

Position Title	Program & Engagement Officer
Band & classification	Band 3
Department	Centre for Legal Innovation
Location	Sydney or Brisbane
Reports to	Program Manager, CLI
Supervision responsibilities	None

Overview of the College of Law

The College of Law is the school of professional practice for lawyers. We deliver innovative, practice-focussed legal education and training to enhance the careers of practising professionals across Australasia and its region.

Graduates of all law schools in Australia and New Zealand come to The College to undertake a comprehensive program of practical legal training, leading to admission into the profession. For legal practitioners, we provide a large suite of continuing legal education programs, both face-to-face and online, across a range of practice and skill areas.

We are unique in having locations in Sydney, Melbourne, Brisbane, Perth, Adelaide and Auckland, as well as providing onsite training in key regional centres. The College as a whole has over 60,000 graduates and more than 500 staff with all teaching staff having extensive practising experience.

Centre for Legal Innovation

The Centre for Legal Innovation (CLI) was established by The College of Law in 2016. The CLI is an innovation-focused think tank that supports the legal profession to navigate a rapidly changing market, with a particular emphasis on digital transformation and the evolving operating models of legal practice. Guided by its mission to prepare, connect, and develop the profession, the Centre bridges education, practice, and the market, translating emerging technologies and trends into practical, evidence-based insights that can be applied with confidence.

The CLI undertakes industry benchmarking to surface market trends, challenges, and opportunities, helping to identify priority innovation use cases, governance considerations, and capability gaps across law firms, in-house legal teams, and the broader legal ecosystem. It provides an independent, trusted forum for informed discussion and debate on how legal work is changing, supporting the profession to move beyond isolated experimentation toward responsible, scalable, and value-driven innovation across people, process, and technology.

Working with leading thinkers, practitioners, technologists, and legal entrepreneurs globally, the CLI interprets emerging developments, documents evolving good practice, and anticipates what's next for the profession. It connects the market through curated activities and events including roundtables, workshops, seminars, and invitation-only forums, and builds shared understanding through regular insights, commentary, and thought leadership to help legal professionals navigate ongoing change.

Purpose of Position

This role provides general and wide-ranging administrative support for the CLI and related stakeholders including the Director of Innovation, the CLI Advisory Board, the Chairs of CLI Roundtables and Forums, and the CLI Research and Distinguished Fellows.

The Project & Engagement Officer is the delivery engine of the CLI, supporting the design, coordination, and execution of events, communications, and stakeholder engagement activities. Reporting to the Manager, this role ensures CLI programs are well-organised, visible, and impactful.

Last reviewed January 2026

Primary Responsibilities

Administrative Support

- Provide administrative and operational support for CLI activities, including scheduling, invoicing, expense reconciliation, minute taking and reporting.
- Contribute to the design of toolkits, playbooks, and legal innovation resources.
- Maintenance of up-to-date calendar of meetings and appointments for the Director of Innovation, Program Manager CLI, CLI Advisory Board, CLI events.
- Organise CLI-related travel and accommodation requirements.
- Respond promptly to enquiries from customers and colleagues including assisting with enrolments for CLI events.

Seminars, Roundtables, Forums, Webinars, Forums and Workshops

In conjunction with Marketing:

- Coordinate events such as seminars, roundtables, forums, webinars, and workshops, including logistics (eg meeting room bookings, setup and catering and registrations, and post-event evaluations).
- Create and manage events on College of Law systems and external event applications like Eventbrite.
- Support podcasts, video production, and digital content distribution.
- Manage day-to-day communications with stakeholders, including newsletters, LinkedIn posts, and website updates.
- Assist with survey design, data collection, and preliminary analysis.
- Assistance with development of program checklist.
- Create CLI event budgets.
- Set up events in College systems and external web based applications (e.g. Eventbrite).
- Oversee mail outs using social media applications
- Liaise with internal/external service providers for video and podcast set up, recording and editing.
- Manage uploading of videos, podcasts, etc on to CLI website and/or social media sites (e.g. YouTube)
- Answer enquires with respect to events.
- Create, manage and meet deadline in event checklists.
- Create and maintain databases such as documentation and record keeping of seminar and forum outcomes.

Information databases

- Set up and maintain service provider, presenter, member, research and event databases.
- Set up and maintain information database on new developments in the legal profession.
- Liaise with the College business units required to assist and support as needed.

Social Media, Video and Podcast Production

In conjunction with the Marketing team:

- Create content for upload to, update and maintain CLI related social media (e.g. LinkedIn)
- Schedule/reschedule internal and external providers for video/podcast development, capture/recording, editing and uploading on to the CLI website and/or external media (e.g. YouTube).

Education/Qualifications

- Desirable - Tertiary qualifications in communications, events, business, or related field desirable.

Experience, Skills and Attributes

- Experience in events coordination, communications, or project support in a professional services, education, or not-for-profit environment.
- Strong organisational skills with attention to detail and the ability to juggle multiple tasks.
- Good written and verbal communication skills, including social media proficiency.
- Demonstrated ability to work collaboratively and build positive relationships.
- Comfortable working independently and proactively in a small team environment.
- Tertiary qualifications in communications, events, business, or related field desirable.

Last Reviewed January 2026

Position specific Competencies

Development of Self and Others

Demonstrates strong skills or interest in actively seeking to learn new skills and sharing the knowledge and experience with others.

Personal Integrity

Decisions and actions in work relations and handling of business issues demonstrate consistent commitment to openness, honesty, mutual respect and shared success.

Behaviour Anchors

The six behaviour anchors underpin the values and behaviours expected of employees of the College.

1 - Growth and Customer Focus

Recognises that we need to think different in order to grow. Does a superb job for our customers every day in quality, delivery, value & technology. Understands the needs of the organisation and its customers (internal and external) and undertakes to provide a sound level of service, treating the customer with respect. Has the courage to say 'no'. Interacts with the best interests of the organisation in mind. Supports the vision for growth (end state and how to get there) and works well with others to achieve the end state.

2 - Achieves Results

Takes accountability for the achievement of great results. Translates The College's requirements into action. Comfortable in accepting accountability for self. Displays determination to undertake and complete activities. Employee displays adaptability and resilience to complete activities. Motivated and displays initiative. Results focused.

3 - Find better ways

Optimises key processes by finding better ways to do things, more efficiently and more effectively in cooperation with others. Is able to recognise where improved performance is required. Is able to communicate why improved performance is required. Demonstrates the ability to plan for improvements. Is able to participate in the design and development of solutions to close any performance gaps. Is able to implement and evaluate the results.

4 - College-wide mindset

Views work and opinions from all relevant perspectives and sees The College as an integrated body. Understands when a “best for College” decision needs to be made and supports this. Works against ‘silo’ thinking and behaviour. Clearly articulates issues. Actively listens. Careful and considered in the use of language and tone.

5 - Teaching, Technical and Functional expertise

Being capable and effective in own area of expertise. Employee holds the necessary qualifications in their field. Employee has necessary level of experience and demonstrated competency to operate in their field. Employee is dependable and responsible. Transacts work activity in an ethical, professional and legal manner. Encouraging and supportive.

6 - Teamwork

Interacts and collaborates with others to build good, working relationships across The College. Works effectively as a team member supporting their role in the team and other team members. Encourages a greater sense of trust between team members. Is able to identify and work with the team to remove or overcome barriers to the team functioning effectively. Encourages good behaviours and has the ability to recognise where improved performance is required. Recognises that people have different values and opinions which individuals have a right to hold. Is self-aware of the impact of own actions.