

## Job Description

**Title: Legal Graduate**

**Experience: Nil**

**Type: Permanent Full-Time**

**Start Date: January 2024**

**Location: Melbourne**

**Salary: \$60,000 plus super**

Hannan Tew Lawyers



# About us

We are a boutique Australian immigration law firm focused on providing clear and practical solutions to challenges in our practice area. We work across all areas of Australian immigration law, and represent clients from asylum seekers to global organisations.

The firm is staffed by passionate immigration professionals (including an Accredited Specialist in Immigration Law) who are motivated by streamlining unnecessarily complex legal services and driven to “beat yesterday”. We love innovation and thrive on adapting to change. Over the last 6 years we’ve worked on constantly improving and evolving our systems to ensure our clients have access to the best in market immigration service.

We’re a small team of 10 humans, but the majority of our firm's growth was through the pandemic and in the post pandemic world. As a result, we embrace agile work practices that allow us to be flexible in our approach, and love sharing the resulting efficiencies with our clients. We are aiming to maintain our growth trajectory over the next few years.

# Opportunity

We’re looking for a recent legal graduate and will provide the training required to grow you into a fully fledged immigration lawyer. We primarily work with employer sponsored visas, though cover everything from asylum applications to investor visas. We also have a budding judicial review practice. In addition to working with fantastic existing clients, you will have the opportunity to pick and choose the areas you want to specialise in, and receive mentorship and training from true specialists in the field of immigration.

# The work you can expect

- research legislation and draft advices relating to specific areas of Australian immigration law
- grow into providing immigration consultations in relation to your specialised visa categories
- draft and prepare immigration applications (such as visa applications, supporting submissions etc.) including reviewing and collating client information and documents
- drafting blogs on important (and interesting) issues related to Australian immigration law
- ensuring files are updated via our internal file management system
- draft emails and cost agreements using best practice templates
- communicate with clients via telephone, video conference, in person and email
- billing / invoicing as required

# What we're looking for in candidates

- someone admitted to legal practice is favourable (or undertaking PLT)
- baseline knowledge of immigration law is favourable, though passion for the field can more than make up for it
- energetic, articulate and passionate (written and verbal) communication skills – we value plain English law with prompt, effective communication styles
- ability to develop relationships with clients from diverse backgrounds
- ability to mesh with a supportive and highly driven team culture
- a strong sense of ethics and interest in the immigration space
- excellent organisational skills and experience with professional services tech stack
- you can still apply if you don't meet all of the above - just pitch why you're a good fit



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Lawyers

# We also value these traits

- an eagerness and motivation to learn and improve
- an appreciation of diversity and tolerance for difference of opinion
- a willingness to pick up, explore, or propose new software tools and technologies to operate effectively
- previous experience in client facing roles, and/or high volume transaction environments

# What we offer

- a non-traditional legal workplace - with almost zero time-recording and no formal dress code
- a central Melbourne office location with essential work perks (cheese, free flow beer and wine)
- flexible working arrangements (including provision of work from home equipment)
- one on one training across all matters from true experts in their field (access to learning from an Accredited Specialist in Immigration Law)
- a great work culture in a fast-paced, dynamic environment
- opportunity for real growth and to build your own “niche” within our firm as we look to grow our practice (and develop your talent along the way!)
- \$60,000 per annum (plus super) and quick career progression
- the ability (and we promote) additional training within or outside of your area (e.g. Code Academy, Udemy or other educational tools you wish to pursue)

# Further information

Please make your application directly through:  
<https://www.hannantew.com.au/careers/>

We unfortunately do not accept external agency applications for this role