



GLN

SUMMER CLERK PROGRAMME 2018/19

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GLN SUMMER CLERK PROGRAMME GUIDELINES FOR APPLICANTS

Now in its fourth year, the GLN Summer Clerk programme is an exciting opportunity for students to experience the diverse range of legal work across government.

In our 2018/19 intake, we expect to employ at least thirteen clerks. We look forward to receiving applications from enthusiastic candidates keen to taste the rewarding career pathways available to government lawyers.

STRUCTURE OF THE PROGRAMME

The programme is open to applicants who:

- are studying towards their LLB at a New Zealand university; and
- have the legal entitlement to work in New Zealand; and who
- are studying LLB papers at 300 level or above.

Clerks appointed will be employed on a fixed-term basis by participating departments. The programme will begin on November 19 2018 and conclude on February 22 2019.

Remuneration will be \$38,500 pro rata for the duration of the clerkship.

Unlike our Graduate Programme, this programme is not rotational – if successful in your application you will remain within your host department for the three months. However, the GLN team will lead a wider learning and development programme that will provide clerks with regular opportunities to:

- gather and share knowledge and experiences;
- meet with senior lawyers and members of the Judiciary;
- attend GLN networking events;
- interact with other interns across the State Sector; and
- receive guided tours of the Courts, Parliament and various libraries.

In addition, the GLN team will oversee social activities that will promote camaraderie across the group.

DEPARTMENTS PARTICIPATING IN THE PROGRAMME

Departments providing clerkships are:

- Parliamentary Counsel office
- Ministry of Foreign Affairs and Trade
- Commerce Commission
- Ministry of Transport
- New Zealand Transport Agency
- Ministry of Social Development
- Crown Law
- Department of Corrections
- Environmental Protection Authority
- WorkSafe New Zealand

Please note, further departments may be added to this list during recruitment. Announcements to this effect will be communicated on the website and we encourage you to revisit these guidelines regularly.

OVERVIEW OF PARTICIPATING DEPARTMENTS

The following summary provides an introduction to the work undertaken by participating departments. Every department has a challenging and interesting portfolio and we encourage you to consider all opportunities.

(Please revisit these guidelines regularly as further summaries will be included over the coming days.)

NEW ZEALAND TRANSPORT AGENCY

The New Zealand Transport Agency (NZTA) is a Crown entity with the purpose of creating transport solutions for a thriving New Zealand.

Transport is integral to a well-connected and economically-competitive nation. Effective transport systems support trade and tourism; access to work, education and health services; and they help New Zealanders stay connected to their families and communities. The work of NZTA also helps to keep New Zealanders safe – vehicle testing, driver licensing, road safety education and advertising campaigns help to reduce the occurrence and severity of accidents. NZTA funding of innovative research programmes ensures New Zealand’s networks will remain efficient and fit for purpose in years to come.

We provide a vital link between government policy making and the operation of the transport sector, and we work with many other agencies and organisations – in New Zealand and internationally – to meet New Zealanders' daily transport needs.

As set out in the Land Transport Management Act 2003, the NZTA has wide-ranging responsibilities:

- contributing to an effective, efficient and safe land transport system in the public interest;
- investigating and reviewing accidents and incidents involving transport on land;
- managing the state highway system including planning, funding, design, supervision, construction and maintenance operations for the nearly 11,000km network;
- managing funding of the land transport system, including auditing the performance of organisations receiving land transport funding;
- managing regulatory requirements for transport on land;
- cooperating with, providing advice and assisting any government agency or local government agency at the request of the Minister of Transport;
- providing the Minister of Transport with advice on our functions;
- carrying out any other land transport functions directed by the Minister of Transport under the Crown Entities Act 20014;
- carrying out the functions required by the Land Transport Management Act 2003 or any other act.

With such a broad portfolio, it follows that our legal team is collegial and expert. We welcome applications from enthusiastic, talented students keen to gain exposure to diverse areas of law within a supportive and dynamic team.

www.nzta.govt.nz

PARLIAMENTARY COUNSEL OFFICE

The work of the Parliamentary Counsel Office (PCO) is at the heart of New Zealand's democratic system. The PCO contributes to parliamentary democracy under the rule of law by providing specialist advice to support Parliament and the Executive in their law-making roles and contributing to the Government's objectives by ensuring that:

- legislation is effective, clear and consistent with other legislation, the general law and international law
- legislation, including Bills and Supplementary Order Papers, is accessible to the public in both printed and electronic forms, and printed copies of Bills and SOPs are provided to the House
- Acts and Legislative Instruments are published with official, authoritative status.

