintaining a happy workplace.

Pathways to obtaining a graduate position is through Priority Offers. Lander & Rogers make it possible to defer a graduate offer.

Penultimate or final year students are eligible to apply. Students must have full working rights in Australia.



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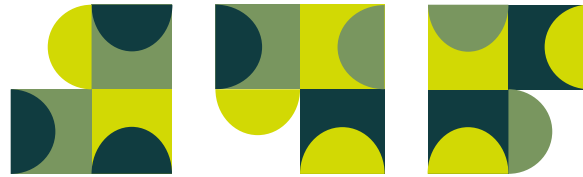
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PRO BONO WORK AND COMMUNITY INVESTMENT



You will have heard at some point how undertaking pro bono work is incredibly rewarding, and yes, it certainly is, however it is also so much more than that. For me, being involved with pro bono work has been inspiring, challenging and played a significant part in my growth and development, both professionally and personally. There are many reasons to undertake pro bono work and community engagement - to enhance social inclusion, empower the community and enable access to justice, just to name a few. As a profession, we have an obligation to assist disadvantaged members of our community, and use our skills and expertise to promote access to justice and empower these individuals. At Lander & Rogers we have a long-standing commitment to our community, and it is our firm's aim to create opportunities and empower people and communities by assisting those who are economically or socially disadvantaged or marginalised.

Pro bono work provides an opportunity to make a real difference in the lives of people in need. As well as the meaningful interactions you have with your clients, often the pro bono work you get involved in will be outside of your area of expertise, which allows you to develop skills across a range of subject matters and grow and develop as a lawyer. My pro bono work has expanded my skills, most recently in medical negligence and administrative law. For a junior lawyer, getting involved in pro bono work may mean you are presented with opportunities that aren't readily available on other files, for example, working directly with Counsel, running files and developing important advocacy skills.

Lander & Rogers' pro bono legal work focuses on supporting women and older Australians experiencing family violence, human rights matters and working with and for Aboriginal and Torres Strait Islander peoples and organisations. We also undertake a variety of other work including clinics and outreach, volunteering, mentoring and advocacy projects. We have partnerships with organisations including the Mental Health Legal Centre and Refugee Legal. We are involved in a number of matters representing asylum seekers - for example, partnering with the Human Rights Law Centre to file urgent applications for interlocutory relief

in the Federal Court on behalf of asylum seekers in Nauru requiring medical treatment, and we continue to assist and advise asylum seekers on their rights once they are brought to Australia.

As part of the firm's asylum seeker pro bono program with Justice Connect, we assist with co-ordinating and running judicial review matters. I have been very fortunate to be involved in one of these matters, which was recently heard in the High Court of Australia. Our client was an asylum seeker who had his visa application refused on the basis of a mistranslation in his visa interview. As well as attending the High Court, my day-to-day involvement on the file included communicating directly with our client, liaising with Counsel, preparing documents for filing and navigating through administrative law processes. I had a great deal of autonomy and responsibility in this matter and developed my legal and interpersonal skills considerably, as well as building a greater sense of confidence in my own abilities.

Being inclusive, respectful, empathetic and connected is paramount at Lander & Rogers, and this comes through in our pro bono and community work. We are a signatory of the National Pro Bono Target and in 2020, collectively, the firm undertook approximately 9550.5 hours of pro bono work, equating to an average of 37 hours per lawyer. The firm as a whole worked on approximately 339 files, and 71% of lawyers were involved in pro bono matters. We take our social footprint and commitment to our community very seriously, and we encourage people in all areas and at all levels to get involved with our program. We do not treat our pro bono matters differently to any of our other files, and dedicate significant time and resources to our pro bono work. We recognise that we are in a privileged position to be able to assist those in the community to navigate the legal system and access justice. I hope that, wherever your journey takes you, that you use the skills and expertise you have acquired to assist and make a meaningful difference in the lives of vulnerable members of our community.

Kismet Kaur
Lawyer
Lander & Rogers



EXPAND YOUR CAREER

A career with Lander & Rogers is more than an occupation - it's a chance to expand and deliver a meaningful and lasting impact.

Establish a career with a leading firm where you will work alongside some of Australia's leading legal experts and most well-known brands.

Gain support to develop the real-world skills demanded of the very best lawyers, while discovering a genuine, collaborative and flexible place that recognises and celebrates your individual contribution - a team where you, and your career, matter.

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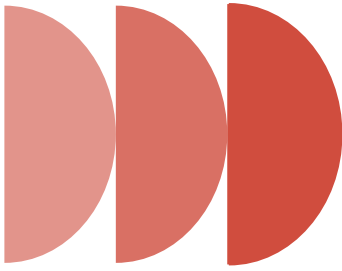
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ETHICAL SPONSORSHIP STATEMENT

INCLUSION & DIVERSITY

Norton Rose Fulbright Australia is a firm that prides itself on being a diverse firm with an inclusive culture. We value difference and appreciate the variety of perspectives that this brings to our business. We know that diverse teams are more innovative and better at solving problems and this is an opportunity and a benefit for our clients. We aim to create an inclusive environment where everyone has a sense of belonging.

