

# ashurst

## Careers Guide 2015



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STUDENTS'  
SOCIETY

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**THE ANU LAW STUDENTS' SOCIETY  
2015 GUIDE TO FIRST YEAR LAW**

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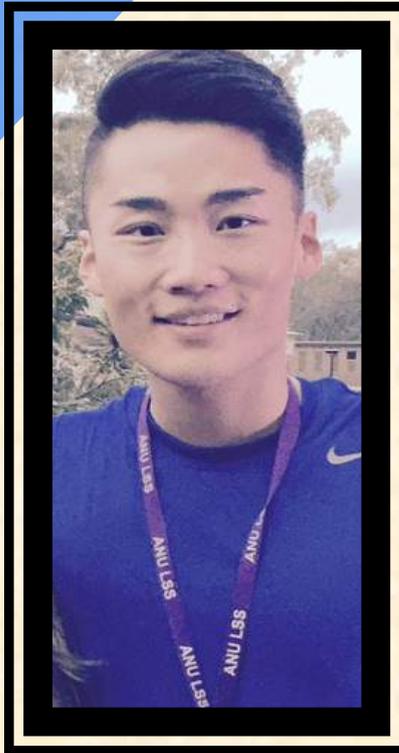
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# C O N T E N T S

ACKNOWLEDGEMENTS	3
A WORD FROM THE PRESIDENT	6
<b>ANU INFORMATION</b>	
ANU CAREERS CENTRE	7
ANU LEGAL WORKSHOP	8
WHAT KIND OF LAWYER DO YOU WANT TO BE?	9
<b>PRO TIPS FOR APPLICATIONS</b>	
COVER LETTER TIPS	10
INTERVIEW TIPS	12
WRITING A CV	16
<b>PRIVATE CAREERS</b>	
ASHURST	20
ALLENS	22
CLAYTON UTZ	24
GILBERT + TOBIN	26
HERBERT SMITH FREEHILLS	28
KING & WOOD MALLESONS	30
BAKER & MCKENZIE	32
MADDOCKS	33
MINTER ELLISON	34
<b>PUBLIC CAREERS</b>	
ATTORNEY GENERAL'S DEPARTMENT	36
DIRECTOR OF PUBLIC PROSECUTIONS	37
LEGAL AID ACT	40
<b>ASSOCIATESHIPS</b>	
HIGH COURT OF AUSTRALIA	42
FEDERAL COURT OF AUSTRALIA	43
<b>INTERNATIONAL CAREERS</b>	
CANADA	45
CHINA	47
HONG KONG	48
UNITED KINGDOM	50
UNITED STATES OF AMERICA	52



# A WORD FROM THE PRESIDENT

## Jordan Qian

Whether you're a first year or a fifth year, this 2015 Careers Guide will provide essential information on the fantastic opportunities available to you at Australia's Top law firms. Both the Careers Fair in March and the LSS Clerkship Night in May will provide you the chance to mingle with the recent clerks and graduates of not only private but also public firms.

This guide will also aid you in your pursuit of the perfect CV or Cover Letter. Additionally, if you've ever had an issue with sitting down in front of a potential employer, fear not!

Our 2014 outgoing President of the ANU LSS, Alexa Milosevic, has all the tips and tricks you'll need to get through the process!

Whilst the Australian National University offers a brilliant undergraduate and Juris Doctor Program, the ANU LSS is here to provide you with something extra. If you wish to discuss anything further or within the guide, don't hesitate to contact the LSS Careers Vice-President Joshua Ong at [lsscareers@anu.edu.au](mailto:lsscareers@anu.edu.au), or myself at [lss@anu.edu.au](mailto:lss@anu.edu.au).

All the best!

**Jordan Qian**  
**2015 ANU LSS President**

# ANU Careers Centre



In addition to strong academic results, students who received a graduate job offer in 2014, stood out for their involvement in...

- ✓ Part time and casual work
- ✓ Volunteering
- ✓ Vacation jobs, internships or clerkships
- ✓ Student society membership and leadership roles
- ✓ International experiences, such as exchange

These experiences enabled students to develop valuable skills, such as communication, teamwork, time management and problem solving & showcase these in their job applications and interviews. Plus, provided lots of opportunities to demonstrate their suitability for the role, organisation or industry.

(AAGE 2015 Employer Survey)

## Did you know?

The top 3 competencies assessed by graduate employers in 2014 were:

- ✓ Cultural fit
- ✓ Teamwork
- ✓ Interpersonal skills

(AAGE 2015 Employer Survey)

**The Careers Centre** assists students to maximise their potential and make a successful transition from education to work. We provide assistance with: job applications, interviews and assessment centres, plus career counselling. Check out the job listings, careers fairs, workshops and employer events on the CareerHub online notice board.

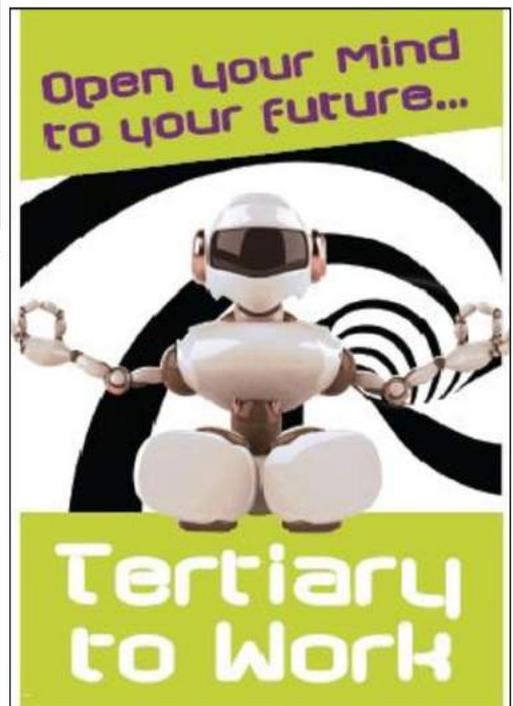
### Drop in consultations\*:

Mondays	11.00am – 12.30pm
Wednesdays	2.00pm – 4.00pm
Fridays	9.30am – 11.30am

\*For feedback on job search, applications and interviews and quick career planning questions

ANU Careers Centre: JB Chifley Building #15 (opposite the Gods Café)

T: 6125 3593 E: [careers@anu.edu.au](mailto:careers@anu.edu.au) Web: [www.anu.edu.au/careers](http://www.anu.edu.au/careers)



## Canberra's Graduate Job Fair

11am–3pm, Friday 13 March 2015

National Convention Centre,  
Constitution Ave, Canberra

Free campus bus transfers to the event  
Fantastic prizes on offer including iPads



# Elizabeth Lee

## ANU Legal Workshop



**Elizabeth Lee** is a lecturer in practical skills, litigation and legal clinic at ANU Legal Workshop, although she (not so) secretly dreams of becoming a contestant on *So You Think You Can Dance*?

When she's not jumping around on stage teaching group fitness classes, you'll find her at various charity functions or trying (yet again) to pursue something in politics.

### What kind of lawyer do you want to be?

It takes an extraordinary person to pursue a career in law.

Being a 'lawyer' is so much more than a job. It defines you as a professional – demanding your highest ethical standards and best judgment while requiring a heart to know what is right, and the courage to act right. As you near the end of your law studies, you've no doubt considered what your career in law has in store – where and what you'll practise, and with who.

But regardless of what you choose – private practice, public sector, in Australia or abroad – the fact that you are legally trained presents you with a unique skillset and a very real social responsibility.

#### **Think with your head and act with your heart**

Your legal training gives you an advantage when faced with a problem to solve.

Although every law graduate is equipped with a foundational standard of knowing how to 'think like a lawyer', what sets you apart from your peers is what you do with the knowledge you learn at law school.

Lead by example – don't be the lawyer that gives air time to lawyer jokes about having no heart and being money hungry. Know that being a good lawyer may mean a healthy looking timesheet, but being a *great* lawyer means having achieved a fair and just outcome on a legal issue – no matter how big or small. What might be just another 'matter' to you is someone else's livelihood.

#### **Don't let being a lawyer be your only identity**

Have you noticed how politicians often strive to show themselves as 'average Australians', seeking to demonstrate that they understand the challenges and pressures faced by Joe Average? Being a lawyer is the same. You worked too hard not to be proud of your title as a 'lawyer' (and you should definitely be proud of that), but don't let that be your *only* identity.

