



ENVIRONMENT & PLANNING LAW

CAREERS GUIDE 2012

Employment and internship opportunities
for a career in environment and planning law

THE LAW SOCIETY OF NEW SOUTH WALES
youngLAWYERS

This guide was created by members of the NSW Young Lawyers Environment
and Planning Law Committee

About this Guide

This Guide was created by members of the NSW Young Lawyers Environment and Planning Law Committee. The Guide is intended to assist final year students, Practical Legal Training students and junior solicitors explore their employment options for a career in environment and planning law.

About Young Lawyers:

NSW Young Lawyers is a department of the Law Society of New South Wales for lawyers under 36 years of age or in their first five years of practice. The NSW Young Lawyers Environment and Planning Law Committee is a group of young lawyers from the public and private sector, judge's associates, researchers and law students who share an interest in environment and planning law issues.

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Sonya Redman (Chair, Environment and Planning Law Committee, NSW Young Lawyers, January – August 2012)

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Organisations not featured in this Guide:

There are several organisations that environment and planning lawyers may also find employment or internship opportunities with that were unable to be featured in this guide. If you consider that this guide would benefit from the inclusion of a specific organisation, please contact envirolaw.chair@younglawyers.com.au with your suggestion.

Disclaimer:

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Foreword

As I write this foreword, the United Nations Framework Convention on Climate Change Conference is taking place in Doha, Qatar. The task facing the negotiators is formidable in the face of recent data suggesting that our capacity to limit global warming to 2°C is rapidly diminishing given the current rate of greenhouse gas emissions. Instead, a temperature range of between 4.2 and 5°C by the end of the century is more likely.¹ If this prediction becomes reality the results will be potentially catastrophic: heatwaves and droughts will become more prevalent and prolonged; sea levels will rise leading to coastal and, in some instances, sovereign, inundation; food will become more scarce; natural disasters will increase in frequency and intensity; and the rate of species extinction will accelerate, leading to irreversible loss of both terrestrial and marine biodiversity.

But it is not too late. Significant mitigation of the effects of global warming remains achievable through technological, social, political and importantly, legal innovation. This innovation requires a generation of environmental and planning lawyers with the necessary commitment and, above all, passion, to meet the demands posed by a century in which the world's population will continue to increase while our natural resources continue to diminish. Both locally and overseas, therefore, legal practitioners are needed that have skills and expertise across a range of different legal areas. This is because there is, in truth, no single field of study comprising environmental and planning law. Rather, administrative law, commercial law, criminal law, constitutional law and human rights – at both private and public, and domestic and international levels – are all incorporated within its rubric.

It is the multi-faceted and dynamic nature of environmental and planning law that makes it so stimulating and rewarding as a career. There are few, if any, legal endeavours that can offer so much by way of depth and breadth within a single discipline. This diversity is directly reflected in the myriad of career opportunities available to environmental and planning lawyers today.

It is for this reason that this publication is such an invaluable resource for anyone contemplating a career in environmental and planning law. Whether your pursuit is private practice or public policy, as the guide demonstrates, opportunities exist for young environmental and planning lawyers to achieve tangible and enduring outcomes that will, it is hoped, ultimately benefit everyone.

The NSW Young Lawyers Environmental and Planning Law Committee are to be congratulated on their initiative in undertaking the research and compilation of this current guide. I commend it to anyone with an interest in environmental and planning law.

The Hon Justice Rachel Pepper

Land and Environment Court of New South Wales

NSW Young Lawyers Environment and Planning Law Committee Patron 2012

9 December 2012

¹ G Peters, R Andrew, T Boden, J Canadell, P Ciaia, C Le Quere, G Marland, M Raupach and C Wilson, "The Challenge to Keep Global Warming Below 2°C", *Nature Climate Change* (2012 Macmillan Publishers Limited), p2.

Introduction

Environment and planning law is a growing and diverse area of law. This guide is intended to assist young lawyers take their first steps into a career in environment and planning law.

Employment and unpaid internship opportunities exist for environment and planning lawyers across public and regulatory, private and public interest sectors. This publication has endeavoured to capture, promote and encourage awareness of the diversity of interesting and rewarding opportunities available to young lawyers as they navigate this growing area.

This publication is a product of the Environment and Planning Law Committee. Its membership stretches across various industry sectors and environment law areas including climate change, water, mining, electricity, native title, environmental biodiversity and planning. As this area of law continues to grow, we hope to showcase more exciting opportunities available to young lawyers through future editions of this guide.

On behalf of the Committee I would like to thank the dedicated work of the contributors to this guide and the Hon. Justice Rachel Pepper for her generous support in preparing the Foreword and accepting the position of 2012 Committee Patron. Her Honour's contribution to the Committee has been invaluable.

Sonya Redman

Chair (January - August 2012)

NSW Young Lawyers Environment and Planning Law Committee

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EMPLOYMENT OPPORTUNITIES

NSW Department of Planning and Infrastructure (Legal Services Branch)

The Legal Services Branch of the Department of Planning and Infrastructure (DP&I) for the NSW State Government is the principal Government agency vested with statutory, policy and administrative responsibility for strategic land use planning and determination of major development and infrastructure projects.

DP&I's Legal Services Branch supports the execution of the DP&I and the Minister's functions.

The Legal Services Branch of DP&I is divided into five sub-groups:

- Plan making;
- Litigation;
- Legislation and reform;
- Development assessment advisory; and
- Infrastructure contributions.

Lawyers predominantly work within one of the groups, with an opportunity to assist other groups according to demand.

A Legal Officer's work will depend on which group joined within DP&I's Legal Services Branch, but will generally include:

- Writing advice;
- Receiving instructions to draft of legislation;
- Advising on the plan making process and litigation.

Role

Legal Officer (permanent and temporary employment)

Where is the organisation?

23-33 Bridge Street, Sydney

How long is the opportunity for?

Permanent employment is full time.

Temporary employment positions are often for six to 12 months.

Can I apply? - eligibility criteria

Depending on the level of the position, applicants must:

- Have a law degree;
- Be admitted as a solicitor; and
- Any other criteria specified for a role.

It is preferable to have legal advisory or litigation experience, and experience in planning, environmental, and administrative law.

How to apply

Applications are to be lodged through the online application system at www.jobs.nsw.gov.au.

When to apply

As advertised – in accordance with deadlines for application provided on www.jobs.nsw.gov.au.

Application process

Once an application has been submitted via the NSW Government Jobs website (www.jobs.nsw.gov.au), the application will go through a Selection Committee Process.

If successful, the application may be followed by an interview, referee check and an offer of position.