Our diversity & inclusion strategy focuses on five core pillars:

- **Gender diversity:** We aim to increase the number of senior women and to position Norton Rose Fulbright as the employer of choice for women in legal services in Australia. In 2020, our firm announced a new global aspirational 40:40:20 gender diversity target. In 2020, we were named yet again as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency. (WGEA). Our flagship program is the Career Strategies Program for senior women who come together as a cohort for 4 x full days of workshops about advancing their career in the legal industry in addition to one on one executive coaching. This program helps us achieve our gender diversity targets and creates an even playing field for all. We are also a signatory to the Law Council Equitable Briefing Policy.
- **Flexible & agile work:** We encourage our people to take advantage of our formal flexible work arrangements including part time, remote working and job share arrangements as well as a combination of all. In addition we have adopted agile working for those wanting to incorporate ad-hoc and less formal flexible work practices into their day to day work schedule. The majority of our people now work remotely at least one to two days per week if their role allows for it.
- **People with family and caring responsibilities:** We have a generous parental leave policy which is gender neutral and inclusive for all types of parents - same sex couples, parents through surrogacy and adoption, for kinship and foster care parent arrangements also. We have partnered with Parents At Work to offer a comprehensive pre-parental leave program and return to work coaching for all parents and carers. In addition we have launched our first Carers Network to support our people who care for family members with disability or long term illness.
- **LGBTIQ+ Inclusion:** We have an established Pride Network and we are proud to be an official member of Pride in Diversity, Australia's first and only not-for-profit workplace program designed specifically to assist employers with all aspects of LGBTIQ+ inclusion. In 2019 we were again named a silver employer in the Australian Workplace Equality Index (AWEI).

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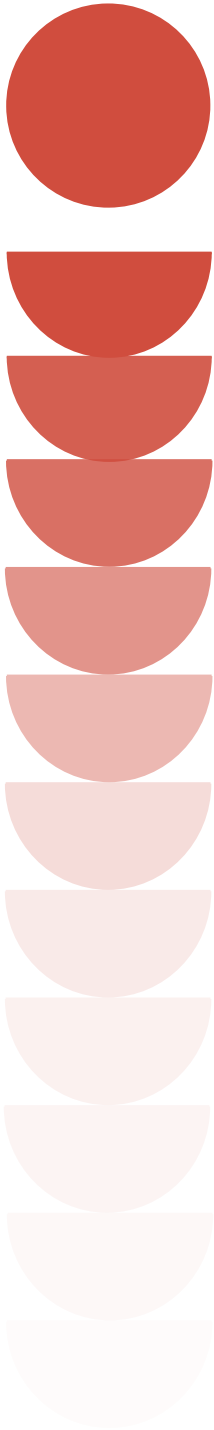
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- **Cultural Diversity:** In March 2017, we signed the Cultural Diversity Initiative. This important initiative, supported by several other large law firms, involves a commitment to researching and reporting on cultural diversity at different levels of the business. Our aim is to increase the cultural and linguistic diversity within the firm. We have a cultural diversity think-tank that meets regularly to inform our strategy and programs on cultural diversity.
- **Disability confidence:** We aim to have a workforce that is disability confident to respond to the needs of our people. We have a Workplace adjustments policy to ensure we have the tools to quickly and appropriately respond to both requests from current and future employees who may need adjustments either at interview stage or as an employee with the firm.

All employees participate in regular training on topics such as Unconscious Bias and Active Inclusion in addition to Equal Employment Opportunity (EEO), Sexual Harassment, Bullying and Harassment and Workplace Health & Safety (WHS).

RESILIENCE, MENTAL HEALTH & WELLBEING

Norton Rose Fulbright strives to cultivate a workplace where mental health is understood without stigma, where employee wellbeing is paramount and where both Norton Rose Fulbright and our people respond appropriately and effectively to mental health problems and challenges.

Our spectrum of interventions focuses on the following key areas:

- **Awareness training:** One of our guiding principles is to eliminate the stigma of mental illness through education and understanding. We deliver training and awareness sessions on a number of topics to increase mental health literacy and awareness. This includes a 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 over 70 officers who can provide support and information to all employees about common mental health problems and appropriate professional support options. For our pioneering work in this space we were awarded the 2013 MHFA Workplace Award.
- **Thrive@NRFA:** provides a suite of wellbeing services, including free coaching and confidential counselling for our people and their immediate family members. Through Thrive@NRFA we encourage individuals to take a proactive approach to their holistic wellbeing journey, enabling them to thrive in all areas of their personal and professional life.
- **Our Resilience Box® wellbeing App** is also available for both our people and their immediate family members and provides the tools to strengthen resilience through online learning modules and health and wellbeing videos, podcasts and factsheets. The Resilience Box® provides our people with the tools to navigate challenges and improve mental health.

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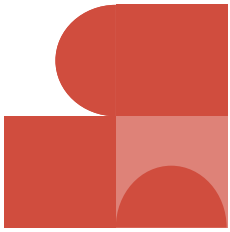
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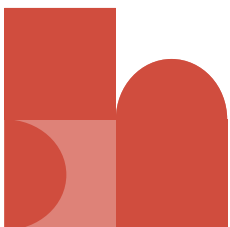
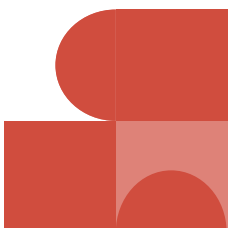
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- We engage industry experts, The Centre for Corporate Health, for psychological recovery support. This provides our people, leaders and People & Development teams with a full range of psychological rehabilitation services, specialising in not only assisting individuals to return to work and good mental health, but also to support employees at work who are experiencing mental health issues
- We have established a Resilience, Mental Health & Wellbeing committee made up of Partners across the firm who champion our work in this space
- Our Resilience, Mental Health & Wellbeing Policy and Intranet sites establish and communicate our commitment to the mental health and wellbeing of our people.
- We recognise and celebrate national and global events including R U Ok? Day and World Mental Health Week. This includes participation in the Australian legal industry's 'Look Deeper' campaign with R U Ok? and creation of a 'Stay well in the law' video series in collaboration with the Black Dog Institute.
- We work with the Australian legal industry through Resilience@Law, a collaboration between major firms and The College of Law. Resilience@Law take a leadership role in raising awareness and understanding of the nature and impact of stress, depression and anxiety across the legal profession.
- We are proud signatory to the Workplace Wellbeing Guidelines (TJMF Psychological Wellbeing: Best Practice Guidelines for the Legal Profession) a comprehensive set of resources designed to protect and promote psychological health and safety in the legal workplace



SEXUAL HARASSMENT IN THE LEGAL PROFESSION

- We have an Appropriate Workplace Conduct policy and zero tolerance to all sexual harassment, gender based harassment, victimisation, bullying and discrimination. In addition to our policy and complaint procedures we have mandatory online training to support understanding and awareness across the partnership and the workforce.
- We have a group of trained Equal Employment Opportunity officers who act as support people for colleagues wishing to discuss any issues or incidents in addition to better understanding our policies and complaints procedures.
- Our Thrive@NRFA wellbeing program includes free confidential counselling for our people and their immediate family members. This service is provided by The Centre for Corporate Health, industry leaders in corporate wellbeing. Their team of senior psychologists are well positioned to support the mental health of those directly or indirectly affected by sexual harassment.

