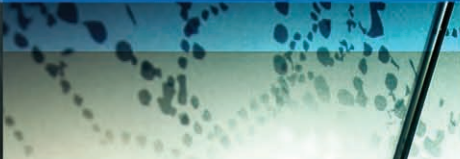
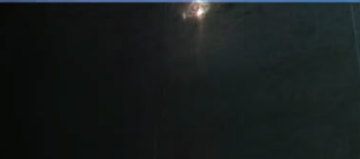


Harwood Andrews Lawyers

The next step in your career



I am currently a Graduate Lawyer at Harwood Andrews.



I believe that Harwood Andrews fosters professional growth and commercial development for their Graduate Lawyers, providing an invaluable learning experience on the path to becoming a proficient legal practitioner.



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About Harwood Andrews Lawyers

Harwood Andrews Lawyers is one of Victoria's leading law firms with Law Institute of Victoria accredited specialists in each of our departments. We are the leading provider of legal services to businesses, statutory authorities and high net wealth family groups delivering outstanding outcomes to our clients. The firm has offices in Geelong, Melbourne and Werribee. We pride ourselves on creating future leaders and encourage creativity and innovative thinking amongst our staff.

We provide high quality, purposeful legal advice in the areas of

- Business and Corporate
- Tax & Superannuation
- Trusts
- Intellectual Property
- Property
- Franchising
- Dispute Resolution and Litigation
- Wills and Estates
- Family Law
- Local Government and Public Sector
- Agribusiness
- Family Business
- Planning & Environment
- Transport & Logistics
- Workplace Relations
- Building & Construction

The firm gains national exposure through its strong links with the accounting profession and through its authorship of the Trusts Structures Guide, published by the Taxation Institute of Australia (TIA). This guide explains the nature and use of trusts in Australia for business and succession planning purposes.

Harwood Andrews Lawyers is passionate, energetic and committed to its values of excellence, client dedication, talent and community connection.

We foster a supportive and collaborative environment where our specialists are willing to share their skills, knowledge and experience. We are committed to providing personal and professional development and by mentoring our staff we empower them to achieve their best.

“Your outcome - Our purpose” is the firms' key focus. Our lawyers are committed to providing the best solutions for our clients. We strive to gain a true understanding of our client's needs and this understanding promotes long-standing relationships. We are committed to the success of our people and our clients and this in turn delivers the success of our business.

Internship program

Harwood Andrews Lawyers currently has in place a partnership with Deakin University, where we offer a two year internship to Law students in both our Geelong and Melbourne locations. The selected students gain experience within our Business and Dispute Resolution practice areas. Examples of the types of work which might be undertaken are -

- Assisting in aspects of complex commercial transactions and disputes
- Undertaking research in the areas of law in which the firm practices;
- Compiling weekly case/legislation update and commentary on changes in the law
- Assisting in the preparation of newsletter articles circulated to clients and referrers
- Updating the annual editions of the Trust Structures Guide
- Drafting of memos and documentation
- Assisting lawyers to research specific areas of law to enable them to undertake presentations to clients or department meetings

Students must be a third year LLB or fourth year combined law student, thereby having two years study left to complete at the start of the internship.

Read what Jeremy Weeks says about his experience as an Intern with Harwood Andrews Lawyers:

“I am currently midway through my second year in the Harwood Andrews Internship Program, and I could not recommend a better educational program for law students. In my time here I have had the opportunity to assist in real legal matters and to actually put those four hard years of uni to use. Whilst research is an inevitable part of all budding lawyers, Harwood Andrews offers the opportunity to become involved in the matter and to see how any research you undertake is applied. Other examples of work I have thus far undertaken include: writing legislative updates distributed to clients; drafting client letters and attending client interviews. On top of this, I write a weekly legal update which is distributed to the Geelong, Werribee and Melbourne offices - an amazing opportunity to have your work recognised by experienced lawyers. Of particular value is the ability to work directly for partners and lawyers alike, who have the full intent of enhancing your experience whilst understanding that you are still a student; an opportunity often lost at large Melbourne firms. Gaining this sort of exposure to the legal profession and individuals with a wealth of experience is the best education a law student can have.”