You as a mother (never having known you could exercise such patience), a singer (learning how to project your voice and feeling comfortable in front of a crowd), a cook (being 'customer' focused and working to strict time frames) – the diverse opportunities and experiences of life all contribute to making you a great lawyer.

If you see yourself as a lawyer and nothing more, you're doing yourself, your client and the legal profession a disservice. It takes many different types of people to make good lawyers – there is no one right way of being a 'good lawyer'.

Be yourself. After all, that's the self that got you through law school and got you admitted into our profession.

#### **'Giving back' takes on so many forms**

You don't have to volunteer at a community legal centre and give money to charity to make a difference. Of course these things are important – and we all want to do more to give back to our community – but remember that pro bono work and donating to charities don't have the monopoly on 'goodness'.

Working as a mentor for a law student, helping your local young lawyers' association organise an end-of-year ball, networking at young professionals events – they're all little things that make a difference to our profession. At the end of the day, that's what it's all about.

Being professional. Being extraordinary. Being a lawyer.

# Cover Letters Tips

## Jacqueline Edwards



*Jacqueline Edwards is a final-year Arts/Law student from the ANU College of Law. At various points in her studies she was a research assistant for Dr Hitoshi Nasu, gave a LSS exam prep lecture for international law and participated in the 2014 International Organisations (Geneva) course. Having being a recent summer clerk at Justice Policy (NSW Department of Justice), Jacqueline is well placed to give advice on how to write the perfect cover letter.*

### A Dummies Guide to Cover Letters

You've written a resume that would knock the socks off any potential employer. Now you're faced with the daunting task of writing a cover letter. It isn't nearly as scary as it sounds if you follow these handy hints.

#### No 1: Sweat the Small Stuff

I know it sounds simply and painfully obvious but it is important to know who you are writing to. Address the letter to the relevant contact provided by the firm. Firms will usually provide this information in the portion of their website dedicated to summer clerkships. If they don't, call them. Doing so demonstrates that you act on initiative and you really are interested in working for that particular firm. It also gives you the opportunity to ask any other questions you may have about the application process. Nothing says I couldn't care less and wrote this one hour before the deadline than "Dear Sir/Madam". Which leads me to my next point – write a different cover letter for EACH FIRM you apply to.

#### No 2: Resist the Temptation to Copy and Paste

As the deadline for applications looms it becomes increasingly difficult to fight the urge to send the same letter to all firms. Fight it tooth and nail. Just remember this: it is painfully obvious when an applicant uses a generic cover letter.

If you have done your research and have thought about your interests you should not need to apply to every single firm that offers a clerkship program. Adopting the scattergun approach makes it difficult to personalise each cover letter as you will simply run out of time.

Writing a new letter for each firm will also avoid the all too common mistake of referring to a different firm. As someone who has been there, done that, I can attest to the unpleasantness of realising that you just sent a letter to firm X that praised firm Y's access to justice initiatives.

No 3: Don't Lie (Turns out *The Black Eyed Peas* know a thing or two about cover letters)

It is no use lying or embellishing the truth in a cover letter. You will likely be asked to expand on your supposed passion in the interview and it is easy to detect a fake.

No 4: Treat the cover letter as an opportunity to show off your research

A good cover letter should indicate that you are a good fit for the firm and that the firm is a good fit for you. To do this you need to indicate that you are able to distinguish the firm from the many others offering clerkship programs. What sets that particular firm apart? Were you drawn by a particular specialisation, pro bono program or the firm's commitment to the principles of equal opportunity employment? Whatever you do don't spend a page talking about how you really want to join the social basketball team. These things are important, and may be referred to in passing, but should not leave the reader feeling that you have forgotten you're writing to a law firm, not a social club.

Show the reader that you have done your research. You can do this by referring to a specific aspect of the firm's pro bono program, articles written by the firm's lawyers or a noteworthy case where the firm provided legal representation. Be creative.

In addition to discussing how the position would benefit your professional and personal development, it is important to mention how you will be of benefit to the firm. Draw on your skills and specialist knowledge (electives are key here). Use your experiences to give examples of the skills you refer to. These don't necessarily have to come from previous employment; just be clear how the example is relevant to the point that you are trying to make.

No 5: Proofread, Proofread, Proofread

Nothing calls into question your attention to detail and communication skills like bad spelling and grammar. Ask your friends, parents, boyfriend/girlfriend or Uncle Fred to proofread your cover letter. Sometimes a fresh pair of eyes will spot something that you may have missed. See also point #2 above. Please don't make that same mistake.

Finally, getting a job early is not the be all and end all. If you are lucky enough to get one, congratulations. If not, don't give up.

Jacqueline Edwards

# Interview Tips

## Alexa Milosevic



*Alexa Milosevic is a final year Arts/Law student from the ANU College of Law. During her studies, Alexa was a research assistant for Dr Hitoshi Nasu, worked in the financial services sector and was the VP Social/President of the ANU LSS in 2013 and 2014, respectively. Having being a recent summer clerk at King & Wood Mallesons in Sydney, Alexa is well placed to provide you the tips and tricks for your next job interview!*

*These interview tips are tailored to the Clerkship Interview process. However, they can easily be applied to any job interview!*

### **Interview Tips – Don't Panic!**

All law firms put a huge amount of time and effort into their recruitment, and the interview process shows this. If you are through to the interview stage, then congratulations! The firms make their biggest 'cuts' at online application stage, so it is an achievement to get this far, and obviously your cover letter and CV have done the job.

The interview process is first and foremost about the firms getting to know you, and deciding whether you'll be a good fit for the firm and if you are someone they want to work with. However, this is also your chance to get a better feeling for the firms. They provide a lot of information about their culture, clerkship, and graduate programs. It is not uncommon for people's perceptions of firms to completely change (for both better and worse) by the end of the interview process.

#### First Round Interview

If you have been contacted for an interview, be enthusiastic! Be prompt with your responses and organising interview times. Some of you may be applying to firms and offices interstate, and the firms (for the most part) understand that the commute is a bit more challenging than for your Sydney and Melbourne counterparts, so they will be flexible.

The first few interviews can be challenging, but you will soon work out what the firms are particularly interested in, and what you can focus on.

As an example, I noticed that a couple of interviewers would immediately ask me about prior work experience which I hadn't deemed to be particularly relevant. Once I had picked up that they felt the work translated into certain aspects of corporate law, I placed more emphasis on the experience in the later interviews than I would have originally.

The firms (generally) put friendly and personable people to do the interviewing and they genuinely care about the interview process. When you walk in your interviewers are likely to have these in front of them and will often run through what you have said. It is extremely important to know your cover letter and CV back-to-front. This is a really good opportunity for you to highlight your skills, and draw to the interviewer's attention any experiences or challenges that you have faced.

Most interviews are conducted in a similar format. The most standard format I found was to be interviewed by a Solicitor and/or Partner. Interviews can run anywhere from 25mins to an hour. Do not read too much into how long your interview goes for – your feeling of how well you connected with your interviewers is a far better gauge than your watch.

Preparation for the interviews is important. Have a think about your answers to 'why corporate law?' and 'why firm X?'. These questions are almost guaranteed to come up, and while you want to be able to give a solid answer, you also want to be genuine about it. It will be pretty obvious you're making it up if you rattle off a line about corporate law being your passion since the age of 10.

Grades are something that often cause people a lot of stress. Frankly, if you're through to the interview stage, then your grades are good enough. You will potentially get asked to talk about your favourite subjects, which, don't necessarily need to correlate with your highest grades. Rest assured that even if you have an Arts degree and your transcript screams "I love public law", the firms don't only choose clerks with commerce degrees and HDs in Corps and Contracts. However, if you are in the former boat, it's a good idea to focus upon your experiences whether at work or extra-curricular.

The questions that stumped me the most were ones from human resources or graduate recruitment managers. Although not all firms follow this path, some do prefer to have the interview conducted with a human resources staff member, who often ask behavioural type questions. You may be asked something such as "tell us about a time where you had to manage a conflict". It is worthwhile thinking about challenging situations you have faced (with both positive and negative outcomes). You will most likely have several situations that spring to mind, but try and pick 3 or 4 which you think best capture your strengths, whether it be managing tight deadlines, handling conflict between team members, or problem solving skills.