LIV GUIDELINES

We are signatories to the LIV Guidelines for 2021. We treat all candidates who interview with us as employees of the firm, and ensure that our practices and policies are in place during every stage of your recruitment process with us.

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CLERK WITH US

Norton Rose Fulbright Australia is a member of the Norton Rose Fulbright Group, a leading international legal practice.

Norton Rose Fulbright is an ambitious, expanding, international law firm with a clear strategy for the future. Their graduates enjoy stimulating and challenging work on high profile transactions for leading clients across six key industry sectors. They offer a full business law service to many of the world's preeminent financial institutions and corporations.

Knowing how their clients' businesses work and understanding what drives their industries is fundamental to them. Norton Rose Fulbright lawyers share industry knowledge and sector expertise across borders, enabling them to support their clients anywhere in the world.

Norton Rose Fulbright is strong across all the key industry sectors: financial institutions, energy, infrastructure, mining and commodities, transport, technology and innovation, and life sciences and healthcare.

Norton Rose Fulbright take the view that they are only as strong as their people, which is why quality training and flexible work programs are paramount to their business. You will be supported by an empowering culture that fosters collaboration, responsibility and professional development from the outset. Norton Rose Fulbright deliver an extensive range of training programs targeted at specific stages of their lawyers' professional development.

Norton Rose Fulbright offers expertise in a number of key areas of commercial practice, including:

- Litigation
- Corporate M&A
- Employment & Labour
- Construction
- Banking & Finance
- Financial Restructuring & Insolvency

- Real Estate
- Intellectual Property
- Environment & Planning
- Technology

Norton Rose Fulbright's vision is to be a world class business, profitable, ambitious, cooperative and considerate, supporting their clients and people through their global business principles of Quality, Unity and Integrity.

- **Quality** - They are a team of the highest calibre, providing consistently high quality work, because their clients always come first.
- **Unity** - They share their knowledge and they work to support one another across teams and borders, because their team culture makes them who they are.
- **Integrity** - Norton Rose Fulbright is trustworthy, open and fair. They respect colleagues and clients deeply, and they work to the highest ethical, professional and business standards.

Norton Rose Fulbright applies their business principles to all their activities world-wide. Norton Rose Fulbright describes their culture and personality both internally and externally, the way they work and what they stand for.

Norton Rose Fulbright's Graduate Program provides you with the opportunity to do a six-month secondment in one of their international offices. So far, their Graduates have completed secondments in the United Kingdom, Singapore, Hong Kong, Dubai, South America and the United States of America.

Knowing how their clients' business works and understanding what drives their industries is fundamental to them. Their lawyers share industry knowledge and sector expertise across borders, enabling them to support their client's anywhere in the world.

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Norton Rose Fulbright have a strong commitment to diversity and inclusion. They 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.

They offer education assistance support to all staff and design and deliver development programs addressing their employee's specific needs. Norton Rose Fulbright's award winning International Academies are delivered to Associates, Senior Associates and Special Counsel at the relevant stages of their career.

Norton Rose Fulbright focus their 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. They do this through pro bono legal support, charitable giving and fundraising, volunteering, their environmental sustainability initiatives and through the actions and initiatives identified in their Reconciliation Action Plan (RAP). Norton Rose Fulbright Graduates can also participate in a 6 month pro bono rotation.

They pride themselves on their culture and work hard to maintain it. They are widely recognised as an inclusive, friendly, collaborative and supportive workplace with a genuine sense of community. They are confident that you will recognise these qualities from your very first encounter with them.

Norton Rose Fulbright recognise that their people have responsibilities outside of work and that providing flexible work arrangements can assist in achieving an appropriate balance between a fulfilling career and personal commitments.

They have a formal flexible work arrangements policy that encourages their people to design formal flexible work arrangements such as part time and remote working arrangements. In addition, they have agile working for those wanting to create ad-hoc and irregular flexible work practise into their day-to-day work

schedule. Most of their people now choose to work remotely on a regular basis in a hybrid model of being in the office and at home.

Norton Rose Fulbright deal with some well-known clients, including AMP, ANZ, BP, Bank of Queensland, Chevron, CBA, Department of Defence, Macquarie, Multiplex, NAB, Pfizer, QBE, Westpac, Transport for NSW and Vodafone.

CLERKSHIP INFORMATION

The total number of Seasonal Clerkship positions available in Melbourne is 15-20. The total number of Seasonal Clerkship positions to be filled for each intake 8-10 each for Summer 2021 and Winter 2022.

Students are required to apply to Norton Rose Fulbright's Seasonal Clerkship program by submitting your cover letter, resume and current official academic transcript. Students will also be required to respond to some short answer questions.

The Seasonal Clerkship program applications open on Monday 28 June 2021 and close on Sunday 15 August 2021.

The Seasonal Clerkship Interview period will commence between September - October 2021.

Clerkship Periods for 2021/2022:

- Summer 2021: November - December
- Winter 2022: June - July

Norton Rose Fulbright do not have rotations. The successful graduates will work within one team.

Penultimate year students only are eligible to apply.

Norton Rose Fulbright's Clerkship Program offers a real taste of life as a Graduate, including attending client's meetings and teleconferences, visits to court, research, preparation of court documents, drafting deeds/contracts, discovery and much more.

