



Position Description

Manager, Continuing Legal Education (CLE)
UNSW Law

Never Stand Still

Human Resources

Level:	8	Date:	July 2016
School/Unit:	CLE	Faculty/Division:	Law
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POSITION SUMMARY

UNSW Law's Centre for Continuing Legal Education (CLE) runs a series of seminars during the year for the legal professions' mandatory Continuing Professional Development (CPD) obligations and for general information updates.

The Manager CLE is responsible for the timely delivery of a comprehensive program of seminars and training events. The Manager will supervise a small team within the CLE and will oversee seminar production and the marketing and delivery of events.

ORGANISATIONAL ENVIRONMENT

Overview of UNSW Law

Ranked 13th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. Grounded in black letter skills and inspired by principles of justice, UNSW Law through its teaching, research and community outreach, promotes a holistic understanding of law and its role in society. It has a strong and unwavering commitment to social justice, technical excellence and inter-disciplinary research, informed by the knowledge that law is a vital part of commerce and government, but that it can and does bear harshly and disproportionately upon sectors of the community.

UNSW Law includes more than 90 academics, many of whom are leaders in their areas of research interest. Members of the Faculty regularly win major research grants and fellowships which enable them to conduct path-breaking research in the Faculty's areas of research strength. Our research is organised around a range of centres and disciplinary clusters. Our research ranges from traditional doctrinal study to interdisciplinary, empirical and theoretical work. A common theme is the engagement with law outside the University, through policy and law reform and collaboration with practitioners of all kinds. UNSW Law is also supported by 60 professional and technical staff who provide management and support in teaching, research, finance and student administration.

CLE Statistics

The current program involves over 70 seminars each year in NSW. In addition, a number of Post Graduate courses are available to CLE participants.

Reporting Relationships

Supervisor's title: Faculty General Manager and an indirect reporting line to the Director CLE

Positions reporting to this position: Seminar producer, administrative staff

KEY DUTIES & RESPONSIBILITIES

- Ensure a successful CPD program is run each year by planning, preparing and conducting high quality seminars and courses across a range of legal practice areas. Undertake research as part of the process of development of seminars.
- Oversee the seminar production and delivery processes
- In consultation with the Director, develop strategic plans and execute new initiatives and content for existing and new CLE programs in response to market demands
- Work with academics and other faculty staff to identify opportunities for linkage between CLE programs and postgraduate courses
- Provide leadership, support and guidance to CLE staff reporting to this position
- Use contacts and knowledge, to deliver the program
- Oversee office processes including maintaining data about client relationships
- Attend seminars to ensure a smooth delivery and a high level of service
- Liaise closely with Faculty staff to encourage and facilitate the involvement of Law staff in the CPD program and to assist in the staging of major Faculty conferences and events
- Ensure a highly functioning and engaging website and wide distribution of electronically produced material
- High level of insight, inventiveness and creativity to assist in devising competitive and attractive programs
- Accountable for the CLE budget insuring they are effectively managed and communicated accordingly

SELECTION CRITERIA

- Tertiary qualifications in Law and/or experience in the legal profession
- Proven leadership in strategy development, planning and implementation
- Demonstrated ability to develop, deliver and continually improve processes and systems
- Demonstrated high level organisational and project management skills
- Excellent communication skills and ability to liaise with stakeholders to identify opportunities
- Sound knowledge of the legal and education sectors
- Proven budgeting experience

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.