Contact details

23-33 Bridge Street, Sydney NSW 2000

GPO Box 39, Sydney NSW 2001

Phone: (02) 9228 6111

Email: information@planning.nsw.gov.au

Testimonial

"I joined the Department of Planning and Infrastructure after a few years in private practice. My move to the public service has been highly rewarding both professionally and personally. I have been able to build on the great experiences I had in the private sector through the highly diverse stream of legal work which arises at the Department. The quality of legal work presented is very high and is matched by a truly supportive and collaborative work culture, without time-based billing. In the world of environmental and planning law, experience working for a relevant Government department is invaluable, whether you are advising on assessments or planning agreements, working with legislative processes, or litigating on some of the most significant planning issues in the state. The Department of Planning and Infrastructure is a great place for those seeking both short-term experience or a long-term career, as a government lawyer in the field of planning law."

Thomas Kwok

Manager, Development Assessments

Legal Services Branch

Department of Planning and Infrastructure

NSW Office of Environment and Heritage (Legal Services Branch)

The Legal Services Branch within the Office of Environment and Heritage (OEH) provides legal advice and representation to OEH and the Environment Protection Authority (EPA).

OEH works to protect and conserve the NSW environment, including the natural environment, Aboriginal country, culture and heritage as well as our built heritage. It also manages NSW national parks and reserves.

The EPA is responsible for environmental regulation and associated activities throughout NSW.

The Legal Services Branch of OEH is divided in to two teams:

- Legislation and Advice; and
- Litigation (civil and criminal).

A Legal Officer will be required to carry out various duties depending on the team.

The duties of those within the Legislation and Advice team include providing advice, drafting legal documentation and participating in legislative reform.

The duties of those within the Litigation team include the conduct of both civil matters and criminal prosecutions pursuant to the legislation administered by OEH or the EPA.

Role

Legal Officer (permanent and temporary employment)

Where is the organisation?

59-61 Goulburn Street, Sydney

How long is the opportunity for?

There is no specific employment /intern program. Rather, positions are advertised as needed.

Can I apply? - eligibility criteria

Depending on the level of the position, generally applicants should:

- Be eligible to hold a current solicitor's practicing certificate in NSW;
- Have experience providing legal advice;
- Have experience in a relevant area of law;
- Have knowledge of environmental principles and practices;
- Have sound written and verbal communication skills; and
- Have the ability to work in a team environment.

How to apply

Applications are to be lodged through the online application system at www.jobs.nsw.gov.au.

When to apply

As advertised – in accordance with deadlines for application on www.jobs.nsw.gov.au.

Application process

Once an application has been submitted via the NSW Government Jobs website (www.jobs.nsw.gov.au), the application will go through a Selection Committee Process.

If successful, the application may be followed by an interview, referee check and an offer of position.

Contact details

Level 14, 59-61 Goulburn Street, Sydney
PO Box A290, Sydney South NSW 1232
Phone: (02) 9995 5000
Email: info@environment.nsw.gov.au

Testimonial

"The OEH Legal Services Branch is a dynamic workplace which balances a strong team focus with the opportunity to work autonomously on individual matters.

Legal officers work on challenging matters and within varied and diverse legislative contexts. Legal officers in the Litigation team have the opportunity to work fairly autonomously on their own matters and to regularly appear in both the Local and Land and Environment Courts. Legal officers in the Legislation and Advice team regularly provide legal advice on a broad spectrum of issues, and participate in reform of the legislation administered by OEH and the EPA as required.

A young lawyer working within the OEH Legal Services Branch can expect to be allocated their own matters, challenged, and given autonomy to make decisions about their matters within an environment where they can seek guidance and advice from supervisors."

Aleisha Essex

Lawyer

OEH Legal Services Branch

NSW Local Government Sector

A local council is a public authority that is responsible for a designated local government area.

The powers and responsibilities of a local council derive primarily from the *Local Government Act 1993* (NSW).

The scope of legal work within a local council is broad and will include local government, planning, property and contract law.

An Legal Officer's role will include:

- Drafting legal documents such as planning agreements, government contracts and tenders;
- Provide advice on council's powers and responsibilities under various legislation including the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979*, *Companion Animals Act 1998*, *Food Act 2003* and *Government Information (Public Access) Act 2009*;
- Preparing for and conducting matters in the Land and Environment Court, Local Court and District Court; and
- Liaising with various departments across council as well as members of the community and external legal teams.

Role

- Legal Officer
- Various positions

Where is the organisation?

There are 152 local councils, 14 county councils, 18 regional organisations of councils and 13 other organisations working within the local government sector.² Not all local government entities have legal staff, however most large councils have opportunities for lawyers.

How long is the opportunity for?

Various. Positions may include temporary contracts, permanent contracts and casual positions.

Can I apply? - eligibility criteria

Eligibility criteria will vary depending on the council however applicants should ideally hold a law degree or equivalent qualification.

It is preferable to be admitted as a solicitor and to have some legal advisory experience, and experience in planning, environmental, and administrative law.

How to apply

Applications are to be lodged via the careers website of the relevant council or via www.lgjobs.com.au

To locate opportunities, it is a good idea to check the local government job website: www.lgjobs.com.au

When to apply

As advertised – in accordance with deadlines set.

Application process

Once an application has been submitted, the applications will be vetted and suitable applicants will be invited for an interview process.

Successful applicants will require a referee check prior to obtaining a position.

Contact details

See www.lgjobs.com.au

A local government directory can be found at: www.dlg.nsw.gov.au

Testimonial

“Working in local government is both rewarding and challenging. The range of legal work is extremely broad and will include the responsibilities of local government, planning matters, dangerous dog incidents, food safety issues, property transactions and government contracts.

This diversity avoids monotony and provides for an interesting working week.

A local council is a unique environment that allows direct access to a range of expertise. On a daily basis you will work with officers who specialise in topics such as planning, engineering, heritage and environmental health.

Although the political framework may at times be restrictive, it can be very rewarding to see the positive impacts of your work on a local community.

Working in local government provides an excellent opportunity to see beyond the law alone and to view a practical application of NSW legislation.

Working in local government also allows for a great work life balance.”

Katherine Stevenson

Solicitor

General Managers Unit

Manly Council

² For more information see: www.dlg.nsw.gov.au/dlg/dlghome/dlg_index.asp

Commonwealth Department of Sustainability, Environment, Water, Population and Communities (Legal Section)

The Department of Sustainability, Environment, Water, Population and Communities (Dept SEWPaC) is responsible for implementing the Australian Government's policies to protect the environment and heritage, and to promote a sustainable way of life.³

The Legal Section provides internal legal advice to Dept SEWPaC. This includes both commercial advice and advising on a broad range of legislation including the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

A Graduate's role varies and depends on the needs and requirements of Dept SEWPaC at the time.