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Full team ahead



Our world is changing.

We're embracing the new challenges facing our clients and our profession – from globalisation to emerging industries, from changes in society to advances in technology and innovation.

We anticipate shifting dynamics and see the possibilities. And we understand the ever-changing needs of our people. With opportunities throughout our global community, you'll gain exposure to matters that will define your career. You'll learn and develop highly focussed skills and experience as you work alongside the partners and lawyers at this truly international firm.

We don't simply adapt to change. We thrive on it.

Law around the world
nortonrosefulbright.com/graduates



There will also be additional activities for you to take advantage of including:

- Key skills training with their Learning and Development team
- Q&A sessions with their leaders
- Presentations about practice areas and deals
- Networking and social events

What does Norton Rose Fulbright look for in a Seasonal Clerk?

They 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 law.

The way summer clerks and graduates interact with their 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.

Norton Rose Fulbright look for candidates who will:

- 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

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GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is 10. The total number of graduates will be recruited from the clerking pool.

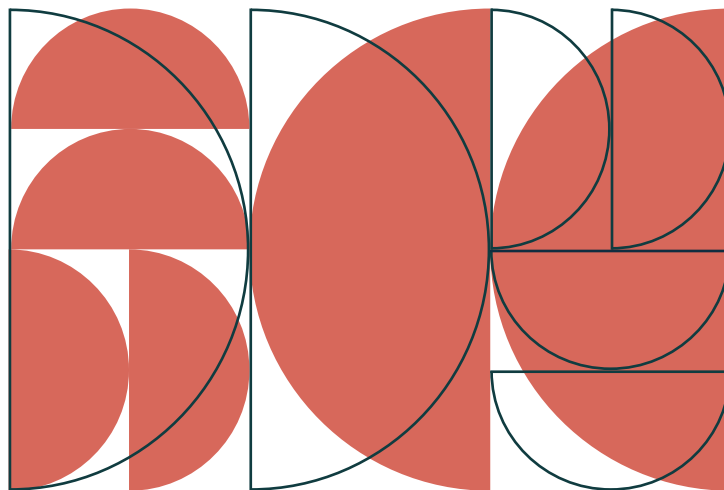
Pathways to obtaining a Graduate position is through Priority Offers. In regards to deferring a graduate offer, it is considered on a case by case basis.

Norton Rose Fulbright have designed the graduate program to give you the widest exposure to their world. It features a minimum of two rotations across twelve months, each of which will broaden your understanding of their work, their clients and their global reach.

When you commence as a graduate, they 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 their international offices.

Throughout the graduate program, Norton Rose Fulbright provide in-house specialist training through their world-class global learning and development framework. Their training will build your career both as a lawyer and a business adviser. In addition to all of this, they 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.



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 <http://russellkennedy.com.au>

 469 La Trobe St, Melbourne VIC 3000

 Offices in Australia: Melbourne, Sydney

 https://twitter.com/RussellKennedy_

 <https://www.linkedin.com/company/russell-kennedy>

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ETHICAL SPONSORSHIP STATEMENT

Russell Kennedy is committed to providing a positive and healthy working environment where our people are treated with respect and feel safe, included, and encouraged to reach their full potential. Our goal is a workplace which is free of discrimination, sexual harassment and bullying, and we will not tolerate such behaviour.

Russell Kennedy promotes a workplace culture that actively embraces and fosters diversity and inclusion. Our aim is to create an environment at Russell Kennedy that is characterised by equal access and respected participation of all groups and individuals. This is regardless of cultural, ethnic, racial, gender, age, religious differences, personal circumstances, abilities and disabilities, socioeconomics and sexual orientation.

We want our people to feel included and confident in bringing their whole selves to work, to an environment where their talents are nurtured, empowering them to contribute to the success of the firm.

Russell Kennedy is proud to be an equal opportunity employer and has a number of initiatives to ensure that we continue to actively encourage diversity in all its forms.

Our key initiatives include:

- Diversity and Inclusion Committee
- Access and Inclusion - Access RK Seasonal Clerk Pathway
- Russell Kennedy Women's Network
- Male Advocates for Gender Equality
- Kaleidoscope Cultural Diversity Working Group
- LGBTIQ - Pride@RK

At Russell Kennedy we aim to foster a culture of positive health and wellbeing across the firm through a number of initiatives and programs. We recognise that mental health plays a significant role in the legal industry and we are committed to supporting our employees and Partners. Our wellbeing and resilience framework is built on three key pillars of preventing, educating, empowering our people to ensure their health and wellbeing is a priority.

In order to maintain a healthy and safe workplace and free from discrimination, sexual harassment and bullying Russell Kennedy has a number of policies in place to protect our employees and Partners. Every person who walks into our firm is required to undertake a comprehensive induction that clearly outlines the expected behaviours.

We recognise applying for clerkships and traineeships is a stressful and challenging process. We are a committed LIV signatory as we understand the platform provides fairness and consistency for all law students during the recruitment process.

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CLERK WITH US

Russell Kennedy Lawyers is a leading Australian law firm with offices in Melbourne and Sydney. They provide their clients with market-leading expertise, outstanding service and exceptional legal solutions.

They work for a broad range of clients - including all tiers of government, private and public companies and not-for-profit organisations.

Russell Kennedy 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 their strong client relationships fostered over many years. This success is underpinned by a strong and committed team. At Russell Kennedy they are very proud of their collegial culture and they work hard to recruit people that they believe will flourish in their environment. Russell Kennedy encourage a professional and committed work ethic, while recognising the importance of a positive working environment that facilitates collaboration and empowers their people to reach their potential.

They have a diverse workforce, they encourage diversity of thought and respectful participation of people across all roles and levels of the firm.

