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Welcome to Turks!

At Turks, we're committed to helping you build a rewarding and impactful career. Starting or continuing your journey as a lawyer is no small feat, and we're here to support you every step of the way.

Turks is a place where you'll not only refine your skills and tackle meaningful work but also find a community of colleagues who are invested in your success. We believe that collaboration, curiosity, and a genuine passion for what we do are the keys to thriving here.

I encourage you to take advantage of the opportunities and guidance available to you—whether it's through mentorship, training, or simply reaching out to a teammate for advice. Your growth and contributions are vital to what makes our firm strong and forward-thinking.

Best Regards,



Zoe Leonard, CEO

Overview

This handbook provides an overview of career opportunities and pathways at Turks. While not comprehensive, it highlights the key factors that influence your progression and the attributes we values at Turks. We encourage you to work hard, develop your skills, and build your reputation as a well-rounded lawyer.



**Supporting
your career
at Turks**

A Career at Turks

Our people make Turks.

We are committed to fostering a supportive and inclusive culture where knowledge is valued at all levels, and every team member is empowered to excel. With open-door leadership and a focus on professionalism, we provide the right balance of support, motivation, and hands-on experience, ensuring our employees can grow both as professionals and individuals.

We value our clients.

Turks is a client-centric firm and our culture starts and ends with delivering on our promises to our clients. In dealing with our clients we are free from any sense of entitlement to ongoing work. Rather, trust and true partnership and the resulting opportunity for further collaboration are all earned on a daily basis. It is this approach which has allowed us to measure our clients' time with us in generations rather than years. We take nothing for granted and our aim is to make the client experience from initial instructions to concluding email, second to none. Every single time.

We care for our employees.

We prioritise the health and wellbeing of our employees, with strong support from leadership. In recognition of our team's hard work and loyalty, we offer flexibility and foster a culture of respect. As a family-friendly organisation, we promote a healthy work-life balance, understanding that productivity and personal wellbeing go hand in hand. We encourage our staff to pursue activities beyond work, such as charity efforts, volunteering, sports, and spending quality time with loved ones, ensuring they can balance professional goals with personal commitments.

We are community minded.

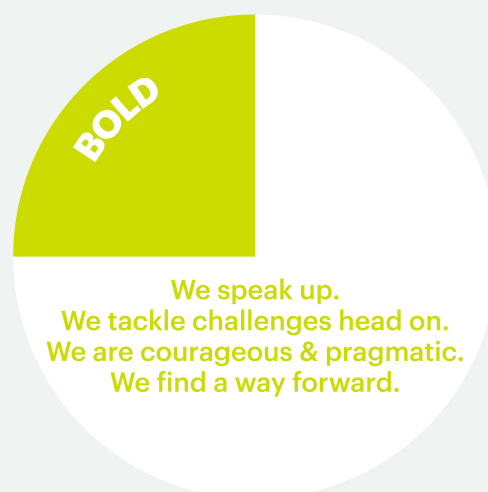
At Turks we take our Corporate Social Responsibility very seriously. It is our way of recognising that we have responsibilities that extend beyond our business, to our people, their families and to the community at large. Our CSR program consists of charity involvement, industry advocacy and education and pro bono support.

We are sociable.

At Turks, we love bringing our team together through social events, from end-of-year and EOFY parties to trivia nights and scavenger hunts. These activities help strengthen connections and foster a fun, collaborative workplace culture.

What we ask from you

**We encourage all staff
to embody our values in
their daily work**





What we can do for you

Self Development

At Turks, we encourage you to take ownership of your career development. While we offer support and opportunities, your progress is driven by your own efforts. We provide the tools to help you succeed, but it's your active participation that will shape your growth.

You can advance your development by:

- Being open to feedback and seeking it out.
- Embracing new challenges and stepping beyond your comfort zone.
- Setting clear goals and making actionable plans.
- Learning from both your successes and setbacks.
- Taking initiative in finding learning and growth opportunities.
- Building strong relationships with mentors and colleagues for support.
- Staying adaptable and open to new ways of thinking and working.

With guidance from Turks, your career progression is ultimately in your control.

Responsibility

At Turks, we believe in empowering our lawyers to take on responsibility early in their careers. We provide our team with the opportunity to manage matters, clients, and financials while ensuring they receive guidance and support along the way. Our approach helps develop essential skills like ethics and practice-specific expertise, allowing staff to build the confidence needed to operate independently within their practice areas.