One thing that I found particularly challenging, as will many people, was talking myself up. You do not need to be arrogant, but you do need to be confident about yourself and your experiences which have gotten you into the interview room. If you are in the interview room, something about your cover letter and CV has impressed them, and the interview is a chance to consolidate that and to put a personality to the impressive document. Don't be afraid to drop "me", "myself", and "I" frequently into the conversation, particularly when you are talking about your past experiences.

### Second Round Interview (Some firms do not require a second round interview)

All of the above information also applies for the second round interviews. By this stage, the firms are pretty sure they want you, so, go in and do what you have already done, and confirm for them that there is a reason you got through the initial application and first round interview stages. Generally, the second round interviews will be less formal, as most of the groundwork has already been done, but you still want to make a good impression and be eager. Do not be afraid to talk about things you already spoke about in your first your round interview.

Although your new interviewers will have read the feedback from your first round interview, they still want to hear about your experiences. Although the first round interview is a great opportunity to ask questions (and you should certainly ask at least a couple!), the second round interview will require you to ask more questions of the interviewers and the firm.

### Final Comments

One thing older students mentioned to me prior to going into the process, was how tiring it can be. It is important to stay positive throughout the process. While you should take the process seriously and be eager, you don't want to come across as stressed, nor desperate in the interviews. Regardless of whether you get an offer or not, (although after reading all the tips in this guide you should be on the right track!) the process is an incredibly worthwhile experience. It is unlikely that you will ever undergo such a rigorous application and interview process.

I once read somewhere that interviewers know within 5 minutes whether they want to hire you or not. While I can't vouch for this being completely true, the old cliché of being polite, friendly, smiling and making eye-contact, will ensure you start off on a firm footing.

**Alexa Milosevic**



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# LSS MEMBERSHIP

The ANU LSS Membership is a fantastic membership system that provides members unrivalled access to various benefits and promotions in and around the ANU campus area.

In 2015, the ANU LSS membership benefits are greater than ever! We have expanded and members are will benefit from the following:



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Further, your membership card will entitle you to cheaper tickets to all of our events for 2015 as well as a discounted rate on our merchandise!

So what are you waiting for?

**Sign up to be a LSS member today!**

# CV Writing Tips

## Rob Andersen



Rob is a former President of the ANU Law Students' Society (2010), who now works as a lawyer in the Canberra office of Ashurst. He started with Ashurst in November 2011 as a summer clerk. Rob graduated from ANU with a BA/LLB (Hons) in July 2013.

### 6 helpful hints for CV writing

There are few things in life more frustrating (or for that matter, depressing), than writing your CV. The task is essentially to boil down the last ~6 years of your life (perhaps longer) into a short summary, and that can be very hard. So here are five tips that might help to get you going:

#### **1. Purpose**

CVs aren't just hard because there's a lot to fit into a small amount of space. They're also hard because your CV also has to 'sell' you to your potential employer. In a competitive space like the market for graduate law jobs, this ultimately means differentiating yourself from your peers. According to the most recent figures, 6,000 to 7,000 law students graduate each year, and you'll be competing against many of them for jobs at top-tier and mid-tier firms. If you're not interested in practicing law, add to that number pretty much everyone currently completing their final year of university.

For most people, their default setting is modesty. This is wonderful, but unhelpful when attempting to find gainful employment. You should always be truthful (don't lie, for example, about work done for a previous employer), but don't shy away from an opportunity to highlight your successes and qualifications.

#### **2. Structure**

The people to whom you are sending your CV are busy professional people. They have neither the time nor the inclination to read through page after page of unstructured or poorly structured information that you think might be relevant.

Thankfully, structure is one of the easiest things to get right, and when done well, shows that you can wrangle disparate pieces of information into an intelligible document – a highly prized skill. There's no golden rule; it just has to prioritise relevant material, and be logical. If you're really struggling, try making a start with the template documents that Microsoft very kindly make available.

The structure I use is this, but it won't suit everyone:

- Profile – a short paragraph summarizing your personality and skills
- Education – summary of educational achievements. Set out your average mark here, along with any prizes or particular successes.
- Leadership positions; Employment history;
- Extra-curricular activities and achievements;
- Personal interest information;
- School achievements; and
- Personal references

### **3. Style and voice**

There are a few different schools of thought in terms of style and voice. With respect to voice, some prefer to write in the third person, others the first. My preference is for text that avoids either first or third person (i.e. "Active member of \_\_\_\_\_. Strong work ethic, excellent organizational skills."), but it's really up to you.

With respect to style, I've found that using bullet points for items like academic achievements and personal interest information give the CV a little more structure and are better than paragraphs or non-bulleted lists at highlighting relevant material. If you wish to expand upon something (for example, a previous position that you consider has particular relevance or importance) then feel free to include a paragraph explaining the role, key responsibilities, and skills that you took away from it. Whether you're using bullet points or paragraphs, the golden rule is to keep sentences short, punchy, and clearly written.

### **4. Different job, different contents**

Always, always, always customize your CV to suit the target employer and the position you are applying for. In particular, make sure that your CV addresses all of, or as many of, the key skills and traits that the employer is looking for. This is a fairly obvious comment, but I have it on good authority from friends and colleagues in HR that you would be amazed how often it is forgotten (particularly by those submitting applications just before the deadline).

If you're worried that you lack skills in certain areas, don't panic. You're (probably) in your early to mid-20s, and employers don't expect you to know everything. Employers really want to see that you have a broad range of life experiences, you're eager to learn, prepared to work hard, have an interest in the sort of work the employer does, and able to adapt quickly to new environments. Any inclusions in your CV that reflect those traits will be worth the words.

## **5. A few points on past employment and references**

There are a few golden rules with past employment and references.

Employers look for obvious gaps in employment, particularly if you've otherwise been consistently employed. If you had a bad employment experience (it happens...), you don't have to put it on your CV, but be prepared to answer questions about the gap. If you do get asked about the gap, be honest and emphasise lessons you learned from the experience. Avoid the temptation to be overly critical of your former employer.

With regard to references, the general rule is not to include them on your CV, but to supply them if requested. A short note at the bottom of your CV to this effect is a must. For some positions, (i.e. clerkship/graduate applications), employers will ask for them, so just list them at the bottom. Make sure you include the person's name, position, company/employer/relationship to you, a contact phone number and an email address. Grouping them as "Professional" and "Character" referees is also a good idea, particularly if you have a few. Three referees is a minimum, five is about right. Obviously, the more senior the referee, the better. The most important step often forgotten is to speak with your proposed referee before including them on your CV.

## **6. Be prepared, and seek help if you need it**

A final parting comment: I started preparing for clerkship applications a couple of months in advance, and was lucky enough to have the help of friends who had been through the process before. Being organised and seeking help and guidance can make all the difference.

**Best of luck!**



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# PRIVATE CAREERS



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# Firm profile

## About us

Ashurst is a leading global law firm. We advise Australian and international corporations, financial institutions and government clients.

We have 28 offices in 16 countries including associated offices in Jakarta and Jeddah, and a best-friends referral relationship with an Indian law firm. With over 420 partners and 1,700 lawyers, we offer the international insight of a global network combined with local market knowledge and expertise.

Our clients can access deep local knowledge and on-the-ground support wherever they do business from people they know and trust. We build teams that are specific to our clients' needs, combining specialist legal skills, industry experience and regional know-how.

We have a track record of successfully managing large and complex multijurisdictional transactions and projects. Our focus is on getting to the heart of our clients' legal needs and delivering practical, commercial solutions.

## Our clients

We are a full service commercial law firm advising major corporations and government clients across key sectors including financial services, energy and resources, projects and infrastructure.

Our clients include 73% of the top 100 ASX companies and 93% of Australian companies in the Forbes Global 2000. We have the privilege to advise on some of Australia's and the world's largest and most complex deals.