Russell Kennedy offer expertise in a number of key areas of practice, including:

- Corporate & Commercial Advisory
- Construction & Infrastructure
- Dispute Resolution
- Family Law
- Information Technology
- Intellectual Property
- Mergers & Acquisitions
- Personal Injury & Compensation
- Planning & Environment
- Pro bono

- Property & Development
- Prosecutions
- Public & Administrative Law
- Regulatory
- Wills & Estates
- Workplace Relations, Employment & Safety

At Russell Kennedy they are committed to making a difference for their clients by providing exceptional legal advice in their sectors of focus. They build strong, long-lasting relationships with their people and their clients to achieve positive change within their community.

That being so, their three fundamental key values are:

- **Integrity** - They are honest, accountable and ethical without compromise.
- **Commitment** - They are committed to meeting the needs of their clients, their people and their community.
- **Expertise** - They bring their unique experience and expert knowledge to understand their clients' needs to deliver effective solutions.

At Russell Kennedy you'll receive hands-on experience, quality mentoring from senior and junior lawyers and access to valuable learning opportunities. Their employees get to work on projects and directly with clients. Their size means that everyone is valued and has the opportunity to do meaningful work that they enjoy. They are collaborative in their approach in setting clear career goals, expectations and plans for all employees and provide extensive training and development opportunities.

Russell Kennedy have a dedicated Health and Well-being Program, and a genuine commitment to diversity, inclusion and gender equality. Their people are committed to making a difference for their clients, and delivering lasting change for the community.

Russell Kennedy is proud to be an equal opportunity employer and is certified as a WGEA Employer of Choice for Gender Equality. The Firm supports and promotes a range of initiatives including, the Russell

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Kennedy Women's Network and their Diversity and Inclusion committee, with 3 key focuses: Access RK (Accessibility and Disability), Kaleidoscope (Cultural Diversity) and Pride@RK (LGBTIQ+).

At Russell Kennedy they are very proud of their collegial culture and they work hard to recruit people that they believe will flourish in their environment. They encourage a professional and committed work ethic, while recognising the importance of an enjoyable working environment and balanced lifestyle. They believe they have a culture where individuals of all backgrounds and abilities feel included and confident in bringing their whole selves to work, and where your talents are fostered, empowering you to contribute to the success of the firm.

Russell Kennedy is committed to attracting and retaining the best talent available. They acknowledge the importance of work-life balance, each candidate has access to flexible work options and workplace adjustments where required.

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is 30. The total number of Seasonal Clerkship positions to be filled for each intake 10.

All applications must be submitted online, via their website russellkennedy.com.au/careers. They will contact shortlisted applicants to participate in a short 5-10 minute telephone interview. Successful candidates will then be invited to participate in a face-to-face interview with a Principal/Senior Associate and a People & Culture Representative

The Seasonal Clerkship program application opens on Monday 28 June 2021 and closes Sunday 15 August 2021.

The Seasonal Clerkship Interview period will be during the 10 September 2021 - 1 October 2021.

Clerkship Periods for 2021/2022:

- Clerkship 1 - 15 November 2021 - 10 December 2021 (4 weeks)
- Clerkship 2 - 31 January 2022 - 25 February 2022 (4 weeks)
- Clerkship 3 - 20 June 2022 - 8 July 2022 (3 weeks)

There are no rotations during the duration of the clerkship.

Eligibility for applications include penultimate and final year. Russell Kennedy do not take international students.

The Firm's Seasonal Clerkship Program is designed to give you a real taste of life at Russell Kennedy. They have designed the program to be informative and interesting to help you decide whether you would like to apply for a Law Graduate position. From the outset, clerks are paired with a mentor and a buddy in their allocated practice group who will ensure that they receive the necessary support to get the most out of their time with them.

Russell Kennedy 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 the Firm's in-house seminars for professional development and spend time with their current Law Graduates to learn about their experiences, challenges and triumphs. They also encourage their clerks to get involved in the pro bono work available at Russell Kennedy.

Naturally a sound academic record is an important starting point, however they 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.

They like to see that you have done some prior research about Russell Kennedy, the type of work they are actively involved in and can clearly explain why you would like to work there. They also want to see that you are able to balance your work and study with other interests.

Stand out candidates are students who are passionate about their future legal career. They also look for candidates who are confident in their interactions, demonstrate strong people skills, are able to work in a team and are excited by learning and being challenged.

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GRADUATE RECRUITMENT

The total number of Graduate positions available in Melbourne is 8 - 10. Russell Kennedy aim to recruit from the clerking pool and only go to market if necessary.

Methods of application for Graduate Traineeship include applications submitted online via their website. The Graduate Rotation Structure is 3 rotations of 6 months each. Pathways to obtaining a Graduate position include priority offers. Deferral of graduate offers occur on a case by case basis.

Russell Kennedy offers an 18-month Law Graduate program rotating through 3 practice groups. Their Graduate Program is designed to provide in-depth on the job experience working across different teams within the Firm. Spending six months in a practice group provides an opportunity to be exposed to different Principals, clients and industries that particular teams work with, allowing Graduates to take a deep dive into matters and apply skills learnt from formal studies in practice.

Russell Kennedy also partners with the College of Law to complete their Practical Legal Traineeship within the first 6 months of commencing.

Upon commencement, Law Graduates are allocated a Graduate Lead for their Graduate Program. They meet with their Graduate Lead on a regular basis to discuss their career progression, rotations and assist with personal development. In addition to this, Russell Kennedy also allocate Law Graduates a Rotational Supervisor and Graduate Support. They will both assist with the transition from university to full-time employment.



Discover your potential

Seasonal Clerkship Program

Our Seasonal Clerkship Program is designed to give you a taste of life at Russell Kennedy. It's a great insight into working here, especially as a lawyer starting out.

We've designed the program to be informative and interesting, and help you decide whether you'd like to apply for a Law Graduate position. You'll be partnered with a mentor who'll ensure you get the most out of your time with us.