Feedback

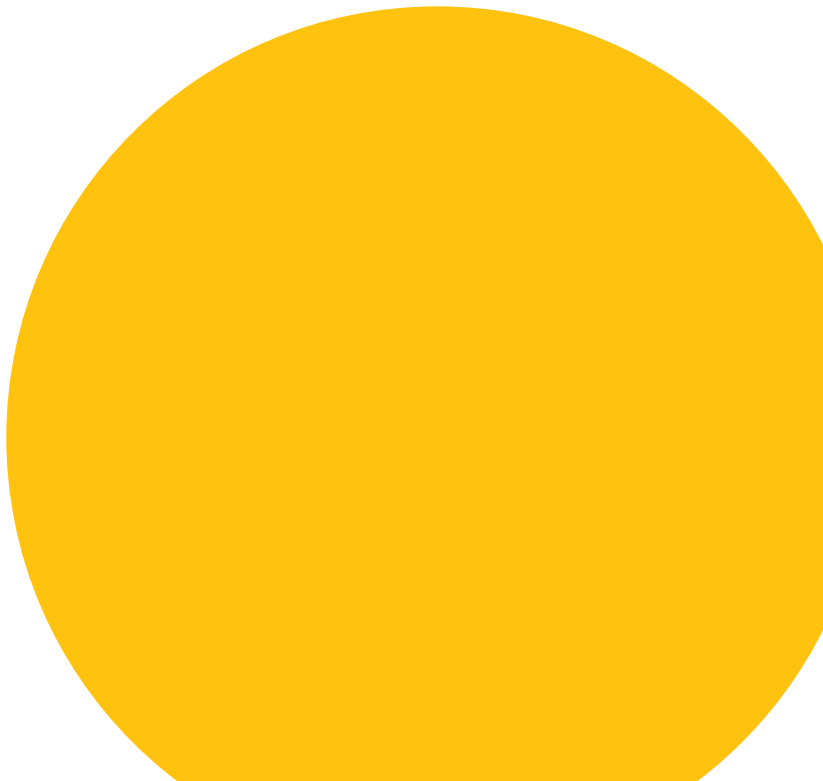
Turks is committed to providing you with ongoing feedback, both formal and informal, to support your growth. Formal reviews typically occur twice a year, using Culture Amp to set and assess your goals, discuss your performance, role, and career progression.

You will also have informal regular one-on-one sessions with your supervising partner.

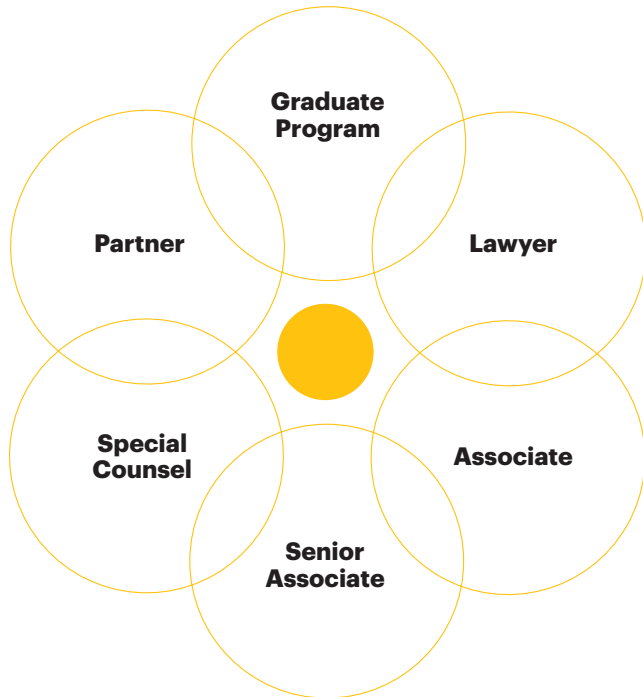
Professional Development

At Turks, professional development is a cornerstone of our firm's culture. We believe that ongoing learning and skill enhancement are essential for both individual success and the growth of the firm. Our team members have access to a variety of internal and external training programs, workshops, and mentoring opportunities designed to build expertise and confidence. Whether you're a recent graduate or an experienced lawyer, we provide tailored support to help you progress in your legal career.

In addition to formal training, we encourage a collaborative environment where knowledge-sharing is a key focus. Our open-door policy and regular feedback sessions foster strong communication and guidance from senior staff, enabling continuous improvement.



Pathways



Turks recognises career progression is not linear, nor is it based solely on years of post-admission experience (PAE). We believe in empowering individuals to shape their own careers based on their goals, interests, and strengths. While we provide the resources and opportunities for growth, how you advance is ultimately up to you. Whether you want to specialise in a particular area of law, explore different practice groups, or develop leadership skills, we support diverse career trajectories that reflect each person's aspirations.

We recognise not all careers are linear and not every lawyer wants to become Partner. Your career path is as individual as you are, and we're here to support your journey, whatever that looks like.



Pathways

Graduate Program

Turks Graduate Program runs for 12 months and rotations occur every four to six months through two or three different practice groups depending on your location. The rotation program ensures graduates experience a wide variety of legal work and develop a comprehensive skill set, learning from a variety of experienced lawyers and partners.

In addition to fostering professional development, we also focus on developing emotional intelligence as we consider this to be just as important as technical ability. Most graduates will be offered a role as a Lawyer in one of our practice groups, during their rotations.

EXPECTATIONS

Service:

- How to practically apply the law.
- Understand the expectations of Turks and our clients.
- Learn skills and procedures.