Every day, individual New Zealanders and New Zealand businesses interact with legislation and regulatory instruments. A clerkship at the PCO provides a superb opportunity to enhance your understanding of the legislative process and machinery of government while contributing to outcomes meaningful to all New Zealanders.

The working environment is collegial and supportive and you will be encouraged to get involved in the team. You will see experienced Counsel providing legal advice, guiding departments and agencies during the instructions process and working closely with them throughout the various stages of drafting. You may even get to turn your hand to drafting yourself. If you have a love of the law and language, you couldn't find a better way to spend your summer.

www.pco.parliament.govt.nz

MINISTRY OF TRANSPORT

As the Government's principal transport advisor, the Ministry of Transport provides advice to Ministers on all issues relating to transport and the regulatory framework that supports it.

Interested in aviation law? Wonder how the maritime industry is regulated? Keen to know more about some of the biggest infrastructure projects in New Zealand? Ever thought about how transport priorities intersect with the environment or human rights? How can the law help to improve road safety outcomes? These questions give a sneak peek into the broad array of matters our legal team is involved in.

We are a collegial, welcoming and skilled team of lawyers. If you are interested in public law, international law or legislation development and like to be challenged, we welcome your application for a summer clerkship.

www.transport.govt.nz

WORKSAFE NEW ZEALAND

The Legal Services Group is responsible for providing effective legal services and advice to WorkSafe, including to the Chief Executive and the Board.

Our lawyers play a central role in WorkSafe's regulatory compliance monitoring work, and investigating and enforcing workplace health and safety law. This ranges from the provision of legal advice, supporting WorkSafe's input into proposed legislation through to the conduct of prosecutions and other litigation.

The successful applicant will assist with the operation of the Legal Services Group, providing support to lawyers and the Agency in the delivery of cost effective, efficient and high quality legal services. This assistance will include the conduct of legal research, drafting of materials, review of documents and files and assisting in the preparation of disclosure/trial documentation. As a part of the role, there will also be opportunities to observe some litigation.

The successful applicant will have:

- an interest in Health and Safety and/or the workings of a medium-sized Crown entity;
- lots of initiative and self-starting drive;
- strong communication skills, both written and verbal; and
- good attention to detail.

<http://www.worksafe.govt.nz/worksafe>

CROWN LAW

For 140 years, Crown Law has been the trusted provider of legal advice to the Crown, addressing the most complex legal matters confronting government. We provide specialist legal advice to the Executive and we support the Principal Law Officers (Attorney-General and Solicitor-General) in the exercise of their constitutional duties. We uphold the Rule of Law in a spirit of public service.

Our organisation is structured into three practice groups: Criminal Group, Crown Legal Risk Group and the Attorney-General's Group. Each group provides specialist advice and advocacy and we have teams expert in Revenue law, Constitutional law and Human Rights, Treaty law, Public law and Criminal law.

We deliver a full spectrum of legal services including providing opinions to departments and litigating on behalf of the Crown. We act as a model litigant and our Counsel regularly represent the Crown in the higher courts, including the Court of Appeal and Supreme Court.

We are likely to offer a clerkship within the Attorney-General's Group (Constitutional and Human Rights Team). If you are interested in access to excellent mentoring and challenging work within a purposeful environment, you will enjoy a clerkship at Crown Law. If you enjoy working with collegial teams and with modern technology, you will fit right in. We welcome your application.

www.crownlaw.govt.nz

MINISTRY OF FOREIGN AFFAIRS AND TRADE

The Ministry of Foreign Affairs and Trade advances the Government's international priorities. It is our task to advise the Government on the implications resulting from changes taking place in the world, and then to act to promote and protect New Zealand's interests. We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region;
- the stability, security and resilience of our country, our people and our region;
- leadership, by amplifying New Zealand's influence and standing in the world; and
- kaitiakitanga, or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our legal team is responsible for advising on New Zealand's obligations under international law. We are expert and collegial, with knowledge spanning international trade and economic law, international treaty-making, human rights, the law of the sea, international environmental law, the law of armed conflict – even arrangements regarding research activities in and around Antarctica. We also advise on a variety of in-house functions including contract, procurement and employment law.