You'll be doing client work — like drafting correspondence, assisting with research, attending court and participating in client meetings. You'll also be able to participate in our in-house seminars for professional development and spend time with our current Law Graduates to learn about their experiences, challenges and triumphs.

For further information visit:
russellkennedy.com.au/careers



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 <https://www.pwc.com.au/careers/students.html>

 Offices in Australia: Adelaide, Canberra, Sydney, Melbourne, Perth, Brisbane, Newcastle

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

 https://www.instagram.com/pwc_au/

 <https://www.linkedin.com/groups/6693938/>

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ETHICAL SPONSORSHIP STATEMENT

At PwC we foster an inclusive culture which embraces differences - one that allows us to live our values every day, be ourselves and to feel empowered to realise and discover our potential. Because we know that when people from different backgrounds and different points of view work together they create the greatest value - for our business, our clients and society.

GENDER EQUALITY

Creating equal opportunities for women

PwC is working hard to address issues of gender equality in the workplace. By empowering female career advancement we not only create gender equality, we also create more diversified workplace communities. This means we're better equipped to solve society's most significant problems because we are able to view them through the most holistic lens.

This is why our community, both locally and globally, is committed to supporting all our people and to challenge the stereotypes experienced by people of all genders. We do this by actively addressing the barriers to equality and continuously creating an inclusive culture.

As a Workplace Gender Equality Agency (WGEA) Employer of Choice for Gender Equality, we're proud of the work we're doing to achieve gender equality throughout our firm and are dedicated to ensuring all of our people (regardless of whether their unique differences are visible or not) are equally supported throughout their respective careers. In addition, our CEO Luke Sayers is a Male Champion of Change and a WGEA pay equity ambassador.

As the first Australian professional services firm to go public with our partner and employee gender pay gaps, we are proud to say that in like-for-like roles our gender pay gap is 0 per cent. In saying this, we recognise there is still a long way to go. We're also transparent about our overall pay gap of 11% which we are actively working to reduce. We ensure all of our employees are fairly remunerated by maintaining a fair and unbiased process for all pay and promotion decisions.

Developing the next generation of female leaders and seeing more women take up leadership positions is important to us. We've set some of the most progressive targets out there and work hard to ensure the process when it comes to pay and promotion is both fair and unbiased.

We are committed to creating a culture where women are able to progress in their chosen careers without any fear, concern or guilt of competing family or personal demands. We have a number of benefits that help support this such as 18 weeks paid parental leave inclusive of all genders, adopters, foster carers, surrogacy and stillbirth, a domestic and family violence policy

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including unlimited paid leave, flexible work options, support for parents, female talent identification and sponsorship programs, ongoing coaching and inclusive leadership training.

Anyone can join our national employee-led gender equality network (Symmetry@PwC) which runs events and forums both within the firm and beyond to advance gender equality. This network facilitates the development of both men and women through opportunities that connect, inspire and empower.

WELLNESS

Your health is your most important asset

We have a holistic approach to wellness and are committed to creating a culture that supports you, helping you to live life to the full and get the most out of each day. We aim to create an environment that regularly check-ins on health and wellbeing and actively works to dial up the dialogue on mental health. We know that when you feel your best both mentally and physically, only then can you reach your full potential.

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 your day. At PwC, we trust our people to work around their individual and client needs and provide the tools and movement to be able to truly do it. Whether that means you flex the hours in your day or choose to work remotely, PwC empowers you to work smarter and in a way that suits your lifestyle.

WORKPLACE DIVERSITY AT PWC

Diversity is another key priority area for PwC, which has seen its Aboriginal and Torres Strait Islander workforce double since March 2019. Over 91 per cent of PwC people have completed cultural awareness training, which is the highest completion rate of any internal training. With half of the PwC workforce being women from diverse cultural backgrounds, we have a varied and accepting culture where we respect and value differences and viewpoints. We work together to solve important problems and create the most value - for our clients, our people and society.

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CLERK WITH US

PricewaterhouseCooper's (**PwC**) Legal team delivers high quality, technically accurate and commercially aware legal solutions to their clients' most challenging problems. PwC often work closely within multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making their legal practice truly unique. Their clients include multinationals, ASX top 200 companies, 422 of the Fortune Global 500 List, new and emerging start-ups, governments, family businesses, NGOs and private individuals.

Recent Accolades

- AFR Most Popular Legal Clerkship - 2019
- LawyersWeekly - Technology Partner of the Year 2019 - Cameron Whittfield
- LawyersWeekly - Special Counsel of the Year 2019 - Tuanh Nguyen
- #1 Acritas ranking for Alternative Law (with a perfect score of 100 points)
- Best Lawyers Australia 2020 - 18 PwC Legal Partners recognized

PwC's Values

PwC's culture is grounded in a set of values that support and celebrate doing the right thing. The firm's values are part of their everyday conversations and the heartbeat of the business. They guide their decisions and determine their success. PwC's core values are:

- Act with integrity
- Make a difference
- Care
- Work together and reimagine the possible.

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

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, they actively encourage their 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.

PwC Legal is the fastest growing legal practice in the Asia-Pacific region and their global network has more than 3,600 PwC lawyers across over 100 countries.

Their Legal team has been built from the ground up, with the benefit of global, top-tier and best practice leadership, expertise and experience. They actively invest in, nurture, develop and promote talented lawyers.

They often work closely with multidisciplinary teams at PwC to deliver fully integrated legal and commercial results, making their legal practice truly unique.

Workplace Culture

PwC is well-known for their prestigious brand and global network, but it is their people and the culture they co-create that drives them every day. PwC believes that everything they do must be driven by their human spirit

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- their collective creativity, authenticity and difference. That's why they have fostered an environment and culture that encourages you to be yourself, bring your best self to work and create a successful career by striking a work life balance through their many employee benefits. From flexible working to digital learning, birthday leave to their dedicated wellness platform, their range of financial and non-financial benefits help ensure everyone feels supported.

