

TEAMS FOR KWM EXPLORE PLACEMENTS

30 Days Series 8 by Zhang Kaihui

Here are the teams available to host KWM Explore interns.

Business Development & Marketing: this function looks after marketing, communications, and relationships with KWM clients (existing and future). There are different teams that manage things like social media and the KWM website; pitching and proposing work to clients; looking after our clients; working with the media and creating publications; communicating internally with our people – and more. Depending on which of these groups you were working with on the internship, a typical day might involve drafting a post for social media, reviewing the website, helping with an internal event, and working on presentations.

People & Development: this is what KWM calls our human resources function. People & Development (or P&D) includes teams such as Wellbeing, Diversity & Inclusion, Talent & Capability, Recruitment, Early Careers, and more. This group looks after our people and ensures a safe, functional, efficient workplace across all our offices and teams. Depending on which team you do your internship with a typical day might involve helping review policies, drafting presentations for training new staff, attending inductions and events for graduates, assisting with wellbeing initiatives (such as RUOK Day), and assisting with internal communications for our people.

Business Services: this function of KWM has lots of different teams doing lots of important work. Business Services includes our hospitality and events staff, including chefs. Teams in Business Services look after our premises, document production, making sure equipment is working properly and safely, that our people have what they need to do their job, and that our people can use their office space effectively. Often the first people new starters meet at our firm, this is a friendly and welcoming team. If you are placed with Business Services for KWM Explore you can expect a diverse range of experiences including reception and concierge support, administration tasks, helping our people with their workplace needs, and (depending on what you are studying) time in our kitchens.


Technology: Technology provides the infrastructure, systems, training, and support to help our people deliver outstanding client service. This function of KWM looks after digital security and safety, technology helpdesk, training, new programs, and so much more. A typical day may include assisting with helpdesk queries, supporting the team to run trainings, auditing systems and sites, and assisting the project management team.

Legal Support: our Legal Support staff provide administrative support to practice groups. Working with this function will give you a taste of legal matter management, providing outstanding executive support, collaboration on projects, and contributing to a thriving team environment. A typical day may involve supporting the production of quality documents and presentations, helping coordinate meetings, travel and calendars, financial reporting, matter management (working across several technology platforms), and assisting with team events.

Knowledge: this team provides vital research for our legal practice groups. While working on a matter, legal staff will often go to the Knowledge team to research legal precedents, existing laws and regulations, and other information that could be crucial to the matter. This team is detail oriented, accurate, and works to tight deadlines. A typical day will involve taking requests for support and making sure these land with the right team members, assisting with research, collating information, and document production to capture this research.

Finance: this KWM function includes payroll, accounts payable, legal matter accounting, procurement, reporting, and more. A typical day will involve supporting these different functions and ensuring work is timely and accurate. This team uses several different finance technology platforms to do their work and is a great place to gain experience in a finance division within our large and busy firm.

Responsible Business: this function of KWM is focused on minimising the harms and maximising the benefits to people and our planet in all the work KWM undertakes. KWM believes responsible business is everyone's business, and good business. This function includes teams working in areas including Pro Bono & Social Impact and Climate Change & Environment. Dependent on which team you were placed with, you may be supporting deliver webinars, assisting with events, helping source climate data, attending meetings with community partners, and assisting with workplace giving programs.



Thank you for considering KWM Explore.
Please email [Saskia Ilott](mailto:saskia.ilott@au.kwm.com) with any questions.

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