Role

- Legal Officer (permanent and temporary employment)
- Graduate

Where is the organisation?

John Gorton Building, King Edward Terrace, Canberra

How long is the opportunity for?

A Legal Officer position can be permanent or temporary and are full-time.

The Graduate program generally nine months long consisting of three work rotations of approximately three months each.

Can I apply? - eligibility criteria

Applicants must:

- Have a law degree; and
- Be able to demonstrate other selection criteria specified for a role.

For the Graduate Program, applicants must:

- Be an Australian citizen or receive Australian citizenship status; and
- Have completed an undergraduate degree.

Dept SEWPaC looks for graduates from all academic disciplines, but takes a particular interest in:

- Business
- Communications
- Engineering
- Law
- Science
- Natural Resource Management
- Commerce
- Economics
- Environmental Management
- Public Administration
- Water Management.

How to apply

Applications should be made through the Dept SEWPaC's online recruitment system:

www.environment.gov.au/jobs/opportunities/index.html

When to apply

As advertised – in accordance with deadlines for application.

For the Graduate Program, application dates vary from year to year but generally close within the first few months of each year.

Application process Applications for Legal Officer roles are to be submitted via the online recruitment system. The application will go through a Selection Committee Process. If successful, the application may be followed by an interview, referee checks and an offer of position.

The Graduate Program also requires applicants to complete an online application. Applications are processed through a preliminary and then secondary short listing process. Successful applicants are then invited to attend an interview in a major capital city close to their city of origin in July. Offers will be made thereafter.

Contact details

Vanessa Smith

Principal Legal Officer

Department of Sustainability, Environment, Water, Population and Communities

Address: GPO Box 787 CANBERRA ACT 2601

Phone: (02) 6275 9650

Email: Vanessa.Smith@environment.gov.au

Testimonial

"I've now been at the Department for a year (having come across from private practice) and I can say that every day has been interesting. Legal practice for the Commonwealth Government requires you to have knowledge of all of the many applicable policies and standards; as well as the relevant laws – which is a steep but worthwhile learning curve.

Working in the Department's Legal Section means that you are part of a team responsible for advising a number of Divisions with different responsibilities of their own – for example part of my team's responsibilities includes advising the Australian Antarctic Division and the Heritage and Wildlife Division.

It is a fast paced and challenging environment which requires you to be flexible – and it is so rewarding to work for the Department, knowing that you form a part of applying and enforcing Australia's national environmental law."

Melanie McIntyre, Senior Legal Officer, Legal Section, Governance and Legal Branch

Policy and Communications Division, Department of Sustainability, Environment, Water, Population and Communities

³ For more information see: www.environment.gov.au

Land and Environment Court of New South Wales

The Land and Environment Court of New South Wales is a specialist superior court of record pursuant to the *Land and Environment Court Act 1979* (LEC Act) that vests power in the Court to determine a wide range of environmental, development, building and planning disputes. The Court's jurisdiction includes administrative and merits review in areas such as development appeals, local government appeals, valuation and compensation appeals, Aboriginal Land Rights claims (Classes 1 to 3), judicial review and civil enforcement (Class 4), criminal prosecution (Class 5), criminal appeals and civil claims about planning, environmental, land and other legislation (Class 6 and 7) and mining law (Class 8).

A Tipstaff is the legal assistant to a Judge. The role will depend on which Judge a Tipstaff works for, but will generally include:

- Attending court hearings and directions hearings;
- Preparing the Judge's bench before a court appearance;
- Proof reading judgments;
- Legal research;
- Preparing speeches or conference papers; and
- Liaising with the Judge, the Judge's Associate, registry staff, barristers and solicitors.

Role

Tipstaff

Where is the organisation?

Windeyer Chambers, 225 Macquarie Street, Sydney

How long is the opportunity for?

One year (usually starting February at the commencement of the law term and ending in January. Eg. 1 February 2013 to 31 January 2014)

Can I apply? - eligibility criteria

Applicants must have an undergraduate degree in law. It is preferable to have a demonstrated interest in administrative, environment and planning law.

The Tipstaff role is usually undertaken straight after finishing university. However, there is opportunity to apply after commencing other employment.

When to apply

Anytime. However, it is recommended applications are made in the penultimate year or early in the first semester of your final year as an undergraduate.

How to apply

Apply to each individual Judge of the Court. There are six Judges in the Land and Environment Court.

Application process

Email your cover letter and transcript to the Judge's Associate. If you are shortlisted you will be asked for an interview and sometimes may have to provide a piece of writing.

Sometimes Justice Biscoe advertises the position on the NSW College of Law website. Look out for this advertisement early in the year.

You can also call the Judge's Associate to find out whether the Tipstaff position to the Judge you are applying to has been taken for the year you wish to apply.

Contact details

The Hon. Justice Brian Preston, Chief Judge

Associate: Ms Edwina Chapman

Phone: (02) 9113 8261

Email: chiefjudge_associate@agd.nsw.gov.au

The Hon. Justice Terence Sheahan AO

Associate: Ms Anne Deal (Mon-Wed)

Ms Alison Ludewig (Thurs-Fri)

Phone: (02) 9113 8281

Email: anne_deal@courts.nsw.gov.au;

alison_ludewig@courts.nsw.gov.au

The Hon. Justice Nicola Pain

Associate: Ms Angela Westcott

Phone: (02) 9113 8251

Email: angela_westcott@courts.nsw.gov.au

The Hon. Justice Peter Biscoe

Associate: Ms Fotini Hatziandreou

Phone: (02) 9113 8241

Email: forini_hatziandreou@courts.nsw.gov.au

The Hon. Justice Rachel Pepper

Associate: Ms Jasmine Geary (Mon-Wed)

Ms Amber Kosnetter (Thurs-Fri)

Phone: (02) 9113 8231

Email: pepperjassociate@courts.nsw.gov.au

The Hon. Justice Malcolm Craig

Associate: Ms Sally Guth

Phone: (02) 9113 8271

Email: Sally_Guth@courts.nsw.gov.au

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Land and Environment Court of New South Wales (continued)

Testimonial

"I worked at the Land and Environment Court for almost six years, firstly as a Court/Registry Officer (April 2006-January 2010) on a casual basis whilst I was undertaking my law studies, and then as a tipstaff/associate (February 2010-February 2012) following the completion of my studies.

My initial work at the Court gave me an understanding of the judiciary as well as a brief introduction to the areas of law dealt with by the Court. This included the specialised areas such as environmental law, planning law, administrative law, as well as mainstream areas such as rules of evidence, practice and procedure and basic skills of advocacy. This experience was particularly useful as an undergraduate law student.