## Recognition

- 164 lawyers recognised as leading individuals – *Best Lawyers Australia, 2014*
- 15 partners recognised as 'Lawyers of the Year' – *Best Lawyers Australia, 2014*
- Band 1 in 9 areas of law – *Chambers Asia-Pacific, 2014*
- 106 lawyers recognised as leading individuals – *Chambers Asia-Pacific, 2014*
- Australian Deal of the Year – *ALB Australasian Law Awards 2012*

## Areas of legal practice

Our Australian office practises in over 30 different service areas including:

- Banking & Finance
- Commercial Property
- Competition
- Construction & Infrastructure
- Corporate
- Dispute Resolution
- Employment
- Energy & Resources
- Environment
- Government
- Hotels, Leisure & Gaming
- Intellectual Property
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- Native Title
- Project Finance
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- Technology, Media & Telecommunications

## What we look for

To achieve our vision of being one of a small number of Global Elite law firms, we need ambitious people delivering quality solutions for our clients. The key to our success is lawyers who continually develop their skills and their careers, with a commitment to quality, the highest professional standards and a collaborative mind-set.

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# The Summer Clerk experience

## Maniqa Kumar

I completed a clerkship with Ashurst's Canberra office over the 2011/12 summer break. I subsequently worked as a paralegal in the Commercial team throughout 2012 and commenced the graduate program in early 2013. I am currently working as a lawyer in the Infrastructure team.

The transition from law school to law firm seemed very daunting. However, I quickly learned that the firm supported this transition through various initiatives including induction, training sessions, social activities and assigning me a "buddy" and mentor to assist with any general queries I had. The training equipped me with basic skills such as the ability to use the firm's document management system, locating precedents and conducting research.

I rotated through two practice groups and worked for a number of lawyers and partners. During both rotations I was involved in a variety of tasks including researching complex legal issues, assisting with procurement contracts, drafting advices and attending client meetings. I also had the opportunity to assist other teams when the need arose. The firm has a strong pro bono practice and I worked on several pro bono matters which gave me the opportunity to work with individuals and not-for-profit organisations.

Ashurst offers a 12-month graduate program and rotations through three different practice groups for a period of four months each. As a graduate lawyer, I was involved in a variety of matters and tasks that allowed me to develop my legal skills. My experience ranged from reviewing leases for the Real Estate team and developing contracts for the Infrastructure team to drafting court documents for the Disputes team. Despite being

a "temporary" member in each of the teams, my supervisors allowed me to dig my teeth into most of their current matters and provided continual guidance and support to enable me to get the most out of my rotation.

During my graduate year, I also undertook my Practical Legal Training (PLT) course with the College of Law and was admitted to legal practice shortly after. The firm facilitated all aspects of the PLT course and this made the challenge of full-time work and part-time study, not seem like a challenge at all!

My time at Ashurst so far has been exceptionally rewarding. The experience has given me an opportunity to work with a group of highly skilled lawyers in a challenging, yet pleasant and supportive environment. I have been with the firm for over three years now and am constantly amazed and grateful for the amount of training that is offered. Ashurst is genuinely interested in the development of its people, particularly its young lawyers, and I can attest to this based on the time and effort that my supervisors have invested in my learning and development.

Being a part of a global law firm has numerous benefits including the opportunity to work with lawyers and teams across jurisdictions. We have leading experts in all our practice groups and this is a testament to the exceptional talent that Ashurst attracts.

If you are looking for an exciting and rewarding career, I would highly recommend considering a position with Ashurst.

On behalf of all of us at Ashurst, good luck with your applications!

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> In return, we're asking you to really take control of your career and development.



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A close-up, black and white photograph of a woman's face, smiling broadly. Her eyes are looking slightly to the right of the camera. The lighting is soft, highlighting her features. The background is dark and out of focus.

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# Clayton Utz

## Phoebe Richards



I began at Clayton Utz as a summer clerk in 2013/14. After my clerkship, I continued on at the firm as a Graduate. I am currently a first-year lawyer in the Public Service Litigation team.

### **Summer Clerkship Experience**

Undertaking a summer clerkship with Clayton Utz gave me a good appreciation of what it would be like to work for a large corporate law firm. In my first week I was flown down to Sydney for a week of training. This was a great opportunity to ask questions, meet other summer clerks and hear first-hand from a number of the senior lawyers and partners what it is like to work for Clayton Utz.

I commenced my first rotation in Litigation. From day one I felt a part of the team mainly because I was informed that I was off to a client golf day! While a surprise, it was a great day and testament to the exposure you get to clients as a summer clerk at Clayton Utz. Day two was slightly different; in Litigation I was exposed to a wide variety of work including research, compiling briefs, drafting letters, preparing court documents and drafting submissions. The thing I noticed about Litigation was the pace of the work. I was constantly being invited down to court and the days literally flew by.

The type of work at Clayton Utz really varies between each practice group, so moving on to my second rotation in Corporate I was involved in preparing and reviewing large-scale Defence procurement contracts, as well as attending negotiations and meetings at various government departments. I learnt a lot in this rotation, not least of all the importance of attention to detail.

Along with developing legal skills, undertaking a summer clerkship provided me with numerous opportunities to improve my professional skills. As clerkships occur over Christmas there was a number of internal and client social events. The opportunity to meet other members of the legal profession such as barristers and in-house counsel was fantastic.

Finally what struck me the most about my experience as a summer clerk at Clayton Utz was the time the lawyers took to explain and talk through tasks with me. I never once felt that I couldn't clarify or question something, and was often genuinely amazed at the level of support the staff provided.

### **Why Clayton Utz?**

When I was studying at university, I always enjoyed administrative law, and I wanted to work in Canberra. I heard some great things from people who had applied to Clayton Utz, so I decided to apply. I have not been disappointed! The work you are exposed to in Canberra is very different to the work in somewhere like Sydney or Melbourne, and due to the size of the office the responsibility is often also greater. It is fantastic to work in an office where you genuinely know everyone.

One of the other attractions to Clayton Utz was the pro bono program. Clayton Utz was the first firm with a pro bono partner and each member of the firm takes their pro bono commitments seriously. For example, for me one of the more meaningful moments while working at Clayton Utz has been managing a pro bono victims of crime file. The client has been really thankful for what we have been able to achieve for them and it's clear that the outcome will make a real difference to their family. To see the impact of your work so early on in your career is hugely motivating and something I had not expected.

Finally I would say the main reason I would recommend Clayton Utz is because of the people and the support. As I explained, the culture of the place means you're comfortable and supported to learn and develop. The work done by the clerks is hugely valued by everyone in the firm and if nothing else you'll have a great time!

Good luck in your applications!



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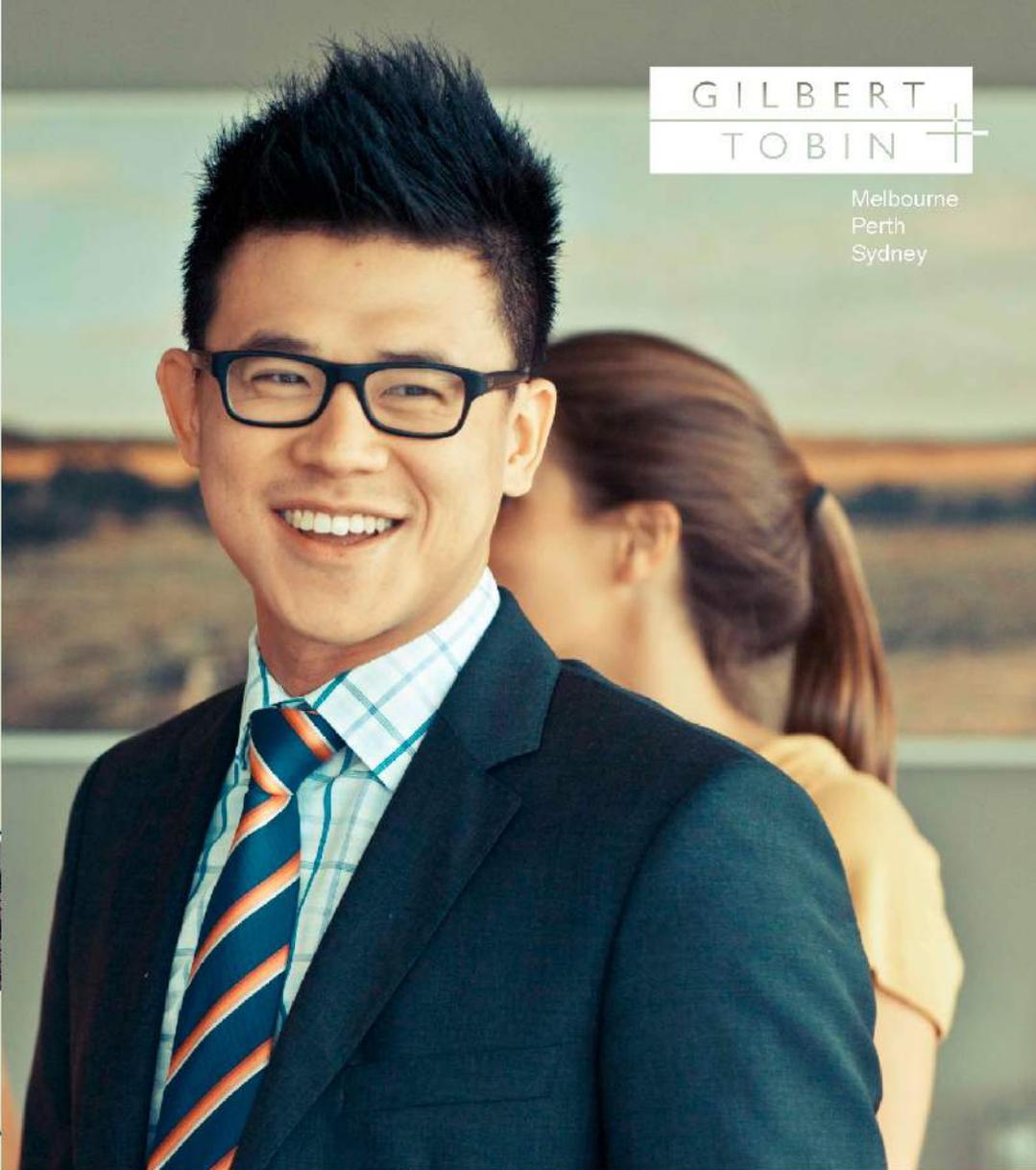
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### More about us

