



GLN

SUMMER CLERK PROGRAMME 2023_2024

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GLN SUMMER CLERK PROGRAMME GUIDELINES FOR APPLICANTS

The GLN Summer Clerk programme is an exciting opportunity for students to experience the diverse range of legal work across government.

- The programme will begin on 13 November 2023 and conclude on 9 February 2024.

STRUCTURE OF THE PROGRAMME

The programme is open to applicants who are:

- completing a LLB at a New Zealand university
- legally entitled to work in New Zealand
- studying LLB papers at 300 level or above.

Clerks appointed will be employed on a fixed-term basis at a government department for three months.

Remuneration will be at a minimum the living wage but may vary between agencies.

In addition to on-the-job experience at a government department, the GLN Programmes Team will provide a wider learning and development programme that will provide clerks with regular opportunities to:

- gather and share knowledge and experiences
- meet with senior lawyers
- attend GLN networking events
- interact with other interns across the public sector
- receive guided tours of the Courts and Parliament.

DEPARTMENTS PARTICIPATING IN THE PROGRAMME

Some examples of departments that have provided clerkships are:

- Parliamentary Counsel Office | Te Tari Tohutohu Paremata
- Ministry of Māori Development | Te Puni Kōkiri
- Department of Corrections | Ara Poutama Aotearoa
- Office for Māori Crown Relations | Te Arawhiti
- NZ Customs Service | Te Mana Ārai o Aotearoa
- Ministry for Culture and Heritage | Manatū Taonga
- Independent Police Conduct Authority | Mana Whanonga Pirihimana Motuhake
- Public Trust
- Ministry of Social Development | Te Manatū Whakahiato Ora
- Ministry for Children | Oranga Tamariki
- Ministry of Justice | Tāhū o Te Ture
- Commerce Commission | Te Komihana Tauhokohoko
- WorkSafe New Zealand | Mahi Haumarua Aotearoa
- Crown Law Office | Te Tari Ture o te Karauna
- Ministry of Business, Innovation and Employment | | Hīkina Whakatutuki

- New Zealand Police | Ngā Pirihimana Aotearoa
- Accident Compensation Corporation | Te Kaporeihana Āwhina Hunga Whara
- New Zealand Real Estate Authority | Te Mana Papawhenua
- Ministry of Foreign Affairs and Trade | Roopu Ture o Te Ao
- Independent Police Conduct Authority | Mana Whananga Pirihimana Motuhake
- Environmental Protection Authority | Te Mana Rauhi Taiao
- The Treasury | Te Tai Ōhanga
- Ministry for the Environment | Manatū Mō Te Taiao
- Serious Fraud Office | Te Tari Hara Taware

While most placements are in Wellington and Auckland there is the opportunity for placements at departments in other locations across New Zealand. Further departments may be added in the coming weeks.

RECRUITMENT PROCESS

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

PROCESS	NUMBER OF CANDIDATES	TIMELINE
Recruitment period		March
Applications screened	All applications	Until mid-April
Interviews held	Approximately 30 candidates	Mid-April
Reference checks and Panel decisions		End of April
Successful candidates selected, offers of employment made	Approximately 23 candidates	Mid-May

QUALITIES WE LOOK FOR IN OUR GLN SUMMER CLERK CANDIDATES

We are looking for enthusiastic students who demonstrate a well-rounded world view, a genuine commitment to public service and an appetite for challenge. If you have great interpersonal and communication skills, an understanding and interest in Te Tiriti o Waitangi and Te Ao Māori, cultural awareness, and an interest in public service then the GLN Summer Clerk Programme is for you.

ENTHUSIASM FOR PUBLIC SERVICE

The Summer Clerk Programme will attract candidates who have a desire and enthusiasm to contribute to society. We do not expect you to already have experience in the public sector. 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.

Tell us why you have a desire to work in the public sector and how you have shown this desire to date. Examples of this might include volunteering for a university organisation or submitting on

upcoming legislation. This will help us to understand why the prospect of working in government is interesting to you.

COMMUNICATION SKILLS

Both written and verbal communication is key in all legal roles. You may be expected to provide research on various case law, analyse and interpret the meaning of legislation and explain legal options to your clients. While you will be supervised, good communication skills are necessary for success in this role.

Your communication ability will be assessed through your written responses to questions in your application. We are looking for clear and concise answers that plainly describe your suitability for the role. Your verbal communication skills will be assessed if you are invited to attend an interview.

AWARENESS OF DIVERSITY

Awareness of diversity can be demonstrated through experiences and knowledge you have which show an awareness of your own world view and the world views of those around you. If you have experience of understanding another world view or being a part of a community, we welcome you to show that through your application.

TREATY OF WAITANGI/ TE TIRITI O WAITANGI AND TE REO AND TIKANGA INTEREST

Having an understanding and interest in the Te Tiriti o Waitangi/Treaty of Waitangi and te ao Māori are important in the public service. We are looking for applicants who demonstrate this knowledge or interest through their application. You should be able to demonstrate an understanding of the Treaty Principles and why they are important in the public sector.