My work as tipstaff was initially for a one year period with one Judge but my second year was on a needs and rotation basis with various Judges. During this period I developed and broadened my understanding of the key areas of law within the Court's jurisdiction by actively participating in detailed legal research, collating and summarising advocate submissions and, where appropriate, provide a preliminary summary with an opinion.

Key to the experience was simply observing the conduct of litigation. For the inquisitive mind this includes perusing pleadings, affidavits, reading advocates' submissions, observing court advocacy, and undertaking legal research on the relevant issues. In that sense, it was possible to get an understanding of how long and protracted litigation is conducted in practice.

Working in a small team alongside the Judge meant I was able to gain invaluable experience from the Court's perspective. This experience, together with the skills and knowledge acquired has been invaluable to my current practice in environmental, planning and local government law.

Finally, working at the Court was an excellent opportunity to network and liaise with professionals in the industry, including those in private practice, government agencies and counsel."

James Fan

Solicitor

Pikes & Verekers Lawyers

Private practice

Commercial law firms act for clients in a complete range of services, from advice on commercial transactions and infrastructure projects, to representation (including advocacy and mediation services) in complex litigation matters. Commercial firms work closely with planners, environmental scientists, engineers and commercial advisers.

Environmental law and planning practice groups act for developers, local councils, government departments and large private industry companies (eg. developers and mining companies).

For larger law firms, there are three entry levels: summer clerk, graduate and lawyer. Depending on the size of the firm, the summer clerk and graduate programs may not be available.

The following firms (among others) have an environmental law and planning practice group and run a summer clerkship program:

Ashurst, Allens, Baker & McKenzie, Clayton Utz, Corrs Chambers Westgarth, Freehills, Gadens Lawyers, Gilbert & Tobin, Herbert Geer, HWL Ebsworth, King & Wood Mallesons, Lander & Rogers, Maddocks, Minter Ellison, Norton Rose, Piper Alderman, Sparke Helmore, Thomsons Lawyers, Tresscox.

The graduate program usually takes candidates from the summer clerk pool. However, getting accepted into a commercial firm's graduate program without a clerkship is not impossible. This is because some summer clerks do not take up a graduate position and spots become available. So graduate program applicants should check and apply with each firm individually during their final year of university or thereafter. Graduate applicants are generally not admitted, and some law firms arrange in-house PLT education and admission.

A summer clerk's role usually includes:

- Carrying out research and prepare case notes and memos;
- Attending client meetings and take notes;
- Drafting and filing court documents;
- Compiling barrister briefs and attending meetings with barristers;
- Assisting or accompanying solicitors to court hearings or interlocutory matters;
- Assisting with administrative tasks and photocopying from time to time.

A graduate's role usually includes:

- Preparing advice and court documents;
- Assisting or accompanying solicitors to court hearings;
- Liaising with clients and experts;
- Appearing at directions hearings;
- Running smaller matters;
- Managing files and cost agreements.

A lawyer's role usually includes all of the above, with more responsibility. It may also include attending networking functions, preparing and presenting seminars or CLEs and meeting billing requirements.

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Private practice (continued)

Role

- Summer clerk
- Graduate
- Lawyer

Where is the organisation?

Sydney and various other locations

How long is the opportunity for?

Summer clerkship:

- Full time employment generally between November to February each year; and
- Depending on the firm, summer clerks will participate in 4-5 week rotations in two practice groups or 3-4 week rotations in three practice groups.

Graduate program is full time employment generally starting in March. The timing and length of graduate programs varies, and may include two to four rotations of six, nine or 12 months each. Because of the varying lengths of rotations, additional intake times may occur throughout the year.

A position as a lawyer is full time and can commence anytime.

Can I apply? - eligibility criteria

Summer clerk applicants should be in their penultimate year of a law degree.

Graduate program applicants should be in their final year of university or first year out of university.

Lawyers should be admitted to practice and have some experience in the area in which they have been employed.

How to apply

CV mail or on individual firm's websites.

When to apply

For summer clerks, June/July of each year. Check the firm's website to confirm.

For graduates and lawyers, anytime.

Application process

Summer clerkship:

- After submission of an online application, most firms have a two round interview process. This includes successful first round applicants attending an interview with a senior associate or partner and a human resources representative. If successful, second round applicants attend an interview with two partners. If successful again, offers are generally made in September or October each year;
- In addition, each firm usually hosts a social function attended by all applicants. Some firms also allocate a buddy to each applicant as a point of contact throughout the application process.

For graduate program and legal positions, the application process is more flexible, so check with the firm's website and perhaps call to confirm.

Testimonial

"I was a clerk at King & Wood Mallesons (then Mallesons Stephen Jaques) over the summer of 2009-2010. As part of the eight-week program, I spent four weeks working in the firm's Environment & Planning team.

It was a great experience and gave me a good insight into the type of work done by the team. I had the opportunity to assist with a wide range of matters, from acting for a local council in a small planning matter to acting for a large corporation in a mining matter. My work mainly involved legal research and preparing memos on particular topics, but I also had the chance to observe proceedings in the Land & Environment Court, attend site visits (at both a residential premises and a large bar/restaurant/nightclub) and sit in on numerous client meetings.

I had not studied environmental or planning law before starting the clerkship, but this was not a problem. Background knowledge of the law was not expected and the team provided me with a lot of guidance and advice. Also, I found that what I learned during the clerkship was then useful when I did study environmental and planning law as part of my university degree the following year.

The clerkship was a great opportunity to get a feel for what working in private practice in environmental and planning law is like and I would strongly recommend it."

Philippa Macaskill

Solicitor

King & Wood Mallesons

Murray-Darling Basin Authority

The Murray-Darling Basin Authority (MDBA) is an Australian Government statutory agency responsible for planning the integrated management of the water resources of the Murray-Darling Basin in the nation's interest.

As well as in cooperation with state/territory governments, the MDBA also manages and is involved in:

- Joint natural resources management programs;
- Operation of the River Murray system;
- Water-sharing between states; and
- Construction, operation and maintenance of structures such as dams, weirs, fishways and salt interception schemes.

MDBA has a Cadetship Program, Graduate Program and full-time employment opportunities (on a permanent or temporary basis).

Full-time employees will engage in a range of work areas including:

- Information and Compliance;
- Policy and Planning;
- Environmental Resource Management;
- River Management; and/or
- Corporate Services including legal.

A cadet's role will include working in a number of areas which complement their studies, and may include policy, communications, river management and natural resource management.

A graduate's role will include working on projects that contribute to sustainable management of water resources across the Murray-Darling Basin. The Graduate Program offers participants the chance to learn from internationally acknowledged experts across many fields – including policy, engineering, environmental and biological sciences.

