

POSITION DESCRIPTION

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| Position Title | Lecturer - Practical Legal Training Program, WA |
| Department | College of Law Western Australia, PLT |
| Contract | 2- year Fixed Term Full-time |
| Location | Perth, WA |
| Reports to | Executive Director/Program Director WA |

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.

The College of Law's mission is to prepare law graduates for admission to practice and to assist legal practitioners in achieving their career goals through postgraduate specialised degree programs and continuing professional development seminars and workshops.

We are unique in having a local campus in each of Perth, Sydney, Melbourne, Brisbane, 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 400 staff with all teaching staff having extensive practising experience.

Overview of Department

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

Job Overview

This role involves responsibilities as a lecturer in the Western Australian PLT Program. A Lecturer is responsible for providing a high quality teaching and learning experience to 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.

This is a full-time position. Consideration will be given to part-time or job-sharing arrangements.

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 course programs as allocated

- Conduct workshops, teaching of intensive courses, small group discussions, large group lectures, practice courts, webinars, oral assessments and other learning and assessment activities as required
- Provide high quality feedback and mentoring 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 adjuncts and casual staff
- Maintain a current understanding of the professional legal and legal education sectors.

Management & Administration

- Manage the progress of students through their course of study, including maintaining email records and other records of participation, coursework and assessment
- Assist Executive Director as required with student management including addressing any special needs and other issues as appropriate
- 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 your 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
- Work with internal and external stakeholders in a professional and courteous manner to deliver outcomes.
- Assist the Executive Director with management of academic workload as required

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

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

- Strong knowledge and background in legal practice in Western Australia
- An enthusiasm for the practice of law and an ability to communicate that enthusiasm
- Demonstrated capacity or willingness to provide mentoring and support to students, where required

- An understanding of the role and responsibilities of law graduates at law firms
- Demonstrated aptitude for teaching
- Enthusiasm for the development and continual improvement of teaching skills
- Demonstrated ability to work cooperatively with colleagues in a team
- Demonstrated ability to be flexible and adaptable
- An understanding of the strategic context of the legal profession and its associated industries
- Demonstrated ability or willingness to represent the College of Law at marketing events
- Demonstrated ability to engage and foster stakeholder relationships
- 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
- Proficiency in use of MS Office
- Demonstrated people management skills

Essential qualifications

- A tertiary qualification in law and eligibility to practise as a lawyer in an Australian jurisdiction
- At least 5 years' post-admission experience as a legal practitioner in Western Australia

Desirable qualifications

- A teaching qualification such as a Graduate Certificate or Graduate Diploma in Education or equivalent professional education experience

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 and is self-aware of the impact of own action.