King & Wood Mallesons offers a unique opportunity for ambitious graduates at the only top tier global law firm headquartered in Asia.

We are frequently asked why an aspiring lawyer would make King & Wood Mallesons the first choice law firm to progress their career. That's a good question. If you are looking for a career that involves hands on experience and helping businesses across the globe to unlock new opportunities, then look no further.

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

Our Australian practice spans international, local and regional clients, focussed on creating value in a real and tangible way. With an ambition to help clients to shape their business for the future – we can help you to shape your world, too. That's because our people are our future and a significant source of pride to us at KWM. With more than 200 years of collective knowledge and experience, we know that our future is in the hands of the next generation of lawyers.

So, if you come to KWM, you will work hard, and have access to the latest learning and development, plus the chance to mix with lots of different people.

### Contact details

Mary Costa  
People & Development Coordinator  
mary.costa@au.kwm.com

Join the King & Wood Mallesons conversation. Check out our Facebook page, Instagram feed @kwmlaw, Twitter feed @kwmlaw.

### Type of employer

King & Wood Mallesons is independently ranked as Australia's market leading law firm and one of the Asia Pacific region's largest and most influential.

### Our programs

#### Seasonal clerkship program

Applications open:  
Wednesday 17 June 2015

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

### How do we select?

Through our recruitment process, we look to give you every opportunity to find out more about us. We are proud of our diversity and of the fact that people who join the King & Wood Mallesons team come from many different backgrounds and experiences. Brought together, this enables us to provide the very best possible work culture and service to our clients.

We review every online application very carefully, before making the final selection of candidates for interview. Our interview process occurs in one or two stages dependant on the office you are applying for.

During your first and second interview, you will come into our office to meet with Partners and lawyers from our Recruitment Committee. You will also have the opportunity meet with a lawyer 1:1 over coffee to ask any questions you might have about the firm or the program in general.

As well as attending interviews you will be invited to events during the interview process. These events will provide you with an opportunity to meet various people within the firm and to get a feel for the culture at King & Wood Mallesons. They will also help in providing insight into the practice areas you may be interested in and the types of work involved. All events are optional and it is not a formal part of the assessment process.

# BORN GLOBAL

At Baker & McKenzie we are different in the way we think, work and behave.  
Like no other law firm, we were born global.

Baker & McKenzie has been thinking globally in Australia for over 50 years. In 2014, we opened our Brisbane office making our Australian practice the fourth largest in our network of 77 offices with more than 85 Partners and 170 lawyers across Sydney, Melbourne and Brisbane. In Australia, we act for leading multinational and domestic companies on market leading local and global transaction.

Founded in 1949, Baker & McKenzie is now the world's largest law firm by markets, revenue and headcount. We offer clients and talent the uncompromising commitment to excellence expected of a leading firm and a distinctive way of thinking, working and behaving as a passionately global and genuinely collaborative firm.

We understand the challenges of the global economy because we have been a global law firm from the start.

## Our Clerkship Program

Right from the start, our clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, shadowing, research and other everyday activities within your assigned practice group.

Our clerks work closely with other lawyers, are guided by a Supervising Partner and enjoy the extra support of an experienced Associate "Buddy". You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for clerks, as well as Firm-wide sessions.

In Sydney, the Summer Clerkship Program runs from late November to February each year with clerks completing two rotations. Clerks who accept a graduate role with Baker & McKenzie are eligible to apply for an International Clerkship, with the opportunity to work in one of our overseas offices in the year following their clerkship.

## Our Graduate Program

Over the course of the program, graduates gain experience in different areas of law before they join a particular practice group as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

## Develop globally

At Baker & McKenzie, we have a deep commitment to development. We work with each graduate to create a tailored development plan and career goals. To help you reach your goals, we provide targeted learning

opportunities — from seminars on core legal topics to practical skills development in areas such as communication, drafting and presenting.

We work hard to facilitate on-the-job learning and the many ways it happens — through informal mentoring relationships, client secondments, involving graduates in global teams working on international deals or supporting them to run their own files for our award-winning Pro Bono Program.

We also bring graduates from our Sydney and Melbourne offices together to help our people foster networks across the Firm, and support professional development by covering the costs of Practical Legal Training.

Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once graduates complete their Graduate Program, they will travel overseas to attend a regional orientation program with other mid-level Associates from the region.

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

## What does the Firm look for?

We look for people who enjoy a challenge and seek new opportunities; who share our global perspective; who have sound academics and are practical in their approach; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas; and who seek a friendly and inclusive culture that strives to make a difference to our local and global communities.

## Thrive in a culture of inclusion

We want everyone at Baker & McKenzie to reach their potential so our people participate in global, regional and local world-class development and mobility programs, and our culture is diverse, inclusive and flexible. Our award-winning diversity strategy, initiatives and programs are focussed in four areas, in which all our people can participate:

- BakerWomen - Gender equality and supporting the progression of women
- BakerDNA - Ethnic, indigenous and cultural diversity
- BakerBalance - Supporting carers and parents, employee wellbeing and workplace flexibility
- BakerLGBTI - Lesbian, gay, bisexual, transgender and intersex diversity

Our aim is to create and maintain a diverse, inclusive and flexible culture that allows all our people to reach their full potential.

Natalie Brunton  
Talent Management Consultant - Sydney  
Tel: +61 2 8922 5747  
natalie.brunton@bakermckenzie.com

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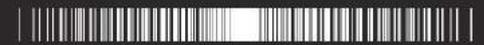
## Our key areas of practice include:

- Banking & Finance
- Capital Markets
- Commercial Real Estate
- Construction
- Dispute Resolution
- Employment
- Energy, Resources and Infrastructure
- Environmental Markets
- Financial Services & Structured Transactions
- Insolvency
- Intellectual Property
- Media
- Mergers & Acquisitions
- Private Equity
- Tax
- Technology, & Communications

Baker & McKenzie, an Australian Partnership, is a member of Baker & McKenzie International, a Swiss Verein with member law firms around the world. In accordance with the common terminology used in professional service organizations, reference to a "partner" means a person who is a partner, or equivalent, in such a law firm. Similarly, reference to an "office" means an office of any such law firm. Baker & McKenzie handles information in accordance with our privacy policy. A copy can be found on our website.



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# MinterEllison

## ABOUT MINTER ELLISON

We're an Australian-based international law firm offering a full range of legal services to an impressive list of clients across Australia, in Asia and globally. Recognised for our clear thinking, our strong technical skills and ability to deliver practical solutions have led to our involvement in the Asia Pacific's most innovative and high-profile transactions.