Role

- Cadet
- Graduate
- Various roles (full time and temporary employment)

Where is the organisation?

Level 4, 51 Allara St, Canberra

How long is the opportunity for?

Cadetship Program:

- Two 6 monthly development rotations per calendar year;
- Full time work during the academic semester and semester breaks; and
- Automatic entry to the MDBA Graduate Program on successful completion of your undergraduate degree and the Program.

Graduate Program:

- Three rotations per 11-month development program;
- Formal off-the-job training includes face-to-face training days, a major project, individual coaching and a feedback report;
- Opportunity for external rotation in a relevant government department or agency;
- Participate in the Australian Public Service Commission's Small Agencies Graduate Development Program.

Full time employment is five days per week. There are also temporary opportunities available from time to time.

Can I apply? - eligibility criteria

Applicants must satisfy:

- The general public sector requirements; and
- Any other criteria advertised as job specific.

Graduates must:

- Have, at a minimum, completed a three year undergraduate degree in a critical discipline (if the degree was obtained overseas, the qualification must be recognised by the National Office of Overseas Skills Recognition (NOOSR));
- Be willing to relocate to Canberra;
- Be Australian citizens or permanent residents actively seeking Australian citizenship and will be granted citizenship by the commencement of the Program; and
- Satisfy all other MDBA engagement requirements including health and character clearances.

Graduates with the following backgrounds are encouraged to apply:

- Social Science, focusing on socio-economic planning and research
- Environmental Science fields
- Economics
- Hydrology
- Engineering
- Law.

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Murray-Darling Basin Authority (continued)

How to apply

Apply online application at:

http://mdba.nga.net.au/bin/fnt_jobs_list.cfm.

When to apply

Applications for the Cadetship Program vary from year to year.

Applications for the Graduate Program generally open 1 May and close 31 May each year.

Applications for the Non-Ongoing (temporary) Register close on 30 June.

Application process

The application process may include:

- Consideration of the online application;
- A phone interview;
- Online cognitive testing; and
- An interview and practical exercises within an assessment centre.

Offers of employment for the Graduate Program are usually made during August-September. Relocation assistance and temporary accommodation may be available.

Contact details

Enquiries are to be made to the Graduate Co-ordinator

Phone: (02) 6279 0110

Email: graduate@mdba.gov.au

NSW Trade and Investment – Legal Services Branch

The Legal Services Branch provides legal services to support NSW Trade and Investment in developing a competitive and sustainable NSW economy.

There are 4 teams in Legal Services Branch:

- Resource Development Law
- Commercial, Government and Property Law
- Litigation, and
- Governance and Information requests.

The Resource Development Law team provides legal advice, negotiates agreements and assists with the legislative reform process in relation to fisheries, forestry, water, catchment management authorities, marine parks, land use planning, animal welfare, minerals and energy.

The litigation team undertakes litigation related to the Department's regulatory roles, including mining, energy, water, fisheries and agriculture.

The work done by a legal officer depends on the team they work in, although sometimes legal officers can work across teams.

In the Resource Development Law team, legal officers provide legal advice, assist with the negotiation of intergovernmental agreements and assist with the development of legislation. In the Litigation team, legal officers assist with litigation and provide legal advice on compliance and enforcement issues.

Role

Legal Officer (permanent and temporary employment)

Where is the organisation?

The Sydney office of the Legal Services Branch of NSW Trade and Investment is:

Level 5, 323 Castlereagh St, Sydney NSW 2000

The Legal Services Branch also has offices in Orange and Maitland.

How long is the opportunity for?

There is no formal graduate recruitment program for the Legal Services Branch.

However, permanent and temporary positions are advertised from time to time, depending on the needs of the Branch.

The length of temporary positions varies and can be for six or 12 months or longer.

Can I apply? - eligibility criteria

Applicants for a legal officer position must:

- Hold legal qualifications

- Be eligible to hold a current practising certificate in NSW; and
- Meet any other selection criteria set out in the advertisement.

It is usually beneficial to have experience in environmental and planning law.

How to apply

Applications can be lodged through the online application system at www.jobs.nsw.gov.au.

When to apply

Applications must be lodged by the deadline specified in the advertisement at www.jobs.nsw.gov.au.

Application process

Once an application has been submitted through the online application process at www.jobs.nsw.gov.au it will be considered by a Selection Panel. Applicants may be called for interview and their referees checked.

Contact details

Legal Services Branch,
NSW Trade and Investment
Level 5, 323 Castlereagh St, Sydney NSW 2000

Testimonial

“Working for NSW Trade and Investment gives young lawyers the opportunity to work as part of a progressive team at the cutting edge of key areas of environmental law.

The Legal Services Branch of NSW Trade and Investment provides specialist legal services in many areas of environmental law. We take a strategic approach to legal service delivery and work with our clients to achieve solutions.

In my current role, I lead a team responsible for legal services relating to water, marine parks, catchment management and land use planning for the Department. Every day brings a new challenge because these areas of law are constantly changing. I began my career with a top tier firm, but chose to move to the public sector because I was interested in public law and policy. I love having the opportunity to be part of a team shaping the strategic direction of new legal and policy responses to environmental issues.

Working with the Legal Services Branch can give young lawyers the chance to be involved in really significant environmental law issues. Our team approach means that there is an opportunity to work on complex legal issues at an early stage in your career. It is a great way to build your skills and experience, whatever path you want to take with your career.”

Alex O'Mara, Manager, Natural Resources Law



VOLUNTEER OPPORTUNITIES

EDO NSW

EDO NSW is a not-for-profit community law centre specialising in public interest environmental law. EDO NSW is the only legal centre in NSW that provides specialist advice about public interest environmental law matters. The EDO NSW assists individuals and community groups who are working to protect the natural and built environment. The organisation's mission is to promote the public interest and improve environmental outcomes through the informed use of the law. The EDO NSW has an active program of casework, education and law reform and provides free initial legal advice to the community.

EDO NSW consists of four teams:

- Legal Advisory and Representation;
- Policy and Law Reform;
- Community Outreach and Education; and
- Scientific Advisory Service.

The Legal Advisory and Representation Service conducts litigation and provides legal advice on a wide range of environmental law issues.

The Policy and Law Reform team makes submissions and engages on environmental policy and legislative change.

The Outreach and Education team undertakes community education by publishing plain English guides to the law and conducting workshops on environmental law.

The Scientific Advisory team consists of a pool of external experts that assists the other teams with technical expertise.

The EDO NSW also has Indigenous engagement and international programs.

A volunteer or PLT placement's role usually includes:

- Undertaking research;
- Drafting legal advice;
- Preparing case summaries;
- Preparing and filing court documents;
- Preparing briefs to counsel;
- Attending court with solicitors
- Assist in the preparation of policy submissions and educational materials; and
- Assisting with administrative tasks and photocopying from time to time.