We are offering two positions in this year's programme and are looking for candidates who demonstrate academic excellence, knowledge of and enthusiasm for international law, and a genuine interest in public service.

www.mfat.govt.nz

COMMERCE COMMISSION

An independent Crown entity, the Commerce Commission is New Zealand's primary competition regulatory agency. Our purpose is to achieve the best possible outcomes in competitive and regulated markets for the long-term benefit of New Zealanders.

The Commission enforces legislation that promotes competition in New Zealand markets and prohibits misleading and deceptive conduct by traders. We also enforce a number of pieces of legislation that, through regulation, aim to provide the benefits of competition in markets where effective competition does not exist. This includes in the telecommunications, dairy, electricity, gas pipeline and airport sectors.

Our values are Excellence, Integrity, Accountability, Respect and Good Judgement. We apply these values in all our work but they are particularly important to our legal portfolio. We have a talented and collaborative team of lawyers, and we welcome the opportunity to host three GLN Summer clerks who share our values and want to work on an interesting variety of commercial, regulatory and broader matters.

www.comcom.govt.nz

COULD YOU BE A GLN SUMMER CLERK?

We are looking for talented, enthusiastic students who demonstrate a well-rounded view, a genuine commitment to public service and an appetite for challenge.

WHAT WE LOOK FOR

GRADES

Your grades will give us an important indication of your enthusiasm for law and your time management skills. Consistency is important – if you received a poor grade in one paper, tell us why. Similarly, if you incurred a few lower grades before taking efforts to lift your performance tell us what inspired your shift in focus. It's much better to explain the circumstances, and what you learnt from the experience, than to hope we'll overlook it completely.

Generally, preference will be given to applicants demonstrating a B+ and above grade point average. However, grades are only one part of the equation. The most important thing we look for is your genuine desire to work in the public service.

DESIRE TO WORK IN THE PUBLIC SERVICE

The Summer Clerk Programme will attract candidates who have a desire to contribute to society.

Many people share this aspiration so be sure to specify why you think your particular mix of skills and interests makes you a stand-out candidate.

TIP: Don't just tell us that you *do* have an affinity for public service – tell us *why* you have that affinity and *how* you have shown that affinity to date. This will help us to understand why the prospect of working in government is interesting to you.

BROADER INTERESTS, ATTRIBUTES AND EXPERIENCE

Grades and purpose are important but we also want to know about you as a person. What motivates you? What do you enjoy doing in your leisure time? Do you have other interests or talents aside from law? Have you ever volunteered your time/expertise to a community or charity endeavour?

We are looking for candidates who demonstrate a well-rounded and cheerful view of life, and who can fit well within a team.

PERSON SPECIFICATION

The following table specifies the eligibility criteria, skills and personal attributes the GLN expects to identify in preferred candidates. Please ensure you carefully consider these points when developing your application. Applications that do not meet the specifications below will not proceed.

Specification	Detail	Process
Eligibility to work in New Zealand	Candidates will be legally entitled to work in New Zealand (e.g. NZ Citizen, Permanent Resident, working visa of relevant length to the programme).	Candidates are responsible for ensuring their eligibility to work. The GLN may check an applicant's eligibility to work in New Zealand and any offers of employment made will be contingent on the meeting of this criterion.
300 level study	A candidate is eligible to apply if they are at a 300-level stage in their LLB.	Academic records will be verified with the relevant university during the shortlisting process.
LLB study at a New Zealand university	Candidates are expected to be studying their LLB degree at a New Zealand university.	Academic records will be verified with the relevant university during the shortlisting process.
Quality academic record	Ideally, applicants will have a B+ grade point average (or above), however applicants with a B grade average will be considered if other skills and attributes impress. Consistently good grades are preferred over a mix of excellent and poor grades.	All candidates are required to link to an official copy of their academic transcript. These academic records will be verified with the relevant university during the shortlisting process.
Persuasive communication ability	Applicants are required to submit a pithy and persuasive Covering Letter and CV. Content should be relevant, logically ordered and coherently	Perusal of application, as informed by specifications.