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 their Learning Hub where you can take up training to help you acquire new skills.

During your time with PwC, your performance and progression is reviewed against the PwC professional framework. This describes the capabilities they need - who they need to be and the behaviours they need to adopt - in order to meet the expectations of their clients, colleagues and communities in today's changing global marketplace. Ongoing conversations with your colleagues, coach and team leader will help you to focus on your performance and progression as a PwC professional.

CLERKSHIP RECRUITMENT

The total number of Seasonal Clerkship positions available in Melbourne is 15-20 and the total number of Seasonal Clerkship positions to be filled for each intake is 7-8.

Application Process for Seasonal Clerkship is online involving:

- Completing an application form
- Completing an online assessment
- Recording a video interview
- Attending an assessment centre (including a Partner interview)

Seasonal Clerkship program application open and close dates is from the 28th June to 25th July 2021. The Seasonal Clerkship Interview period is for 4 weeks.

The Clerkship Periods for 2021/2022:

- Summer December 2021
- Winter June 2022

The Clerkship Program does not have formal rotations. PwC will work to facilitate each Clerk's preference to ensure their experience is based on their interests.

Penultimate year students and Final year students are welcome to apply. International students:

- Must have full time working rights within Australia to apply.
- Supply as evidence: IELTS, OET, TOEFL, iBT, PTE or CAE and visa notice.
- Meet requirements set out by Australian Department of Immigration.

What kind of work does a PwC clerk undertake?

Over the course of the three-week Clerkship Program, you'll gain valuable exposure to their uniquely positioned integrated legal service offering, including:

- Corporate advisory,
- Regulatory and digital law,
- Employer & workplace relations
- Projects & finance.

You'll provide support to PwC's legal team through assisting with M&A transactions, large-scale projects, conducting legal research, drafting and reviewing legal agreements and attending client meetings and negotiations. This is an opportunity to get a taste of what it is like to work in Australia's market leading multi-disciplinary professional services firm.

Type of work will you undertake as a PwC Clerk?

- **Drafting** - preparing advice, reports and conducting necessary searches;
- **Meetings** - preparing for and attending client meetings, conference calls and internal discussions;
- **Data collation** - managing requests for information, reviewing client documents and conducting necessary searches;
- **Research** - researching law and commentary;

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- **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.

As part of their Clerkship Program, you'll also gain exposure to their societal relevant teams that target social responsibility, diversity & inclusion and LGBTI.

What other opportunities are there for a PwC clerk?

In addition to providing their Clerks with challenging legal work and client facetime, their program also showcases PwC's innovative ways of working and their truly "open plan" office - complete with baristas and virtual reality experiences. Depending whether you join them during winter or summer, you will be invited to their various social functions within the legal team and its adjacent disciplines.



Ranked #1 Legal Clerkship by the AFR and GradConnection

We use our humanity, integrity and creativity to build trust in society

Consistently voted one of Australia's best workplaces, we combine digital innovation with our world-class support policies – empowering you to bring your ideas and passions to create your ideal experience.

With the freedom to be flexible in how you work, access to leading development and digital upskilling programs, and inclusive leaders who support your health and wellbeing – we share your values.

Join us to build a more resilient and inclusive community where growth, purposeful work and meaningful connections are made, together.

🔍 www.pwc.com.au/careers/students/legal-clerkship.html

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What do PwC 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 their clients and to society. It's used to recruit, develop and coach their people, and helps them bring their best self to work each day. PwC look for clerks who are curious and enthusiastic about providing high quality legal services in an innovative way. PwC value entrepreneurial spirit and thinking holistically about a client's situation and needs so they can tailor the best solutions. PwC 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:

- **Do your research** - It's important to read up on PwC's purpose and values, and think about how it aligns with your career goals, passion and interests.
- **Reflect on your experience** - Think about your past experience and any transferable skills you can take from it. Understand why you want to work with PwC, what skills you want to highlight, and how that relates to the business area you're applying to.

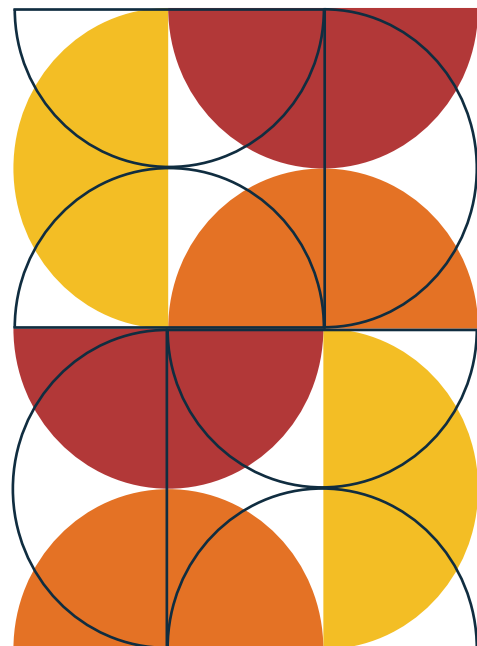
GRADUATE POSITIONS

Each year, 4-5 Graduate positions are made available in Melbourne, and 4-5 Graduate positions in Sydney. All graduates to be recruited from clerking pool.

Pathways to obtaining Graduate position is through Priority Offers. The option to defer a graduate position is considered on a case by case basis.

The Graduate rotation structure includes 2 x 6-month rotations.

As a Graduate, you'll have the opportunity to work across practice areas such as Corporate Advisory, Workplace Law, Projects and Finance, Regulatory and Digital, and develop a broad skill set to create a thriving career in law. You'll gain invaluable hands-on experience working on a diverse range of matters and engagements. From drafting legal agreements, working with multidisciplinary and integrated teams (in areas such as deals, advisory and tax) and assisting with landmark and high-value transactions. You'll have access to extensive professional development opportunities (including College of Law and a customised graduate induction and training program) and training to support your future career aspirations. You'll be supported by a 'buddy' to help understand their business better, and you'll also have a dedicated team leader committed to mentoring and coaching so you never stop growing.