Role

- Volunteer
- Practical Legal Training (PLT) placement

Where is the organisation?

- Level 5, 263 Clarence Street, Sydney
- 1/71 Molesworth Street, Lismore

How long is the opportunity for?

Volunteers are required to commit a minimum of one day per week for three months.

PLT placements are generally three days per week for the length of time required by the PLT student.

Can I apply? - eligibility criteria

Volunteers and PLT placements must have studied environmental and /or planning law or have relevant experience. A proven passion for this area of the law is also a plus.

How to apply

Information about how to apply is available on EDO NSW's website at www.edo.org.au/edonsw. An application form and CV must be submitted.

When to apply

Anytime.

Application process

EDO NSW will assess each application and contact the applicant by telephone. Successful applicants will join EDO NSW as and when a place becomes available, generally within two months of applying.

Testimonial

"I have just left the EDO to join a firm in Canberra as an environmental lawyer, having been with the EDO for 1.5 years. I started as a volunteer, then commenced my PLT placement four days a week and continued with EDO until I found employment. I have been exposed to a wide variety of interesting work at EDO, including drafting complex legal advice to assisting with high profile litigation in the Land and Environment Court and the Local Court, and have recently been drafting a report on mining. The EDO is a great place to work. It provides an opportunity to obtain excellent practical experience and to improve the community's understanding of environmental law."

Rachel Pascall, Solicitor

NTSCORP Ltd

NTSCORP Ltd is the Native Title Service Provider under the *Native Title Act 1993* (Cth) for Aboriginal Traditional Owners in New South Wales and the Australian Capital Territory.

NTSCORP's vision is to promote social justice, economic, cultural and social independence for the Traditional Owners of the lands, seas and waters. NTSCORP's purpose is to assist Traditional Owners achieve these aims through native title and other related purposes.⁴

NTSCORP offers assistance to Traditional Owners in the following areas:

- Facilitation and assistance of native title claims;
- Dispute resolution;
- Notification of Future Acts activities;
- Agreement making; and
- Research.

NTSCORP consists of two teams:

- Legal; and
- Strategic Development.

The Legal Team lodges and manages the progress of native title claims, including reaching negotiated outcomes with the State and interested parties. Work in the Legal team focuses on the native title claims process, including drafting native title applications, recording affidavits and working collaboratively with in-house historians and anthropologists.

The Strategic Development Team manages the 'future act' elements of native title, including negotiating agreements with miners and other developers. Work in the Strategic Development team focuses on negotiations with resource proponents and government, including drafting, updating, negotiating and implementing land access and community benefits agreements, as well as working collaboratively with in-house land tenure research specialists.

Generally, interns or PLT placements assist solicitors in their team with:

- Drafting correspondence;
- File management;
- Drafting and reviewing agreements and other legal documents;
- Attendances at the Federal Court, including directions hearings and case management conferences;
- Attendance and minute-taking 'on country', at claim group meetings and negotiations;
- General legal research;
- Academic literature reviews;
- Research into resource companies and resource projects; and
- Assisting with policy submissions.

Role

- Intern in the Legal team or Strategic Development team
- Practical Legal Training (PLT) placement

Where is the organisation?

Level 1, 44-70 Rosehill Street, Redfern

How long is the opportunity for?

Negotiable.

Can I apply? - eligibility criteria

There is no strict criteria for NTSCORP internships or PLT placements. The internship or placement is available to any law student or graduate.

How to apply

Contact the HR Manager to discuss potential current internship opportunities.

Phone: (02) 9310 3188

Email: employment@ntscorp.com.au

When to apply

Anytime.

Application process

The application process is fairly informal and will involve NTSCORP assessing its current capacity to take interns and placements, reviewing a resume and carrying out an interview process.

continued next page

NTSCORP Ltd (continued)

Testimonial

“Having recently graduated from university with no idea where I wanted to end up, I fell into an internship at NTSCORP almost by chance. But what I found was a position which lets you get your hands dirty in the most interesting and dynamic areas of law today - including mining law, environmental and planning law, cultural heritage protection and, of course, native title. The fact I am still working in these fields today (and now back at NTSCORP) is testament to the unique opportunities available in an NTSCORP internship.

Probably the best thing about my internship was the full gamut of work that was thrown my way, from helping out at the front desk, assisting brief counsel, drafting complicated agreements between the State and Traditional Owners and everything in between. The opportunity to work on a day-to-day basis with not just lawyers but anthropologists, historians and tenure research specialists was invaluable, and helped me broaden my sphere of experience beyond the world of cases and legislation.”

Ross Mackay

Strategic Projects Officer
NTSCORP

⁴ For more information see: www.ntscorp.com.au.

Australian Volunteers for International Development

Australian Volunteers for International Development (AVID) is an Australian Government, AusAID initiative which deploys skilled volunteers to live and work in developing countries as part of the overseas aid program.

Volunteer opportunities are available in the Law & Justice sector with some assignments requiring volunteers to work with various non-government organisations (NGOs) and government agencies focussed on environmental protection and regulation.

Depending on the organisation, volunteers will be involved in:

- Advice, litigation, policy and education work in the areas of environmental protection and /or regulation; and
- Capacity building support to environmental lawyers in the Pacific region.

Role

International volunteer

Where is the organisation?

Asia, the Pacific, Africa, Latin America and the Caribbean

How long is the opportunity for?

Generally, 12 months, but some placements can be for up to three years.

Can I apply? - eligibility criteria

Applicants must:

- Be an Australian citizen or permanent resident;
- Commit to up to 24 months, as the majority of assignments are two years
- Generally have two years post admission experience or relevant experience or skills in:
 - Agriculture
 - Business, Marketing & Tourism
 - Community & Social Development
 - Education & Training
 - Engineering & Urban Planning
 - Health
 - Information Technology
 - Law & Justice
 - Management, Administration & Library
 - Communications, Art & Design
 - Natural Sciences & Environment
 - Skilled trades.

How to apply

Through the online AVID application form process linked from the Current Assignments webpage:

www.volunteering.austraining.com.au/volunteer-with-us/current-assignments

When to apply

Review the 'Current Assignments' webpage regularly as positions are advertised monthly.

Assignments are advertised on the first of the month and applications close on the 21st of the same month (i.e. August assignments will open for applications on August 1, and close on August 21).

Application process

Once an application form has been submitted, a compliance check for omitted documents is carried out within 48 hours. Applications are then assessed by two members of the Selection Team to create a shortlist.