	<p>expressed in plain English with correct grammar throughout.</p> <p>Preference will be given to candidates who communicate with sincerity.</p>	<p>Further assessment during any subsequent interview.</p>
Ethical and reliable character	<p>Given the nature of information handled by government lawyers, applicants are expected to demonstrate excellent character, self-awareness and strong ethics.</p>	<p>Any position offered may be subject to standard criminal conviction checks.</p> <p>For any candidates appointed to specialised roles/departments, additional security checks may be required.</p> <p>At the time of appointment, clerks will be invited to declare any conflicts of interest which may affect their ability, or may be perceived to affect their ability, to carry out their duties in an impartial and ethical manner. There is a standard procedure for managing conflicts of interest and they do not normally inhibit appointments at the clerk level.</p>
Well-rounded attributes including enthusiasm for public service and collegiality.	<p>The Network is looking for candidates with a well-rounded view, an open mind and the collegiality requisite for a valuable learning experience.</p> <p>We expect good grades to be complemented by involvement in extracurricular activities such as sport and/or volunteering, community endeavour, arts, travel etc.</p> <p>We look for specific examples in which your role within/leading a team has helped to achieve a desired goal.</p> <p>We want to know what motivates you, how you keep life balanced through leisure interests and why you think your mix of interests makes you a great candidate.</p>	<p>Initial impression formed from Covering Letter and CV detail.</p> <p>Preferred applicants may be required to provide testimonials/certificates related to extra-curricular service and/or achievements.</p>

<p>Genuine affinity for public service</p>	<p>We expect candidates to clearly articulate why a clerkship in government appeals.</p> <p>Applications should demonstrate a level of thought as to what working in government might be like and why effective public service is important.</p> <p>In short, we'll be looking for those applications that stand out – the ones that don't merely state a general interest in public service but that give us a specific picture as to why a clerkship in the Government Legal Network would be a meaningful opportunity.</p>	<p>This will be formative throughout the entire recruitment process – from the initial assessment of applications, to in-person impressions gained during interviews.</p>
<p>Candidates' qualities endorsed through testimonials</p>	<p>Assertions made in application documents and interviews will be verified through verbal referees.</p> <p>Candidates are highly recommended to organise three verbal referees prior to submitting their application.</p> <p>In addition to the above expectation, applicants may also opt to include written testimonials in their CV.</p>	<p>Conversations with referees may occur prior to and/or following in-person panel interviews.</p> <p>Candidates will be advised of the Network's intention to approach specified referees.</p>

OTHER IMPORTANT FACTORS TO CONSIDER

DIVERSITY

The Government Legal Network recognises that diversity broadens perspectives and leads to better outcomes. Applications are very welcome from people of all ethnicities and backgrounds, and from people with disabilities.

EXCLUSION CRITERIA

Applications ineligible to proceed will be determined according to the following criteria:

- Candidates who are not studying at 330 level in their LLB degree. (We are committed to providing successful applicants with work of equal quality and challenge. Appointing students who are at a reasonably consistent level in their study gives us a solid foundation on which to achieve this outcome.)
- Candidates with consistently poor grades will not proceed beyond initial filtering. Candidates who present mostly excellent grades but several poor ones, without satisfactory explanation, are also unlikely to proceed.
- Candidates who knowingly submit false information (whether written or verbal) during the recruitment process will forfeit eligibility to proceed, regardless of whether all criteria are otherwise met. This includes attempts to manipulate the results of any psychometric or reasoning tests administered.
- Due to the special character requirements expected of State servants, applicants with serious criminal convictions (particularly related to dishonesty) will not be eligible to apply for the programme.
- Graduates not legally entitled to work in New Zealand will be ineligible for entry into the programme and will exit the recruitment process at the point of ineligibility being determined unless the legal entitlement to work is imminent and the candidate is able to manage the process. Any offers of employment will be contingent on verification of the legal right to work in New Zealand.

RECRUITMENT PROCESS

Applications will be assessed according to the following indicative process and timeline:

PROCESS	NUMBER OF CANDIDATES	TIMELINE
Recruitment period		26 March – 20 April 2018
Screening of applications against the person specification. Development of longlist.	All applications received. 100 candidates longlisted.	26 March – 4 May 2018
Development of shortlist.	Approximately 20 candidates	30 April – 4 May 2018
Interviews held.	Approximately 20 candidates	7 – 11 May 2018
Panel decisions	TBC	11 May 2018
Employment offers sent	TBC	18 May 2018
Appointments confirmed	TBC	1 June 2018
Clerks commence employment	TBC	19 November 2018

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Law clerk, Government Legal Network Summer Clerk Programme
Employing Department:	[Department Name to be Inserted Here]
Location:	Wellington
Date:	November 2018

GLN BACKGROUND

Formed in 2011, the Government Legal Network (GLN) has the purpose of supporting an informed, connected and engaged community of public sector lawyers. The Network is comprised of over 800 lawyers in central government with an additional circa 300 located in Crown Entities and State Owned Enterprises. Through the GLN, the expertise, motivation and leadership of public sector lawyers across New Zealand is harnessed for collective impact.