Culture:

- Form internal relationships.
- Involve yourself in firm culture.

Value:

- Understand the value of time recording and being efficient.

Growth:

- Start to understand commercial outcomes.
- Understand Turks services.

Lawyer

As a Lawyer at Turks, your main goal is to gain practical experience and apply your legal knowledge to achieve successful client outcomes. Initially working under supervision, you will gradually take on more responsibility and work independently.

Alongside honing your legal expertise, you should focus on building strong communication, time management, project management, and relationship skills. Part of your role will also involve supporting and setting a positive example for junior staff. Typically, you'll spend around 2 to 4 years in this position after admission.

EXPECTATIONS

Service:

- Deliver on our promises to our clients.
- Develop further understanding of your chosen practice group.

Culture:

- Build on internal relationships.
- Support and collaborate with colleagues.
- Be a positive role model.

Value:

- Develop efficient working practices.
- Keep on top of your billable hours.

Growth:

- Gain more responsibility and work independently.
- Start to build internal and external networks.
- Manage wellbeing.

Pathways

Associate

Promotion to Associate typically occurs after a minimum of 2.6 years as a Lawyer, based on positive feedback from both internal and external reviews. As an Associate, you are expected to build on your experience to deliver efficient, cost-effective, and high-quality legal services, while applying your knowledge in a commercial and collaborative manner.

There will be a greater focus on expanding your internal and external networks, enhancing your understanding of the business side of the law firm, and taking an active role in mentoring and supporting the careers of others.

EXPECTATIONS

Service:

- Accountable for delivering quality service.

Culture:

- Supervise and mentor junior employees.
- Lead by example.
- Involvement in firm activities and committees.

Value:

- Apply financial and time management to consistently achieve or exceed targets.

Growth:

- Establish and curate your reputation in the field of law.

Senior Associate

After having been an Associate for a minimum of a year, you may be considered for promotion to Senior Associate, based on a combination of performance and the firm's needs. As a Senior Associate, you are expected to work independently, taking on tasks with greater responsibility and complexity. You should aim to assume Partner level responsibilities in areas where you excel. Additionally, you will be required to contribute more actively to your practice group, support the Partners, and become a leader for both staff and clients.

EXPECTATIONS

Service:

- Solidify your reputation as an expert in your field of law.
- Lead teams on large matters.
- Manage the delivery of high quality legal services for yourself and your team.

Culture:

- Lead and manage.
- Initiate and implement firm improvements.
- Support staff wellbeing.

Value:

- Balance chargeable and non-chargeable time.
- Exceed targets.
- Cross sell firm services and work.

Growth:

- Build the profile of your practice group and firm.
- Promote the firm to prospective employees.
- Model work/life balance.
- Take part in leadership courses.

Pathways

Special Counsel

This role is reserved for a highly experienced lawyer that can make a significant contribution in a senior capacity. These positions are limited, and the criteria for appointment will vary. A key requirement for Special Counsel is broad recognition of your expertise. You must be capable of handling matters at the same level as Partners, which may involve servicing a strategically important client base or a niche practice area. Special Counsel may also lead a practice group and be involved in strategic planning activities.

EXPECTATIONS

Service:

- Maintain and build reputation as an expert.
- Service high level clients and/or niche practice areas.
- Deliver exceptionally high levels of service.

Culture:

- Mentor and supervise all levels of lawyers.
- Foster team building and inclusive, positive relationships.

Value:

- Achieve and exceed targets.
- Introduce new clients and industries to the firm.
- Contribute to legal training and system improvement.

Growth:

- Enhance profile of practice group and firm.
- Effectively lead and manage.
- Model work/life balance.

Partner

Senior Associates or Special Counsel who have made a significant contribution to the firm, exemplify our values, lead effectively, and present a strong business case may be invited to become a Partner at Turks. The timing of your consideration for partnership will depend on the strength of your individual case. Partners are the business owners and must serve as role models, demonstrating excellent legal skills, strong client relationships, knowledge sharing, and the ability to grow the firm's business.

EXPECTATIONS

Service:

- Be known as a leader in the legal field.
- Meet and exceed client expectations.
- Lead high level service delivery and improvement.

Culture:

- Support other Partners.
- Mentor senior staff.
- Lead community and culture.
- Build succession strength.

Value:

- Deliver profitable billable time for teams.
- Invest and lead improvement of commercial outcomes.

Growth:

- Secure work from quality clients.
- Enhance firm's reputation.
- Mentor and support the next generation of Turksters.

Pathways

Partnership – expectations, responsibilities

Partners in a law firm are expected to make a consistently high contribution to the business, both financially and non-financially. Their role extends beyond managing their own practice area to supporting the overall success of the firm. This includes setting and overseeing the firm's strategic direction, contributing to operational decisions, and maintaining the firm's culture. They play a critical role in fostering professional and personal development within the firm, promoting work-life balance, and contributing to the social cohesion of the team.





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**Supporting
your career
at Turks**

Turks.