

## Job Description

**Title: Legal Graduate**

**Experience: Nil**

**Type: Permanent Full-Time**

**Start Date: ASAP**

**Location: Melbourne / Perth**

**Salary: \$72,800 (inc super)**

Hannan Tew Lawyers



# About us

We are a boutique, NewLaw Australian immigration law firm focused on delivering client-centric immigration solutions. We work across all areas of Australian immigration, and represent clients from asylum seekers to multinational organisations.

The firm is staffed by passionate immigration professionals (including an Accredited Specialist in Immigration Law) with extensive experience in Australian immigration and a drive to “beat yesterday”. We love innovation and thrive on adapting to change. Over the last 8 years we’ve focused 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 (7 lawyers + brilliant support team) but have been steadily growing off the back of a commitment to immigration excellence. We expect to maintain our growth trajectory by recruiting talent who share our values.

# Opportunity

We’re looking for a recent legal graduate and will provide the training required to grow you into a fully fledged immigration lawyer. The role will primarily work with employer sponsored visas, though can cover everything from asylum applications to national innovation visas. 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.

# The work you can expect

- research relevant legislation and draft advices relating to specific areas of Australian immigration law
- grow into providing immigration consultations in relation to a variety of visa categories
- draft and prepare immigration matters (including applications, supporting submissions and other correspondence), review and collate client information and documents
- draft blogs on important (and interesting) issues related to Australian immigration law
- ensure 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)
- basic 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 – we value plain English law with prompt, effective communication styles
- ability to develop relationships with clients from diverse backgrounds
- a strong sense of ethics and interest in the immigration space
- excellent organisational skills and experience or ability with professional services tech stacks
- you can still apply if you don't meet all of the above - pitch why you're a good fit



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# 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 no time recording, outdated administration or a formal dress code
- if based in Melbourne, an awesome central Melbourne office location with various amenities (if based in Perth, we're in the process of hunting for a co-working space for a hybrid role)
- flexible working arrangements (including provision of work from home equipment)
- a transparent firm culture and open communication with experts in their field (including access to an Accredited Specialist in Immigration Law)
- a great work culture in a fast-paced, dynamic environment
- \$72,800 per annum (inc super) and discretionary bonuses based on firm growth
- access to (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