Seasonal clerkship program

The firm also offers seasonal clerkships in both our Melbourne and Geelong locations in July and November/December of each year. The objective of a seasonal clerkship is to offer a formal and well rounded learning opportunity over a three week period. A seasonal clerk is provided with some hands on experience with file related matters and works closely with our junior lawyers to provide assistance with research and other related matters. This is an opportunity to gain an insight into the legal matters that our lawyers deal with on a daily basis and to see first hand the work load that a junior lawyer experiences in their first few years.

A buddy is assigned to all of our seasonal clerks and is responsible for giving the support needed to ensure that it is a rewarding and positive learning experience. The clerkship includes exposure in three areas of law in Geelong: Business, Family and Dispute Resolution and two areas of law in Melbourne: Business and Dispute Resolution.

Traineeship

Harwood Andrews Lawyers' traineeship program provides outstanding graduates with a formal and extensive development program, which focuses on advancing your Business skills and legal knowledge.

Successful candidates are those who aspire to learn from specialists in their respective areas of law, seek to apply themselves in a dynamic environment and want to be challenged. Importantly, you must share a passion for the firm's core values of excellence, client dedication, talent and community connection.

We look for graduates who can display an interest in the practice areas of our firm and who demonstrate an understanding of the commerciality of business. We value strong communication, presentation and interpersonal skills, and a collaborative approach to work.

The traineeship program runs for twelve months and focuses on two key areas of the firm with a rotation in each of our Business Law and Dispute Resolution departments. Under the program the trainees gain broader exposure to other areas of the practice which the firm determines at its discretion.

In addition to in-house training and mentoring our trainees also participate in the College of Law program to assist them in meeting the required competencies for admission to practice.

A principal is appointed at the commencement of the traineeship and has direct responsibility to ensure the traineeship is successfully completed. Our principals provide trusted advice, support and guidance and create a constructive environment for our trainees. Open, transparent communication and mutual respect are paramount to the success of our program and ultimately, the trainee's success.

Our yearly intake depends upon the firm's current requirements.

Read what Shannon Landers has to say about her 2010 Traineeship:

"I am currently a Graduate Lawyer at Harwood Andrews. I am approximately halfway through my traineeship and it is unbelievable how much I have learnt about becoming a lawyer, and how my legal skills have developed over the past 6 months. When you work at a mid-tier firm like Harwood Andrews, you get the benefit of dealing with clients and running your own files, whilst also being surrounded with a wealth of experience, knowledge and resources. As a Graduate Lawyer at Harwood Andrews you rotate through all departments of the firm, gaining practice in the areas of Business Law, Family Law, Dispute Resolution, Property and Wills & Estates. In addition to the commercial aspects, you also gain experience in dealing with the firm's community connections, by providing pro-bono legal advice to disadvantaged people. I believe that Harwood Andrews fosters professional growth and commercial development for their Graduate Lawyers, providing an invaluable learning experience on the path to becoming a proficient legal practitioner."

Lawyers

We look for talented lawyers who are passionate and committed to delivering outstanding outcomes to our clients. We look for lawyers who display excellence in every aspect of their work and bring a commercial approach and understanding to the delivery of their legal services. The following qualities and attributes in lawyers are highly sought after

- A willingness to work as part of a team
- A desire to provide solutions and outcomes to clients
- An ability to build relationships with clients and enjoy client contact
- A solid technical understanding of the law
- Strong drafting skills
- A sense of commerciality and sound business acumen
- An ability or potential to market themselves and the firm to create business development opportunities
- Well-developed people skills
- The desire to develop into a leadership role
- Excellent communication skills
- Sociable and friendly nature
- Initiative.



Culture

We view all our staff as individuals and are committed to giving everyone an opportunity to advance their career.

Our leaders lead by example. We value our employees and encourage their contribution of ideas and thoughts. We recognise that our biggest strength is our own people. We listen to what our people have to say and conduct employee forums, department meetings, location meetings, focus groups and publish our very own HA Times.