INTERPERSONAL SKILLS

Getting on well with others is a necessary part of your summer clerkship. You will be expected to collaborate with other solicitors and clients to get work done. Your application should demonstrate collegiality and exhibit empathy, perhaps through work you have done in the past. For example, perhaps you have worked as wait staff which has required you to get along well with other staff and customers.

ACADEMIC RECORD

Your academic transcript will be taken into account as a demonstrating factor in your interest in the areas of law relevant to the public sector. We do not require a particular grade point average but expect reasonable grades. It would also be beneficial to show that the papers you have taken prepare you for the type of work you would be engaged in at a government agency.

If you have a disability that affects the submission of your application through the online process, please feel free to contact us at info@gln.govt.nz or contact the GLN Programmes Team Manager on 027 838 5945. Wherever possible, we will endeavour to accommodate the needs of any candidates affected by a disability.

ELIGIBILITY CRITERIA

The following information outlines eligibility criteria that candidates are required to meet, in order to be considered for the GLN Summer Clerk Programme. Please consider these carefully when making your application.

Criterion	Detail	Process
Eligibility to work in New Zealand	Candidates must be legally entitled to work in New Zealand for the duration of the two-year programme (e.g. NZ Citizen, Permanent Resident, working visa of more than two years' duration from the start of the programme).	Candidates are responsible for ensuring their eligibility to work. The GLN Programmes and Capability Team may check an applicant's eligibility to work in New Zealand and any offers of employment made will be contingent on satisfying this criterion.
Te Tiriti o Waitangi/Treaty of Waitangi	The GLN needs lawyers who have an understanding of the principles of the Treaty of Waitangi, and a commitment to upholding them. We expect applicants to have a sound understanding of the Treaty principles, and the humility and desire required for further learning. We also would like to hear about applicant's Te Ao Māori journey and how this has influenced their journey.	Review of application, as informed by criterion detail. Further assessment during any subsequent interview and testing stages.
300 level study	A candidate is eligible to apply if they are studying University papers at 300-level or higher in their LLB.	Applicants will be required to provide a certified copy of their academic transcript to the GLN Programmes and Capability Team if they are shortlisting for an interview.

<p>LLB study at a New Zealand university</p>	<p>Candidates are expected to be studying their LLB degree at a New Zealand university, and the degree will be completed at a New Zealand university.</p>	<p>Applicants will be required to provide a certified copy of their academic transcript to the GLN Programmes and Capability Team if they are shortlisted for an interview.</p>
<p>Academic record</p>	<p>Applicants will be expected to provide an academic transcript when they submit their application for the GLN Summer Clerk Programme.</p> <p>Applicants are welcome to provide any additional information to the GLN Programmes and Capability Team which relates to unsatisfactory grades.</p>	<p>Applicants are required to provide a copy of their academic transcript when they submit their application for the GLN Summer Clerk Programme.</p> <p>Applicants are required to provide a certified copy of their academic transcript to the GLN Programmes and Capability Team if they are shortlisted for an interview.</p>
<p>Answers to questions</p>	<p>Applicants will be required to complete answers to set questions as part of the application process. These questions are designed to enable the GLN Programmes and Capability Team to assess the applicant against the programme criteria.</p>	<p>The GLN Programmes and Capability Team will assess written responses against the programme criteria.</p> <p>The applicant may also be assessed against this criterion during the interview stage.</p>
<p>Curriculum vitae</p>	<p>Applicants are required to provide a copy of their curriculum vitae with their application for the GLN Summer Clerk Programme. This is an opportunity for the applicant to provide detail about any work experience and volunteer/community work they have completed.</p>	<p>The GLN Programmes and Capability Team will assess the curriculum vitae against the programme criteria.</p> <p>The applicant may also be assessed against this criterion during the interview stage.</p>

Criminal Conviction Check	The applicant is required to inform us about any previous criminal convictions.	Any position within the programme offered will be subject to criminal vetting. If the GLN Programmes and Capability Team become aware of convictions that were not disclosed by the applicant they may no longer be eligible for the programme.
Security checks	Some departments may require additional security checks as a result of the type of work the clerk will be engaged in at that agency and the access they will have to sensitive information. If placed at such an agency the clerk will be required to complete additional forms.	For any clerks appointed to specialised roles/departments, additional security checks may be required.
Conflict of interest	If clerks consider that they may have a real or perceived conflict of interest which may affect their ability to work within a particular agency, clerks should declare this as part of their application. A conflict of interest may not mean that the applicant is ineligible for the programme as long as the GLN Programmes and Capability Team consider that the conflict is able to be managed. Declaring any conflict early enables the GLN Programmes and Capability Team to more effectively manage such a conflict where this is possible.	At the time of appointment, clerks will be asked 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.
References	Applicants are required to provide the names of two people in their curriculum vitae that the GLN Programmes and Capability Team can contact to provide references. These people may be former employers, people they have engaged with through community or volunteer work, tutors/lecturers or character references. The people provided should have adequate knowledge about the applicant to provide confirmation about their character and abilities to satisfy the GLN Programmes and Capability Team that the applicant is able to carry out the responsibilities at a government agency.	The applicant should provide the name and contact details for two references in their curriculum vitae. The GLN Programmes and Capability Team will contact references if the applicant is the preferred candidate for the clerkship.