A variety of ambitions underpin GLN programmes: promoting rewarding career pathways for government lawyers; seeking innovative ways of working; enabling the effective monitoring and management of Crown legal risk at a systemic level; and providing valued legal services to the Crown.

All public sector lawyers are automatically part of the GLN and their leadership and skill make for a dynamic government legal workforce.

POSITION PURPOSE

Clerks in the GLN programme will provide junior-level legal and administrative support to departments in administering their portfolio of legal advice and services.

Putting your academic skills into practice, you will:

- learn about the areas of law relevant to your department's work programme
- develop insight as to the machinery of government
- receive excellent on-the-job mentoring from colleagues in your team
- enhance your relationship-management abilities, and
- build contacts across the Government Legal Network.

ROLE SCOPE AND ACCOUNTABILITIES

As a clerk you can expect your responsibilities to include, but not be limited to:

- assisting with legal research
- creating or maintaining legal resource databases and libraries
- drafting summaries and other documents
- attending meetings with colleagues
- providing general administrative support
- building and maintaining trusted relationships with stakeholders - internal and external, across different levels of seniority
- participating effectively in team situations while maintaining a proactive approach to individual workload.

Generally the work you will undertake will involve matters of low legal risk. You may be required to assist with matters involving higher risk at your Manager's discretion and with the appropriate degree of supervision.

OTHER ACCOUNTABILITES

As members of the Government Legal Network, and ambassadors of the summer clerk programme, you will be invited to participate in GLN-facilitated learning and development programmes and networking events. You may be required to provide video and/or written profiles to promote the next clerk recruitment round.

REPORTING LINES

Your primary employer throughout the programme's duration will be [Department Name Here]. Your lead manager will be [Manager Name Here]. They will hold primary responsibility for objective setting, provision of feedback and other formal aspects of your employment.

INDICATORS OF SUCCESS

Key responsibility	Indicators of success
Legal Support and Administration	Work completed shows: <ul style="list-style-type: none">• a methodical approach• a good level of personal organisation• minimal errors

Drafting

Work completed shows:

- competent understanding of the law and relevant processes
- a good understanding of departmental obligations and needs
- adept identification of the facts and marshalled reasoning
- minimal errors
- eloquent, concise expression

Relationship management

Clerk displays a:

- genuine ability to engage well with all levels of seniority
- Confident, courteous style grounded in credibility
- Proactive approach to building relationships
- Desire to engage with the wider GLN
- Collegial, team-focused approach

Managing own tasks and participating in projects

The clerk:

- Shows a degree of self-management - prioritising workload, raising queries in a timely manner
- Actively seeks advice during uncertainty
- Suggests solutions to problems identified
- Identifies learning needs and opportunities

Participating effectively in groups and teams

The clerk:

- Works effectively within a group, including receiving tasks
- Acknowledges the contribution of others
- Listens actively in team settings
- Gives and receives feedback with grace
- Willingly helps colleagues in times of peak workflow

Integrity

The clerk:

- Models behaviours consistent with the State Services Commission's Standards of Integrity and Conduct
- Contributes towards a positive, cheerful working environment
- Admits mistakes openly and learns from them
- Takes feedback on board
- Maintains a well-rounded and honest view at all times

The clerk:

Safety and wellbeing

- Takes all practicable steps to ensure own and others' safety
- Complies with relevant safety and wellbeing policies and procedures
- Reports all incidents in a timely fashion

COMPETENCIES

Reasoning

- Analytical, conceptual and incisive thinking
 - Isolates and addresses relevant issues clearly
 - Logical path from concept to conclusion
-

Knowledge and skills

- At advanced stage of LLB undergraduate degree with consistently good grades throughout and/or high academic potential
 - Capable problem-solving skills
 - Excellent ability for both oral and written communication
 - Natural affinity for interpersonal relationships and teamwork
 - (Desirable): good understanding of the machinery of Government, Public Sector obligations and Treaty of Waitangi principles
-

Emotional intelligence

- Self-motivated, results-focused
 - Self-aware regarding strengths and weaknesses
 - Tactful yet confident when dealing with others
 - Invites and accepts feedback
 - Values other perspectives and cultures
-

Organisational commitment

- Willingly undertakes any duty required within the context of the role
 - Displays a high degree of personal integrity in dealings with others
 - Complies with all legislative and regulatory requirements associated with the role and departmental contexts
 - Adheres to departmental and State Services Commission Standards of Integrity and Conduct
-

FREQUENTLY ASKED QUESTIONS

ABOUT THE PROGRAMME

1. Which department will be the employer during the programme?

Clerks will be employed by one participating department for the duration of the clerkship.

