

POSITION DESCRIPTION

Position Title	LPMC Facilitator, Western Australia
Employment Basis	Adjunct / Fixed-term
Department	College of Law Western Australia
Location	Perth, WA / Online
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-focused legal education and training to enhance the careers of practising professionals across Australasia and the region. The College's mission is to prepare law graduates for admission to practice and to assist legal practitioners in achieving their career goals through specialised education, short courses, Masters offerings and continuing professional development.

The Legal Practice Management Course (LPMC) prepares experienced legal practitioners for practising as a principal in Western Australia. The course is accredited by the Legal Practice Board of Western Australia. The course covers the requirements of operating a legal practice, including trust accounting, financial management, risk, workflow systems, business planning, marketing/business development, leadership, ethics and innovation. It is delivered through a combination of live interactive workshops, online learning with a strong focus on practical application in the WA legal profession.

LPMC Facilitator

The LPMC Facilitator is responsible for delivering a high-quality learning experience for participants undertaking the Legal Practice Management Course in WA. It focuses on facilitating practical, scenario-based learning, drawing on contemporary legal practice experience to support participants to develop the knowledge, judgment and capability required for responsibility as a Principal. The Facilitator contributes to the quality and relevance of the participant experience through effective preparation, co-ordination of co-facilitators, workshop delivery, feedback and assessment, collaboration with business units within the College, and ongoing review and updating of course content and delivery.

Primary Responsibilities

Facilitation and Learning

- Facilitate high quality workshop sessions for LPMC participants, using practical examples, discussion and scenario-based activities to support achievement of course learning outcomes as prescribed.
- Prepare for and deliver allocated sessions in face-to-face and online formats in accordance with course design, facilitator guidance and College standards.
- Create an engaging and professional learning environment that encourages participation, reflection and practical application.
- Draw on current legal practice experience in Western Australia to illustrate the responsibilities of principals and practice managers in real settings.
- Respond to participant queries within the scope of the course and the facilitator role.
- Provide timely, constructive written feedback to participants.
- Assess and mark participant activities and assessment tasks, including through the Learning Management System, in accordance with course requirements, marking guides and agreed time frames.
- Maintain accurate and timely records of participant engagement, assessment outcomes and feedback through the Learning Management System and other required College systems.
- Support consistent delivery of the course by working within the approved curriculum, learning outcomes and facilitation materials.

Course Contribution, Administration and Co-ordination

- Undertake session preparation in advance, including review of materials, activities, timing and technology requirements.
- Collaborate professionally with College staff and other facilitators to support smooth course delivery and a consistent participant experience.
- Identify opportunities to enhance facilitation materials, examples and activities, and provide feedback to the College to support ongoing course improvement.
- Contribute to the maintenance of course quality by identifying emerging issues, legislative or professional developments, and changes in practice relevant to LPMC content.
- Participate in course review processes and contribute to the updating of learning materials, activities, assessment tasks and facilitator resources to ensure content remains current, practical and aligned with course outcomes and accreditation requirements.

- Complete any required administrative tasks associated with workshop delivery in a timely and accurate manner.
- Attend facilitator briefings, moderation sessions, meetings and relevant College events as requested.
- Work with College to ensure the course meets the Legal Practice Board's Practice Management Course guidelines and accreditation requirements.
- Work with internal and external stakeholders in a professional and courteous manner to deliver outcomes.

Other

- Ensure understanding of and adherence to the College Code of Conduct, College policies, procedures and guidelines.
- Undertake relevant internal training as requested.
- Undertake other reasonable tasks connected with the role as directed by the Executive Director / Program Director WA.

Knowledge, Skills and Experience Required

- Strong knowledge and background in legal practice in Western Australia.
- Demonstrated credibility and contemporary practice experience in one or more areas relevant to the LPMC curriculum, such as trust accounting, financial management, risk management, ethics, leadership, business planning, marketing/business development, practice systems or innovation.
- Demonstrated aptitude for facilitation, teaching, training or professional education.
- Ability to explain complex concepts in a practical, accessible and engaging way for experienced legal practitioners.
- Excellent communication and interpersonal skills, with the ability to facilitate discussion effectively across a range of participant backgrounds.
- Demonstrated ability to work collaboratively with colleagues and contribute to a consistent, high quality learner experience.
- Strong organisational skills and the ability to prepare effectively and deliver to time.
- Digital confidence and proficiency in common workplace technologies, including MS Office and online meeting platforms.
- Demonstrated capability to learn and use a Learning Management System for participant engagement, assessment marking, feedback and record-keeping.
- A commitment to professional standards, ethical conduct and continuous improvement.
- An understanding of the strategic and regulatory context of legal practice in Western Australia.

Qualifications

Essential

- A tertiary qualification in law and eligibility to practise as a lawyer in an Australian jurisdiction.
- Substantial post-admission experience as a legal practitioner, ideally in Western Australia.

Desirable

- Experience as a facilitator, lecturer, trainer or assessor in legal education or professional development.
- A teaching qualification or equivalent professional education experience.
- Experience in legal practice leadership, practice management or regulatory engagement.

Behaviour Anchors

The six behaviour anchors underpin the values and behaviours expected of employees and facilitators of the College: Growth and Customer Focus; Achieves Results; Find Better Ways; College-wide Mindset; Teaching, Technical and Functional Expertise; and Teamwork. The LPMC Facilitator is expected to model these behaviours through professional practice, participant focus, collaboration, sound judgment and a commitment to quality learning outcomes.