For shortlisted applicants, reference checks will be conducted and applicants are required to undertake an assessment with a consultant from Response Psychological. Successful applicants then become the Recommended Candidate for a role that is accepted by a Host Organisations (HOs) and Australian Partner Organisations (APOs). HOs and APOs are encouraged to also interview Recommended Candidates. If the HO does not accept a Recommended Candidate, a second ranked candidate is put forward for consideration.

If the Selection Panel puts multiple highly-ranked candidates forward for the HO's consideration this can add several weeks to the duration of the selection process.

If acceptance occurs from all parties, the Recommended Candidate must then successfully complete a Pre-Departure Briefing, Criminal History Check, Medical Clearance, and must successfully obtain their visa before they are able to mobilise as an Australian Volunteer.

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Australian Volunteers for International Development (continued)

Testimonial

"I am an Australian Volunteer at the Public Solicitor's Office (PSO) in Honiara, Solomon Islands. My assignment was initially for one year, however I have extended it for an additional six months.

The PSO is in many ways similar to Legal Aid in Australia. It provides free legal advice and representation to Solomon Islanders, primarily with respect to criminal law. A few years ago, the PSO added a new unit called the Landowners' Advocacy and Legal Support Unit (LALSU), which aims to provide landowners with help in relation to land and environmental laws. I work in LALSU, alongside a Solomon Islander lawyer.

LALSU's main areas of focus are logging, mining and environmental conservation (protected areas). Our work involves providing information and legal advice to landowners on these issues, advocating for law and policy reform, and representing landowners in strategically important litigation.

The livelihoods of many people in Solomon Islands depend on the land and its natural resources. Most of the country is covered by logging and/or mining approvals, and these developments affect a large proportion of the population. Consequently, I think LALSU's work is extremely important and relevant to the people of Solomon Islands.

I came to LALSU after working for six years in private practice in Australia. It certainly took me a while to adjust to the slower pace of life and work in the Solomon Islands. However, I have come to embrace what is affectionately known here as "Solomon time".

Through the volunteer program, I have been able to use the experience I gained in Australia to contribute to the development and practice of environmental law in a developing country. I have also had the opportunity to work alongside Solomon Islander lawyers, and assist them to improve their skills in this area of law.

While I haven't been paid for my work here, the AVID program has provided some financial support including paying for my flights to and from the Solomons, paying for my visa and all immunisations, and providing me with accommodation and living allowances."

Stephanie Price

Legal Volunteer

Landowners' Advocacy and Legal Support Unit

Public Solicitor's Office

Honiara, Solomon Islands

International Union for Conservation of Nature Environmental Law Centre

The International Union for Conservation of Nature Environmental Law Centre (IUCN ELC) is a professional international office with 15 legal, policy and information specialists.

The IUCN ELC houses two extensive libraries on legislation, treaties and case law, and literature and soft law and is the headquarters for the United Nations Environment Programme, Food and Agriculture Organization, IUCN Management Unit for the joint initiative known as ECOLEX.

Interns at IUCN ELC support the work of the legal professionals and gain the opportunity to participate in an array of projects, conferences and workshops. Interns also have the opportunity to interact with many international experts.

An intern's role is to assist with particular assignments determined according to a mix of factors, of which the most important include, the intern's level and qualifications, and the particular needs of the ELC at the time..

Role

Intern

Where is the organisation?

Bonn, Germany

How long is the opportunity for?

Internships range from 3-6 months.

Can I apply? - eligibility criteria

Applicants must:

- Be a student enrolled in a university or higher level institution, studying environmental law or undertaking a course of studies with a strong legal component; and
- Have proof of enrolment for the duration of the internship in the form of a letter from the university or institution concerned.

How to apply

Application form on the website at: www.iucn.org/about/work/programmes/environmental_law/elp_about/fellow/

When to apply

Anytime.

Application process Once the application form is submitted IUCN ELC will be in touch to discuss whether there is capacity to support an intern at the time preferred by the applicant.

Testimonial

"The IUCN's Commission on environmental law brings together environmental law and policy experts (including academics, government and non-government participant) from around the world to develop publications and advise on various aspects of environmental law. In my role as a research fellow between January and April 2006, I was involved in conducting research into topics such as climate change and energy, access and benefit sharing regimes under the Convention on Biological Diversity and protected areas. This research contributed to some of the Environmental Law Programmes publications on these topics. As a result of my links to Australia and the Asia Pacific region, I helped draft a scoping study on environmental law in the Pacific to support the then newly established IUCN Regional Office for Oceania. I also assisted with the preparation of grant applications for future research projects. It was a privilege to work with some of the world's leading international environmental lawyers and to be exposed to such a diverse range of legal issues. The team in Bonn were welcoming and friendly and Bonn provided a great base to see other areas of Europe on weekends."

Ilona Millar

Senior Associate
Baker & McKenzie

United Nations Human Settlements Programme or United Nations Environment Programme

UN-HABITAT, is the United Nations agency for human settlements. UN-HABITAT's programmes are designed to help policy-makers and local communities get to grips with the human settlements and urban issues and find workable, lasting solutions. UN-HABITAT's work is directly related to the United Nations Millennium Declaration, particularly the goals of member States to improve the lives of at least 100 million slum dwellers by the year 2020, Target 11, Millennium Development Goal No. 7, and Target 10 which calls for the reduction by half of the number without sustainable access to safe drinking water.

The core objective of the UNEP is to serve as an authoritative advocate for the global environment, to help governments set the global environmental agenda, and to promote the coherent implementation of the environmental dimension of sustainable development within the United Nations system. The UNEP aims to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

An intern's role depends on the needs of the office to which an intern is assigned as well as their qualifications and interests. Any specific interests or requirements from a university course should be indicated on the application form. Most interns work on a project or several projects which will benefit both them and the offices to which they are attached, such as limited research, creation or improvement of databases and/or web sites, public relations, liaison with partners, public relations etc.

Interns are treated like other full time employees and is required to work from 8.00 am to 5.00 pm. Depending on the needs of the office, particularly when preparing for conferences, longer working hours may be necessary.

Role

Intern

Where is the organisation?

The headquarters for United Nations Human Settlements Programme (UN-HABITAT) or United Nations Environment Programme (UNEP) is located in Nairobi, Kenya.

Internship assignments take place both at the offices in Nairobi, or other offices. The offices away from headquarters for UN-HABITAT are Geneva Switzerland, New York USA, Washington USA, Fukuoka Japan and Rio de Janeiro Brazil.

Applicants should note their preferred UN office on their application form. For UN-HABITAT offices away from Nairobi, applicants are advised to contact these offices directly without passing through the Staff Development and Training Unit/OHRM Nairobi.

How long is the opportunity for?

Not less than three months and not more than six months full-time.

