

POSITION DESCRIPTION

Position Title	Lecturer
Department	COL Queensland
Location	COL Queensland Brisbane
Reports to	Executive Director, Queensland
Supervision responsibilities	N/A

Overview of the College of Law

The College of Law is Australia's pre-eminent school of professional practice for lawyers. We deliver innovative, practice-focused legal education and training to enhance the careers of practising professionals across Australasia.

We are unique in having locations in each of Sydney, Melbourne, Brisbane, Perth, Adelaide and Auckland, as well as providing onsite training in key regional centres. The College as a whole has over 100,000 graduates and more than 400 staff with all teaching staff having extensive experience in practice.

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. The College is the largest pre-admission PLT provider in both countries.

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.

The College offers fully accredited postgraduate degree programs in applied law. As a non-university Higher Education Provider with Self-Accrediting Authority, we have been recognised as achieving superior academic standards, governance, and quality. The Applied Law programs, including the LLM (Applied Law), are differentiated by their focus on the practice of law. They enable students to develop existing practice specialisations or move into new areas of practice and are conducted primarily online to meet the needs of busy practitioners.

Overview of Department

The Practical Legal Training (PLT) Program at The College provides post-graduate training in the practical application of the law. Completion of the Program leads to the award of a Graduate Diploma of Legal Practice. The course satisfies the national competencies required of an entry level lawyer and meets the PLT requirements for admission to legal practice in Australia.

Job Overview

A lecturer is responsible for providing a high-quality teaching and learning experience for students and for making ongoing contributions to the academic mission of the College in the areas of curriculum development, academic management and administration, research and scholarship and to the corporate life of the College in accordance with the College's strategic goals.

Primary Responsibilities

Teaching & Learning

- Provide a high-quality learning experience to students, assisting them to achieve prescribed learning outcomes.
- Continually develop your own teaching methods and practices to apply high-quality, innovative learning techniques and use of materials that create interest, understanding and enthusiasm amongst students
- Prepare for and conduct face-to-face, online and co-operative programs as allocated.
- Conduct workshops, small group discussions, large group lectures, practice courts, webinars, and other learning and assessment activities as required.
- Provide high-quality feedback and pastoral care to students in a timely manner.
- Undertake assessment marking within agreed time frames.
- Prepare for onsite teaching activities in advance, including room set ups, video and audio and technology requirements.
- As requested, undertake a mentoring role as part of the induction process for new lecturers, adjuncts and casual staff
- Maintain a current understanding of the professional legal and legal education sectors.

Curriculum development

- Maintain an up-to-date knowledge of law and practice in all PLT curriculum areas and contribute proactively to ensure that the College PLT curriculum is current and accurate.
- Participate in curriculum teams to maintain and develop course materials.
- Participate in and contribute to ongoing and ad hoc teaching and learning projects as required.
- Support practice area leaders by completing specific tasks as allocated.
- Collaborate with the College's Teaching and Learning Development Team on the creation and maintenance of PLT materials and resources.

Management & Administration

- Proactively manage the progress of students through their course of study, including maintaining email records and other records of participation, coursework and assessment
- As required, manage the relationship with one or more law firms in a co-operative program, including liaison with relevant Learning & Development staff
- Proactively contribute to the annual PLT business planning process
- Ensure that individual performance objectives are aligned to business plans.
- Undertake any relevant internal training courses as requested.
- Attend and actively participate in all team meetings, information sessions and other relevant College events.
- Comply with all College academic policies and standards.
- Work with internal and external stakeholders in a professional and courteous manner to deliver outcomes.

Intellectual & Professional Scholarship

As applicable in accordance with objectives specified in the lecturer's individual performance plan:

- Maintain awareness of developments in the scholarship of teaching and learning (SoTL)
- Attend and present at relevant conferences and share knowledge and insights gained with the wider faculty.
- Carry out research and produce output within the SoTL framework.
- Lead or participate in research or scholarship projects or other collaborative research or scholarship initiatives.

Contribution to the corporate life of the College

Contribute to the corporate life of the College, including as required:

- Assist the strategic development of the College.
- Project and enhance the College's corporate image within the legal profession, the higher education sector and the wider community.
- Participate in the development of new education and training capabilities and the identification of new areas of business activity.
- Participate in the development of the College in relation to business and marketing plan objectives.
- Participate in the work of other relevant teaching and professional associations.

Other

- Ensure understanding of and adhere to the College Code of Conduct, College policies, procedures and guidelines.
- Undertake other reasonable tasks, including participating in project work as directed by your manager or in line with your performance objectives.

Knowledge, skills and experience required

- Demonstrated aptitude for teaching.
- Enthusiasm for the development and continual improvement of teaching skills
- Demonstrated ability to work cooperatively with colleagues in a team.
- Strong knowledge and background in legal practice
- An enthusiasm for the practice of law and an ability to communicate that enthusiasm.
- An understanding of the strategic context of the legal profession and its associated industries
- Excellent communication skills, both oral and written
- Demonstrated capacity or willingness to contribute to the creation and maintenance of course materials (multi-media and online), stakeholder liaison and project management.
- Sound project management skills with demonstrated ability to multi-task and achieve priorities within tight timelines.
- Awareness of educational technologies including online delivery
- Proficiency in use of MS Office

Qualifications required

- A tertiary qualification in law and eligibility to practise as a lawyer in an Australian jurisdiction.
- Minimum 5 years' recent experience as a practising lawyer

Desirable qualifications

- A teaching qualification such as a Graduate Certificate or Graduate Diploma in Education, or willingness to undertake such a qualification.

Behavioural Anchors

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

1 - Growth and Customer Focus

Recognises that we need to think differently 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 competence 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 behaviour 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.