'Community Connection' is one of the four pillars upon which the firm's values are based. We are committed to maintaining strong relationships with groups within the communities we serve and actively endorse and encourage employees who contribute to their communities. Some examples of community connection include our involvement with PILCH by our junior lawyers and our involvement with the Ardoch Foundation through their Buddy's Literacy program.

Mentoring

New employees receive mentoring and coaching from a Principal or Special Counsel within their assigned department. Our firm encourages genuine, two-way communication. Principals meet with each employee on a weekly basis to discuss their progress, as well as provide direction and guidance.

We actively listen to what each employee's goals are and put a plan in place to support and, most importantly, make these goals achievable.

Feedback and review

We have a structured review program in place, based on bi-annual performance reviews for lawyers and annual performance reviews for other employees. This is an opportunity for open communication, the provision of feedback and the setting of future targets. However, this is not the only time our people receive feedback. Sharing information and providing advice and feedback on a regular basis is a focal part of the Harwood Andrews Lawyers culture.

Training and development

Harwood Andrews Lawyers maintains a fundamental commitment to its employees' personal and professional development and providing an opportunity to continue to learn. We conduct regular internal seminars and practice group meetings and a practice group retreat as part of this development process. We also encourage our employees to attend leading external seminars, conferences and workshops and for the knowledge and insights gained from these to be shared with colleagues. We have recently introduced our Lunch and Learn program where lunch time sessions are run by our HR and IT department as an opportunity to freshen up existing skills.

Works Perks

We are very proud of our “works perks” program and some examples of the works perks offered to our staff are as follows -

- **Group Salary Continuance Insurance** - Harwood Andrews Lawyers provides long term security for employees in the event that an accident or illness prevents them from doing their job. The cover is 24 hours per day, 365 days per year. A salary continuance Insurance Benefit is payable if you have been continuously off work for 90 days, have been under the continuous care of a registered medical practitioner, and in the opinion of the insurer, your disability prevents you from returning to work in your usual occupation.
- **Group Life Insurance** - Group Life Insurance provides a lump sum benefit upon death, the cover is provided 24 hours per day, 365 days per year. The level of benefit is \$100,000.00.
- **Employee Assistance Program** - From time to time personal problems can affect our work, safety and quality of life. We have an Employee Assistance Program in place to provide free confidential professional counselling and consulting to staff and their families, including spouse, parents, children etc.
- **Fruit boxes** - Every week a box of fresh seasonal fruit is delivered to each office for all staff.
- **Birthday cakes** - Birthdays are celebrated with a delicious birthday cake hand delivered to staff on their birthday.
- **Movie ticket awards** - Staff that have made an exceptional contribution to their department are nominated by their department head at the end of every month to receive 2 movie money tickets.
- **Casual Dress days** - Casual dress days are held on the first Friday of each month to coincide with the monthly social drinks night. A gold coin donation is required from all staff which is banked and donated to the charity of choice at the end of each year. The charity chosen by staff for 2010 is the Cancer Council of Victoria.
- **Start of month drinks** - On the first Friday of every month Harwood Andrews Lawyers provides drinks and nibbles for staff at each office and encourages all to attend and socialise with fellow staff members. The drinks night is organised by the Staff Social Committee of each office. Drinks night commences at 4:45pm.
- **Morning tea on Friday** - Friday morning tea is held weekly in each office location and staff are encouraged to attend and interact with colleagues. Morning tea is provided voluntarily by staff on a roster system.
- **Breakfast** - On occasions staff need to be in the office early to attend meetings, complete work etc and as a result may skip the most important meal of the day, breakfast. Some basic breakfast items are available in the staff tea room to ensure that if one of our staff misses breakfast, that their energy levels can be boosted.

Contact Us

If you have any questions please contact our Human Resources Manager:

Melbourne: (03) 9620 9399 **Geelong:** (03) 5225 5225 or hr@harwoodandrews.com.au



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The logo for Harwood Andrews Lawyers, featuring the letters 'HIA' in a stylized blue and yellow font, followed by the words 'HARWOOD andrews' in a blue sans-serif font, and 'LAWYERS' in a smaller font below it.



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