Can I apply? - eligibility criteria

Applicants must:

- Be in their third or fourth year of under-graduate (BA/BSc.) or in a graduate (Masters) or post-graduate (PhD) programme, and must continue to be enrolled during the period of the internship and after; and
- Possess fluency in English or French and knowledge of any other UN language (French or Spanish) is an advantage. As for offices away from Headquarters (OAHQs) candidates should be fluent in the working language used in the recruiting UN office e.g. Spanish in Mexico, English in Washington etc.

How to apply

Via the online application process:

http://www.unon.org/intern_ship/interns/registers.php

Applicants need to send a letter of endorsement from his/her educational institution, attesting to the fact that he/she is currently a registered student and will continue to be enrolled for the envisaged period of the internship.

A letter from any one of the following personnel is suggested:

- Dean of Students or Dean of Faculty;
- Registrar; or
- Placement Office.

When to apply

Anytime.

Application process

Selection is based primarily on application form and endorsement letter.

If the UN wants to interview you, either in person or by phone, they will contact you. Telephone interviews with interns outside Nairobi are rare.

Further information can be found by contacting:

mumbi.mbocha@unon.org.

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United Nations Human Settlements Programme or United Nations Environment Programme (continued)

Testimonial

"I completed a five-month internship in the Division of Environmental Law and Conventions (DELIC) at UNEP in Nairobi. UNEP, along with several other UN programmes and agencies, has its headquarters at the United Nations Office at Nairobi (UNON).

My internship involved work on several different projects, including working on the UNEP report 'Near-term Climate Protection and Clean Air Benefits', assisting with organising the 2012 World Congress on Law, Justice Governance and Sustainable Development and the Women Leaders' Conference, preparing speeches, working on translations, and helping to re-design the DELIC website.

I remember the first day I made my way to UNEP. I hopped off my second matatu of the morning (a matatu is a small minibus and is often the best way of getting around Nairobi) and walked up the sweeping drive past several of the offices of several other international agencies, eventually arriving before the security guard who requested my acceptance letter. Which I hadn't brought! After a bit of two and fro, I was in. And the security guard at the office there became a lovely familiar face who I looked for every morning as I went in to work.

I tell this story because the true benefits of the internship programme are closely linked to the relationships you make. Some of the most interesting work I did during my internship, like working on developing a project on Bio-cultural Community Protocols, or some background papers for the Bangkok Forum for Water Basin Organizations, wouldn't have happened without those relationships. And certainly not without the friendship of a certain member of security staff who went above and beyond to let me in on my first day! Your supervisors will have days where they are busy, or travelling for work, so it will be up to you to introduce yourself to others in your office, look for or create your own projects to work on, and give it a crack.

If you choose Nairobi, go for it. It is a privilege to live and work in another country and the experiences and friendships you will take away with you are definitely worth the long application process. And make the effort to get outside of the compound and explore the city and country you are in as much as you can – remember that your internship is not necessarily just something for you and for your host organisation. Think about what you can give to the place you are living in too.

If you have any questions or would like more information please feel free to contact me: emma.cocks@edonsw.org.au"

Emma Cocks
Outreach Solicitor
EDO NSW

United Nations Framework Convention on Climate Change

The United Nations Framework Convention on Climate Change (UNFCCC) and the Kyoto Protocol are serviced by the secretariat, also known as the Climate Change Secretariat.

The main functions of the secretariat are to:

- Make practical arrangements for sessions of the Convention and Protocol bodies;
- Monitor implementation of the commitments under the Convention and the Protocol through collection, analysis and review of information and data provided by Parties;
- Assist Parties in implementing their commitments;
- Support negotiations, including through the provision of substantive analysis;
- Maintain registries for the issuance of emission credits and for the assigned amounts of emissions of Parties that are traded under emission trading schemes;
- Provide support to the compliance regime of the Kyoto Protocol; and
- Coordinate with the secretariats of other relevant international bodies, notably the Global Environment Facility and its implementing agencies, the Intergovernmental Panel on Climate Change, and other relevant conventions.

The objective of the internship programme is to provide a framework through which postgraduate students from diverse academic backgrounds may be assigned to the UNFCCC secretariat to enhance their educational experience through practical work assignments. It allows selected candidates to gain insight into the work of the United Nations and provides assistance and training in various professional fields.

UNFCCC secretariat's internship programme is coordinated by the Administrative Services Programme and a designated focal point is responsible for liaising with the relevant substantive programmes for placement of interns.

At the end of an internship period, both the intern and the staff member acting as his/her supervisor are required to submit an evaluation report to the designated focal point of the Internship Programme.

Role

Intern

Where is the organisation?

Bonn, Germany

How long is the opportunity for?

Two months, which can be extended for an additional period of two months by mutual consultation and consent.

However, the total duration may be exceptionally extended to a maximum period of six months when there are special academic requirements or special needs of the receiving programme.

Can I apply? - eligibility criteria

Applicants must:

- Have an undergraduate degree and be enrolled in a Masters at a recognised university course of study in fields relating to the work of the UNFCCC secretariat (including economics, environmental sciences, international law, international relations, natural sciences, political science, human resources and/or public administration, event management, IT/computer sciences, and communication) at the time of application and during the entire period of internship;
- Be able to work in English; and
- May not be related - i.e. spouse, mother, father, sister, brother, daughter, son - to a staff member of the UNFCCC secretariat.

How to apply

Applications from prospective interns may be forwarded by e-mail or normal mail directly, or through a sponsoring institution to:

Ms. Selma Korbmacher-Haase, Intern Focal Point, UNFCCC
Address: P.O. Box 260124, D-53153 Bonn, Germany or
Email: internship@unfccc.int

Applications should include the following:

- A recent detailed Curriculum Vitae;
- An explanatory paper indicating the reason for requesting an internship and intended goals to be achieved if selected.

When to apply

The deadline for receipt of applications is generally around two months before the start of the internship period.

Mid-October; deadline for Spring internships (mid-January to mid-March).

Mid-March; deadline for Summer internships (early June to early August).

Mid-June; deadline for Fall internships (mid-September to mid-November).

Application process

Submit an application via email to internship@unfccc.int.

If selected, an applicant will receive an 'Internship Agreement' for signature and to be returned together with proof of medical insurance coverage for the entire duration of the internship. This must be done prior to the agreed starting date.

Contact details

Main office
UNFCCC secretariat
Haus Carstanjen
Martin-Luther-King-Strasse 8
53175 Bonn
Germany

Mailing address
UNFCCC secretariat
P.O. Box 260124
D-53153 Bonn
Germany
Phone: (49-228) 815-1000
Fax: (49-228) 815-1999
Web: <http://unfccc.int>