## OUR BUSINESS UNITS AND DIVISIONS

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Financial Institutions Group  
Human Resources & Industrial Relations  
Insurance & Corporate Risk  
Mergers & Acquisitions  
Projects, Infrastructure & Construction  
Real Estate, Environment & Planning  
Tax



### A day in the life of a Minter Ellison Clerk

Laura Crick - Rotation in the Insurance and Corporate Risk Group  
Vacation Clerk 2014/2015

- 8:30am Start the day with a coffee run, the other clerks and I have agreed on our favourite cafe... they are starting to remember our names and orders!
- 9:00am Finalise the draft schedule of documents for an Administrative Appeals Tribunal matter for a Commonwealth client.
- 9:40am Assist with preparing documents for an insurance matter hearing today, time is of the essence!
- 10:00am The taxi is waiting downstairs to whisk a Graduate Lawyer and myself to the Supreme Court of the A.C.T. Double check we have all our documents and dash off to the elevators to attend the hearing.
- 1:00pm Lunch with a Barrister at a nearby cafe after our court appearance where we discuss today's outcome and next steps.
- 2:00pm Vigorously taking notes in a teleconference with my supervising partner and barrister to discuss an upcoming immigration matter.
- 4:20pm Time for a tea break and catch up with the other clerks, it's Tuesday which means we are all playing touch football tonight and the conversation is on tactics for the game.
- 4:30pm Review file in a discrimination matter. This involves reading emails which provide evidence of the nature of the relationship between the parties and preparing a schedule of relevant documents.
- 6:30pm Mixed touch football with the firm team followed by post-game hamburgers!

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The department's work spans a broad and interesting range of issues, focused on the following priorities:

- supporting the Attorney-General as the First Law Officer of the Commonwealth
- adapting law and law enforcement in the digital economy
- promoting equity and efficiency to improve access to justice
- protecting people's rights
- combating serious and organised crime and corruption
- protecting national security and building resilient communities
- encouraging excellence in art and supporting cultural heritage and public access to arts and culture.

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# ACT Office of the Director of Public Prosecutions



*"If we do not maintain Justice, Justice will not maintain us."* – Francis Bacon

In prosecuting matters, the Director represents community interests. Prosecutors have strikingly been called "ministers of justice", a phrase which sums up the unique position of the prosecutor in the criminal justice system. It has been said that prosecutors must always act with fairness and detachment with the objectives of assisting the court and ensuring a fair trial.

The Office does not have clients – the community is who the Director acts for. In performing its functions, the Office works closely with the Courts, the legal profession, police and other investigators, victim's representatives and other government agencies. The DPP must also ensure that appropriate consideration is given to the concerns of victims of crime and the community.

## **What do we offer?**

- Fast paced and intellectually stimulating working environment;
- Frequent advocacy experience for even the most junior prosecutors, including making arguments on your feet;
- A collegiate team of lawyers committed to professional development;
- Strong mentoring culture;
- Exposure to complex legal issues and the opportunity to contribute to the administration of criminal justice; and
- Opportunities for career progressions

## **What do we look for?**

- Candidates with a genuine interest and passion for criminal law;
- Advocacy experience or a demonstrated ability in this area;
- The ability to be flexible, operate under pressure and work to tight deadlines;
- The desire to work in a team environment; and
- Well developed interpersonal and communication skills.

## **Opportunities**

The ACT Office of the Director of Public Prosecutions offers, from time to time, placements to law students wishing to complete their Practical Legal Training (PLT) component of their professional qualifications. Applicants should register their interest by writing to the Office enclosing an up-to-date curriculum vitae and academic transcript. Applicants should tell us when the placement would commence and end and also include short summary of why the applicant would like to do their PLT at the ACT DPP.

Students of Evidence Law should take the opportunity to engage with their tutors about any interest in criminal law. Many tutors work at the ACT DPP or other organisations within the profession and are happy to talk about their experience. You should also have a go at the annual ACT DPP Mock Trial! The ACT DPP also has an employment register that can be found at [www.dpp.act.gov.au](http://www.dpp.act.gov.au).

### **Eligibility**

Lawyers at the DPP must be admitted as legal practitioners in the ACT Supreme Court or equivalent.

### **Questions with a Prosecutor**

#### **1. What interests you about the criminal law?**

The grassroots human element involved in criminal practice is what has always drawn me to it. Human nature is a curious thing, and you observe it in all its colours in criminal practice. There can be so many reasons why people commit criminal offences, and it's never black and white. While it can be confronting to see the impact of crime on victims and the community, it's a very grounding experience and to work for Lady Justice is a fulfilling enterprise.

#### **2. Describe your day to day practice?**

My workload is probably 60% court time and 40% office time. There is never a dull day, and although it can be very stressful at times, I'd always rather be very busy than idle. Not a day goes by where I don't speak with defence lawyers, police officers and other members of the criminal practice.

Most days I am in court with general matters (I am not in the family violence or sexual offence units, which are the only specialist units). I appear in hearings, lists, sentences, bails and other applications. I use my knowledge of Evidence Law in every hearing, and a different Evidence Act provision rears its head every time. I have to be creative with my arguments, and practice eloquence so as to be a more effective advocate. Some days I have more confidence than others, but I am always learning. I use my legal research skills and written communication skills most days also.

Finally, it's definitely not a sedentary job! I'm always walking between the office and the Magistrates Court and/or the Supreme Court, walking around to discuss issues with colleagues, and standing up in court. I like this because I feel like I'm always moving and I hate the idea of sitting at a desk all day every day.

#### **3. Do you enjoy working at the DPP?**

Working at the ACT DPP is a fantastic opportunity because, unlike in most other jurisdictions, even the most junior prosecutors get advocacy experience from very early on (I'm talking the first few weeks). You get to be on your feet in court so frequently, from very early on, which is an experience quite unique to the ACT prosecutor.

Being around all the brilliant minds that the DPP has managed to warehouse is really inspirational. I don't mean that in a cloying sense; I have many truly intelligent and insightful colleagues who offer so much I can learn from. It is also a very fun and funny environment, and the culture is one of good humour and support. There are many vibrant personalities, all of whom are fundamentally kind, so you can find a friend in anyone and everyone.

There is a lot of responsibility that comes with being a prosecutor, and that can be a source of both anxiety and pride. However, it's a great way to develop strength of character, mental acuity and to achieve professional fulfilment. It's definitely a job for those who like to feel useful!

#### **4. What are the challenges?**

Your skills as a prosecutor develop constantly and quickly. The improvement in your understanding of legal issues and practice, as well as your advocacy skills, is exponential. You start out being terrified to mention a few matters in the Magistrates Court's general list, and you move very quickly to being confident opposing bails and appearing on sentences. Then you gain confidence in other applications, hearings and eventually matters in the Supreme Court. It is a constant learning experience and every day presents the best kind of challenge: one that takes you to the edge of your comfort zone but that doesn't overwhelm you. That is partly because of the hugely supportive environment and mentoring culture that exists within the DPP; any problem shared is a problem halved or even quartered.

#### **5. What is the best kind of advocate?**

There is no best kind of advocate. At the DPP we have a range of different personality types and communication styles – and this variety lends itself to all sorts of effective advocacy. The quiet and softly spoken advocate is just as effective as the advocate who goes for the jugular – that is of course depending on all the variables. The main thing is to be yourself. It's a cliché, but it's true. If you're too focussed on emulating a style that does not naturally come to you, you risk coming off as insincere and being ineffective

**Katrina Marson**

# Legal Aid ACT

Legal Aid Commission (ACT) 'the Commission' is a leader in the delivery of legal services to the ACT Community and region. We are recognised for our excellence and for the caring, responsive and professional manner in which our services are provided. Our purpose is in:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law; and
- seeking reform of laws that adversely affect those we assist.

## WHAT WE DO

The Commission helps people living in the ACT, or involved in proceedings in the ACT courts or tribunals, who are in need of legal advice or assistance but who are unable to access private legal services. Our clients are people who are disadvantaged relative to the general population. Disadvantage can take many forms, including a lack of financial resources, disability, illness, youth or old age, homelessness, language or cultural barriers.

