

## Head clerk: 12 Wentworth Selborne Chambers

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12 Wentworth Selborne Chambers is one of the leading sets of barristers' chambers in New South Wales, with over 55 members including 12 Senior Counsel. Its barristers practise nationally and internationally in a broad range of areas and jurisdictions. For further information, see <https://www.12thfloor.com.au/>.

**Required experience:** Significant clerking experience (for list of core duties, see below)

**Salary:** On application

**Application:** Should include a **cover letter** briefly addressing the applicant's experience and suitability for the role, an up to date **resume**, and a written **reference** or contact details for at least one referee.

Please address applications in confidence to:

S Callan SC  
12 Wentworth Selborne Chambers  
180 Phillip Street  
Sydney NSW 2000

Email: [scallan@12thfloor.com.au](mailto:scallan@12thfloor.com.au)

**Closing date for applications:** 13 May 2024

**Commencement date:** Mid to late June 2024

**Core duties:** Include but are not limited to the following:

- Extensive diary management for over 55 barristers, including fielding enquiries from solicitors concerning availability of counsel and their rates, recommending suitable counsel on the Floor and negotiating fees.
- Liaising with barristers to assist with the development of their practices, workflow, day-to-day court obligations and the setting of rates commensurate with seniority having regard to the existing market for barristers' work.
- Supervising, recruiting and training staff.
- Engaging in marketing, including overseeing maintenance of floor website, and the organising of seminars and social events.
- Managing and overseeing financial accounts, including liaising with company accountants concerning lodgement of BAS and company tax returns and the preparation of budgets.
- General administration and management of chambers, including conferring with building management and trades and service providers, including negotiating leases and contracts.