There will be a centralised interview panel for this year's programme – comprising three senior lawyers representative of all participating departments. The panel, assisted by the GLN team, will help to match preferred applicants to available departments.

2. Is the salary level negotiable?

No. All positions will be remunerated at a consistent level of \$38,500 pro rata.

3. How does this programme fit in with other internship programmes in government?

The GLN Summer Clerk Programme is a discipline-focused rather than agency-focused opportunity. It is designed to develop students' core legal skills within a public service context.

Having said that, there will be opportunities to meet with other interns across government through an activity programme led by the State Services Commission.

ELIGIBILITY

4. Can I apply for more than one public sector intern/clerk programme at a time?

Yes.

5. I have a minor criminal conviction. Can I still apply?

Yes. However, you will be required to disclose your conviction and explain the circumstances surrounding it. We would expect to see that you had taken constructive learning from the experience and that it has informed your present and ongoing attitude.

6. I have a potential conflict of interest with one of the departments listed. Can I still apply?

Yes. Conflicts of interest (actual or perceived) should always be disclosed. Routinely, they can be handled constructively. The important thing is transparency – being aware of the conflict will help us to manage the recruitment process appropriately and assign you to the most suitable departments if you are a successful candidate.

SUBMITTING AN APPLICATION

7. Do I apply with one or all departments in mind?

We recommend your application demonstrates balance. If there are one or two departments closely aligned with your qualifications, skills and interests, articulate this. Equally, be aware that a number of candidates are likely to position themselves for particular departments and we are looking for something special that stands out from the rest. Therefore, be cautious about pigeon-holing yourself. All departments in the programme have fascinating work programmes and can offer you an excellent learning environment. Highlight your interests but be open to all opportunities.

8. Can I provide written testimonials in lieu of verbal referees?

You are welcome to include written testimonials in your CV however shortlisted candidates will still be required to provide contact details for three verbal referees.

9. Is there a word-limit on applications?

No but we are looking for pithy, persuasive communication. We recommend a Covering Letter of 1 page and a CV of 3 pages.

10. Is there a preferred CV format?

Yes. Please submit applications in PDF files.

11. I can't submit my documents online – what do I do?

Firstly, try uploading your files in PDF format – this format is common to most systems and provide a safe way of ensuring your documents arrive with original formatting intact.

If you are still having difficulty, contact the GLN Team at info@gln.govt.nz

12. Who can I contact with questions?

If you have questions about the recruitment process which are not answered in this document, please contact the GLN Team: info@gln.govt.nz

PROCESSING OF APPLICATIONS

13. How long is the recruitment process expected to take? When can I expect an update on the progress of my application?

Please see the recruitment process section of this document. We will do our best to assess applications as expediently as possible.

14. Will applications be treated confidentially?

Absolutely. All applications will be securely filed.

We may out-source initial screening to a reputable recruitment provider.

At no point in the application process will applications be discussed with audiences outside:

- The GLN team within Crown Law
- Chief Legal Advisors and HR professionals from participating departments
- Reputable recruitment providers contracted to provide support during the recruitment process
- Verbal referees indicated on individual CVs.

Any discussions with verbal referees will occur with the prior agreement of the relevant candidates.

15. How will the in-person interview be structured?

The interview will also include both behaviour and competency-based questions so that we can get a good idea of candidates' skills, working style and enthusiasm.

Interview duration will be 60 minutes and will consist of a panel of three interviewers.

APPOINTMENT TO THE PROGRAMME

16. If I receive a job offer, how long will I have to consider it?

Generally, we will give candidates 10 working days to consider employment offers. This gives sufficient time for candidates to seek advice from a trusted person (for example, a legal professional) and to ask us any questions related to the offer.

17. How are successful candidates matched to departments?

A number of considerations will be taken into account, including:

- candidates' skills and interests as corresponding to departments' needs.
- providing a balanced learning environment – complementing existing skills and prompting new ones.

18. If I am appointed to the programme, does that mean any application I subsequently submit for a GLN Graduate Programme will be favoured?

No. All applications for all our programmes are assessed on their individual merit, in a competitive environment, against the criteria outlined in the relevant guideline documents. We pride ourselves on a fair and robust recruitment process.