## HOW CAN YOU GET INVOLVED

The Commission is regularly placing student volunteers which provides hands on experience and shadowing opportunities with our lawyers.

Aside from formal recruitment process, opportunities to work at the Commission come through the:

- Temporary employment register
- Volunteer and workshop placements
- Internships
- Two clinical programs with the ANU
  - Youth Law Centre, and
  - Legal Aid Clinic

To be considered for a volunteer placement or to be included on the temporary employment register resumes should be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au).

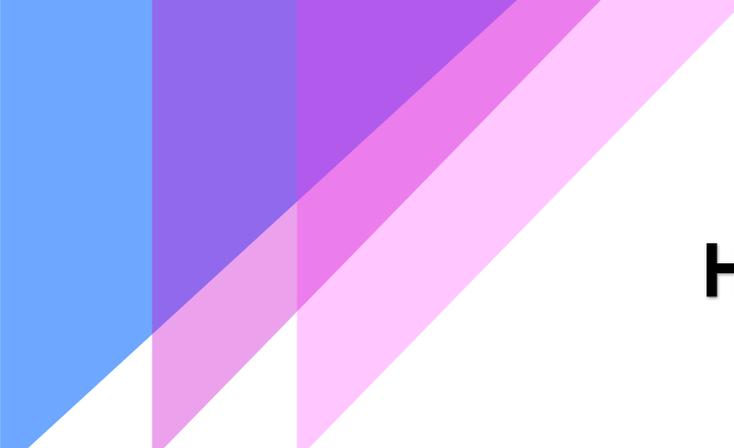
Enquiries about the clinical programs should be made at the College of Law, ANU.

Further information is available at [www.legalaidact.org.au](http://www.legalaidact.org.au)

# ASSOCIATESHIPS



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# HIGH COURT OF AUSTRALIA

## **Applying for an associateship with a Justice of the High Court of Australia**

Applying for an associateship with a particular Justice, an applicant should write directly to the Justice with whom s/he would like to work. Alternatively, if you are interested in working for any one of the Justices without any preference, then you should write to the Chief Executive and Principal Registrar, Mr Andrew Phelan, and he will raise your interest at a meeting with the Justices. You should include a current CV and an academic transcript with your letter.

Generally there are no specific closing dates for applications but it is common for the Justices to appoint their associates two and three years in advance. An application should indicate the years the applicant would be available for employment.

Competition for appointment is very strong and there are sometimes upwards of 200 applications for potential vacancies. The normal expectation is that a person appointed as an associate will have graduated with first class honours and will preferably have research experience (and often experience working for a law firm or university or another court).

For general information about the Court, applicants should peruse the information available on the website; [www.hcourt.gov.au](http://www.hcourt.gov.au), including the Court's Annual Reports.

The address for correspondence is:

High Court of Australia  
Parkes Place  
Canberra ACT 2600

In addition to associateships the Court also engages a Legal Research Officer each year for a 12 month period. The appointment to this position is usually made by September with the successful candidate to state in the following January. If you are interested in applying for this position, you should contact Ms Petal Kinder, Court Librarian, by mail at the above address or by email to [pkinder@hcourt.gov.au](mailto:pkinder@hcourt.gov.au).

# FEDERAL COURT OF AUSTRALIA

## How to Apply

The Federal Court has 46 Justices' across nine Registries in each State and Territory; only six have Judges and Associates. As recruitment varies between States, candidates should contact their respective Director of Court Services:

New South Wales: (02) 9230 8567

Northern Territory: (08) 8941 2333

Queensland: (07) 3248 1100

South Australia: (08) 8219 1000

Victoria (03) 8600 3333

Western Australia (08) 9268 7100

Candidates should ideally address their applications to the chambers of the individual Justice(s) they are applying to. Applicants may request these details from the relevant Director of Court Services.

## When to Apply

Candidates may apply at any time, though selection generally takes place at the end of each year.

## For more information visit:

<http://www.fedcourt.gov.au/about/employment/associates>

*Note: These are just a handful of positions for Associate-ships that are available. For those seeking more information, the 2013 and 2014 Guide can be found at the ALSA website [www.alsa.net.au](http://www.alsa.net.au).*

# INTERNATIONAL CAREERS



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# Canada

## Admission

Australian graduates must apply to the National Committee on Accreditation, which is a committee of the Federation of Law Societies of Canada. The Committee will then evaluate the credentials and experience of the applicant. It may issue a Certificate of Qualification or recommend further study.

In considering the application, the Committee will have regard to the academic and professional background of the applicant, including: the country in which the applicant studied law, the courses studied by the applicant, the nature of the degree-granting institution, any professional qualifications and the length and nature of the applicant's professional experience.

The Committee may recommend that the applicant: sit exams in specific areas of Canadian law; study specific courses at a Canadian university; or, complete an LLB at a Canadian university.

The law societies of the provinces regulate admission to practice in Canada. To be admitted to practice a candidate must:

- possess a law degree from a recognized law school, and
- serve a period of apprenticeship known as articling under the supervision of a qualified member of the law society.

To be admitted to the Quebec bar a candidate usually has to possess a law degree from a law school teaching civil-law.

The law society of each province also administers a bar admission course that must be completed successfully before a candidate may be admitted to the bar. The bar admission courses cover a wide range of topics and focus on the knowledge, skills, and attitude expected of an entry-level lawyer in competent and professional practice. Assessment is based on these requirements.

Some Law Societies will allow foreign qualified lawyers to become Foreign Legal Consultants. It is possible for overseas lawyers to become registered as foreign legal consultants in Canada.

# Canada

## Immigration

Australians wishing to immigrate to Canada for the purposes of practicing law for a temporary period require a Work Permit that specifies the employer and the length of the permit . Ordinarily, your employer is required to obtain a positive labour market opinion on your job offer from Human Resources and Social Development (HRSDC).

Spouses and children can also immigrate, providing that they satisfy the general temporary residency requirements. Family applications can be made to avoid completing separate applications.

Permanent migration to Canada to work as a lawyer would involve selection as permanent residents based on their education, work experience, knowledge of English and/or French, and other criteria that have been shown to help them become economically established in Canada.

### Further Information

For further information on admission requirements see: <http://www.flsc.ca/>

For further information on immigration see: <http://www.cic.gc.ca>.

For further information on law societies of provinces and registration as foreign

legal consultant see: [http://www.flsc.ca/en/foreignLawyers/flc.asp!](http://www.flsc.ca/en/foreignLawyers/flc.asp)

# China

## Admission

Foreign lawyers are tightly regulated in People's Republic of China (PRC). They are not able to advise or act in relation to Chinese legal issues. Instead, most foreign lawyers are limited to the practice of the law of their home jurisdiction. Foreign lawyers working for international law firms are not generally admitted. However, some commentators have noted that some foreign lawyers currently undertake advice, contract and due diligence work within China. There is debate over the proper role for foreign lawyers within China and some commentators suggest that restrictions will be relaxed further in the years to come.

Chinese citizens seeking to be admitted in China should refer to the Ministry of Justice's website. This website sets out the educational and professional requirements associated with admission. It also sets out the requirements in relation to the National Judicial Examination.

Since 1992 foreign law firms have been allowed to operate representative offices in the PRC. The Ministry of Justice recently indicated that 114 firms do so. The State Council establishes regulations for the services that foreign law firms can provide. They are:

1. consulting services regarding the laws and relevant international treaties and usual practices in the country in which the lawyers of the overseas law firm have obtained licenses (eg Australia, the USA, UK etc)
2. handling the legal affairs entrusted to them by their Chinese clients or Chinese law firms relating to the country in which the lawyers of the foreign law firms have obtained licenses (eg Australia, the UK etc)
3. representing their foreign clients in entrusting Chinese law firms to handle legal affairs in China;
4. maintaining long-term business relationships with Chinese law firms to handle Chinese legal affairs; and
5. providing general information about China's legal environment, but not interpreting Chinese laws.

# Hong Kong

## **Admission – Graduates**

Australian graduates wishing to practice in Hong Kong as a solicitor or barrister are required to complete a Postgraduate Certificate in Laws (PCLL) and undertake either trainee work (as a Solicitor) or a pupillage (for Barristers).