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PRACTICAL LEGAL TRAINING





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



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CENTRE FOR LAW



Course details & enrolment

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

leocussen.edu.au/enrol

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

📞 1300 039 031

✉ 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

*If you need assistance, phone 1300 039 031
or email 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



LEOCussen
CENTRE FOR LAW

Practical Legal Training

Graduate Diploma in Legal Practice | Melbourne

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.

Practical Legal Training



More than 30 start dates
a year in Victoria



15 weeks full-time or 30 weeks
part-time study options



15 days or 75 days work experience
options - or online alternative



Access to one-on-one
appointments with a careers adviser



Learn Victoria-specific content from
local qualified lawyers



Preferred provider to 16 of the
20 top law firms in Australia



New Certificate of Legal Tech
and Business Skills

**Study
100% online**

Iman Osman

Legal Advisor, Comcare
Graduate of Victoria University

Learn more at
collaw.edu.au/PLT

 **Admission
to Practice**
The College of Law

Victoria course dates



Online full time

Location	Start Date	End Date	Code
Victoria	19 Oct 2020	5 Feb 2021	VP2013F
Victoria	7 Dec 2020	26 Mar 2021	VP2101F
Victoria	11 Jan 2021	30 Apr 2021	VP2102F
Victoria	18 Jan 2021	7 May 2021	VP2103F
Victoria	1 Feb 2021	21 May 2021	VP2104F
Bendigo	8 Feb 2021	28 May 2021	VP2101F_R
Traralgon	15 Feb 2021	4 Jun 2021	VP2102F_R
Victoria	1 Mar 2021	11 Jun 2021	VP2105F
Geelong	1 Mar 2021	18 Jun 2021	VP2103F_R
Victoria	15 Mar 2021	25 Jun 2021	VP2106F
Victoria	22 Mar 2021	2 Jul 2021	VP2107F
Victoria	12 Apr 2021	23 Jul 2021	VP2108F
Victoria	17 May 2021	27 Aug 2021	VP2109F
Victoria	19 Jul 2021	5 Nov 2021	VP2110F
Victoria	16 Aug 2021	3 Dec 2021	VP2111F
Victoria	27 Sep 2021	14 Jan 2022	VP2112F
Victoria	18 Oct 2021	4 Feb 2022	VP2113F

Online part time

Location	Start Date	End Date	Code
Victoria	12 Oct 2020	14 May 2021	VP2009P
Victoria	14 Dec 2020	9 Jul 2021	VP2101P
Victoria	18 Jan 2021	13 Aug 2021	VP2103P
Bendigo	8 Feb 2021	3 Sep 2021	VP2101P_R
Victoria	15 Feb 2021	10 Sep 2021	VP2104P
Traralgon	15 Feb 2021	10 Sep 2021	VP2102P_R
Geelong	1 Mar 2021	24 Sep 2021	VP2103P_R
Victoria	22 Mar 2021	15 Oct 2021	VP2107P
Victoria	12 Apr 2021	5 Nov 2021	VP2108P
Victoria	17 May 2021	10 Dec 2021	VP2109P
Victoria	26 Jul 2021	25 Feb 2022	VP2110P
Victoria	23 Aug 2021	25 Mar 2022	VP2111P
Victoria	11 Oct 2021	13 May 2022	VP2113P

Learn more at
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.

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.

WHAT'S INVOLVED IN PLT?



1. Coursework

Unlike the theory-oriented black letter law you may be familiar with from your law degree, 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 the knowledge you will need to convey as a lawyer.

PLT study involves a mix of compulsory subjects and two electives.

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

You will practice completing 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



2. 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. You can complete the rest as soon as you start your PLT.

The College of Law offer faster options to 75 days work experience. You can do just 15 days work experience as long as you also complete an additional six-week online program.

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

The College of Law also offers an online alternative to work experience. You can complete an eight-week online program which can be undertaken instead of work experience.



3. Continuing Professional Education (CPE)

Complete 10 hours of CPE seminars on the new skills recruiters are looking for in a modern lawyer. This will help you add value to the workplace, prepare you for the future of legal practice and 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.

Meet Our Graduate



Paula Dolezal

Senior Consultant, PwC

Graduate of the Practical Legal Training Program

Explain your journey to your current role.

After graduating with a Commerce / Law (Honours) Degree from Monash University, I commenced a graduate role at a large accounting firm, specialising in employment taxes. Having completed such a long degree, I took a year to settle into my full-time role, looking to really develop my client relationships and business acumen before I considered any further study. Once the consideration of further study came back on the radar, it was quite obvious to me that I wanted to be admitted as a lawyer and looked to understand what avenues I could pursue to complete my Practical Legal Training (PLT).

Why did you choose to complete your Practical Legal Training at The College of Law?

As I was already lucky enough to be in the workforce and applying my commercial / legal skills on a day-to-day basis, it was important for me to find a PLT provider that worked with me and my circumstances, rather than the other way around.

With The College of Law, I was able to perform all the coursework online and negotiate my due dates (where necessary), to ensure I was still able to manage my work commitments. Following the impacts of COVID-19, it's quite clear that the environment in which people work, study and play is no longer limited to standard '9 -5' office hours, and the College has really recognised this in the options they provide to students.

The coursework reflected real-life scenarios, enabling me to gain greater insights into other areas of the law that I hadn't been exposed to.

The lecturers across each unit always made themselves available, addressed the questions I had and were real specialists in their lines of work, which meant that the feedback I received was both timely and current to the law in today's society.

What's next for you?

Across the next few months, I will be finishing off my work experience hours, in the hope that I be admitted not long after (which I hope will be in person)!

Learn more at
collaw.edu.au/PLT

 **Admission
to Practice**
The College of Law



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