In order to qualify for admission to the PCLL, an applicant must hold a degree from a common law institution. They must also demonstrate that they are competent in the subject areas of: Constitutional law, Contract, Criminal law, Land law, Tort, Equity, Civil Procedure, Criminal Procedure, Evidence, Business Associations, Commercial Law, Hong Kong Constitutional Law, HK Legal System and HK Land Law (or subjects that are recognized as equivalent to the above).

Ordinarily, graduates undertake top-up courses in the three Hong Kong specific subjects (Constitutional Law, Hong Kong Land Law and Hong Kong Legal System). Top-up courses include: study as a 'visiting internal student' in one of the Hong Kong institutions which awards LLBs; a Graduate Diploma in English and Hong Kong Law; or, passing the subjects as part of the Hong Kong Conversion Examination for the PCLL.

## **Admission – Overseas Lawyers**

Australian lawyers who are already admitted in Australia and wish to practice in Hong Kong can apply for direct admission as 'Overseas Lawyers'. Those wishing to qualify as an 'Overseas Lawyer' must have 2 years post-admission experience in their jurisdiction of qualification, have good standing within that jurisdiction and they must pass the Overseas Lawyers Qualification Examination (OLQE). The OLQE involves five examinations in the areas of Conveyancing, Civil and Criminal Procedure, Commercial and Company Law, Accounts and Professional Conduct.

Applicants must also satisfy basic residency requirements.

# Hong Kong

## Immigration

Australians wishing to work in Hong Kong must obtain a work visa prior to arrival. Special visas exist for professionals seeking to work in Hong Kong. These visas are granted under the General Employment Policy (GEP).

A different scheme applies to Chinese nationals, though Chinese nationals may be able apply where they have overseas permanent residency or have been residing overseas for at least one year prior to application.

Applicants are generally required to provide evidence of: a degree in the relevant field; a genuine job vacancy; a confirmed offer of employment for a job that is relevant to academic qualifications and that cannot be readily taken up by the local work force; and, details of remuneration.

### Further Information

For further information on admission requirements see:  
[http:// www.hklawsoc.org.hk](http://www.hklawsoc.org.hk).

For further information on the PCLL (for example): <http://www.hku.hk/pcll/>.

# United Kingdom

## Admission

Australians seeking to be admitted in the United Kingdom are generally required to sit the Qualified Lawyers Transfer Test (QLTT) and satisfy other eligibility criteria as prescribed by the Qualified Lawyers Transfer Regulations 1990.

Prior to sitting the QLTT, applicants must obtain a certificate of eligibility from the Solicitors Regulation Authority. In order to obtain the certificate, applicants must prove that they are suitable for admission as a solicitor in England and Wales by disclosing all convictions and other relevant matters.

The QLTT covers four subject areas:

- Property
- Litigation
- Professional conduct and accounts
- Principles of common law

Applicants may also be required to satisfy a two- year legal experience requirement, which includes an element of practice within England and Wales. However, applicants are also able to apply for an exemption to the above criteria on the basis of their prior legal experience.

Foreign lawyers may also work in the United Kingdom without qualifying for admission. However they cannot appear before the courts.

# United Kingdom

## Immigration

Australians seeking to work in the United Kingdom must obtain a working visa. Australians are able to obtain a Business and Commercial work permit through their employer in the UK when there is a genuine need for an employee and the job cannot be filled by a suitably qualified and experienced resident worker. In order to be eligible for the permit, the applicant must have a higher national diploma (HND) or degree-level qualification that is relevant to the occupation. Alternatively, an applicant may be eligible where the occupation is listed on the shortage occupations list.

Australians may also be eligible to work in the United Kingdom under the Highly Skilled Migrant Program. In order to be eligible under this program, applicants must obtain a certain number of points across a range of criteria including qualifications, earnings, experience and age.

The Highly Skilled Migrant visa lasts for 24 months, with an option to renew for a further 3 years. Under this category of visa applicants are not required to have a standing job offer.

Applicants seeking to obtain a visa under the Highly Skilled Migrant Program can apply from within the United Kingdom, when they hold a visa that allows for transfer to a Highly Skilled Migrant Visa. They can also apply for 'entry clearance' prior to migration.

## Further Information

For further information on admission requirements see:  
<http://www.lawsociety.org.uk/>.

For further information on immigration see: <http://www.ind.homeoffice.gov.uk/>.

The International Division of the Law Society of England and Wales runs a useful website detailing admission requirements for various other jurisdictions, see:  
<http://international.lawsociety.org.uk>.

# United States

## Admission

Admission requirements in the United States are different in each State. In every State applicants are required to sit a bar exam and satisfy the relevant admission authority that they are of good character. The bar exams and character tests applied to individual applicants vary between jurisdictions. For a summary of the admission requirements for each State see the National Conference of Bar Examiners and American Bar Association Section of Legal Education and Admissions to the Bar, *Comprehensive Guide to Bar Admissions* (2009), which can be found at: [http://www.ncbex.org/fileadmin/mediafiles/downloads/Comp\\_Guide/CompGuide.pdf](http://www.ncbex.org/fileadmin/mediafiles/downloads/Comp_Guide/CompGuide.pdf).

Many foreign attorneys seek admission in California and/or New York, which are considered by many to have the most difficult bar exams. Applicants in these jurisdictions can expect to sit a number of difficult exams over several days, including a Multistate Professional Responsibility Exam. Failure rates amongst foreign attorneys are high. Exams in California and New York are administered every February and July. Many applicants undertake Bar Review courses in preparation for the exams. ANU graduates are eligible to sit the Bar examination in New York.

In some States, the bar may require that an applicant take additional courses in US law at an ABA approved law school. Alternatively, or in addition, they may take into account time spent in practice in the applicant's home jurisdiction. Applicants should contact the relevant State bar association.

An alternative option for foreign lawyers is to practice with a Foreign Legal Consultant License (available in 28 States). This allows foreign lawyers to engage in restricted legal practice within a State, based on their home jurisdiction qualifications and experience.

The participating States are Alaska, Arizona, California, Connecticut, the District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Louisiana, Massachusetts, Michigan, Minnesota, Missouri, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Utah and Washington.

The relevant state regulatory body will provide the applicable rules and a comparative table can be viewed at the American Bar Association website or in the Americas section of the International division of the Law Society of England and Wales website.

# United States

## Immigration

Australians seeking to work in the United States must obtain a work visa. Australians may apply for the special E-3 Visa which permits Australians to work temporarily in specific occupations. The visa applies to Australian citizens only. It allows individuals to bring their spouse and children. In order to qualify for the visa, the applicant must have a job offer from an organization in the US prior to departing for the US. The visa can be obtained from US consulates in Sydney, Melbourne and Perth but cannot be obtained from inside the United States.

The E-3 visa covers occupations that require a bachelor's degree or higher degree as a minimum. Applicants must satisfy the definition of 'specialty occupation' contained in the Immigration and Nationality Act. The term of the visa is 24 months, renewable indefinitely. Those who are not eligible for an E-3 visa may apply for a B-1 or B-2 visa.

## Further Information

For further information on admission requirements see: <http://www.calbar.org>

# C O N T A C T S

## USEFUL ANU CONTACTS

### Academic Skills and Learning Centre

Phone (02) 6125 2972 (extension 52972) or come in person to the ASLC, Lower Ground Floor of the Pauline Griffin Building

### ANU Counselling

First Floor, Building [18] North Road, ANU Campus  
9:00am - 4:45pm weekdays, closed  
1:00pm - 2:00pm for lunch  
Phone: (02)6125 2442  
Fax: (02) 6125 2242  
Email:  
counselling.Centre@anu.edu.au

### ANU College of Law Library

Email law.library@anu.edu.au Phone: (02) 6125 4013

### Course Information

On matters related to courses, we recommend that you contact the convenor for the course. The contact details for the course convenor can be found in the Course Outline or at the College of Law Website.

### ANUSA Faculty of Law Reps

The ANUSA Faculty of Law Representatives provide you with the opportunity to communicate with the students' association, will help you with any appeals you may have and will advocate your interests at ANUSA council and committee meetings. The 2013 ANUSA Law Reps are Ben Morgan and Megan Lingafelter  
Email: law.facrep@anu.edu.au

### Facilities and Buildings

Jayne Hardy - Manager, College of Law Services  
Office Room Services Office  
Phone: (02) 6125 5421  
Fax: (02) 6125 3971  
Email: jayne.hardy@anu.edu

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