



Position vacant

Program Lead, Specialist Accreditation

The Law Society of New South Wales is looking to employ a Program Lead, Specialist Accreditation in its Professional Development team on a full-time basis. The position will be advertised internally and externally. If any staff member is interested in applying, or requires further information, please contact the HR Department no later than 5.00pm Wednesday 19 August 2020.

Responsibilities

The Program Lead is responsible for a small team leading the operational delivery and success of the Law Society's Specialist Accreditation Program. The Program aims to assist the legal profession and the public by identifying and assessing skilled practitioners who possess specific competence in an area of practice.

The Program Leader is a front-line communicator with applicants and renewing specialists and so is expected to have a strong client-centered delivery ethos and an ability to arrange processes so that services are provided in the most efficient and effective manner.

Accountabilities

Specialist Accreditation Board and Committees:

- Establish relationships with committee Chairs, maintain clear communication with all Committee members, and assessors regarding candidate issues, assessment development, timetabling, marking and result consolidation.
- Overall committee administration and co-ordination including preparation of Board documentation.
- Work with committee members to ensure they successfully complete their tasks.
- Establish relationships with Specialist Accreditation stakeholders in other states
- Co-ordinate annual candidate appeal and reassessment processes.

Program Management:

- Establish and maintain application processing systems and procedures.
- Deliver preparation events for candidates including Q&A sessions and a candidate preparation workshop.
- Review and update candidate preparation tools annually and administer this via online portal.
- Organise and deliver face to face or virtual candidate assessments.
- Develop candidate survey and analyse feedback.
- Provide recommendations into the policy and business management framework.
- Ensure continued improvement of systems, procedures, and processes

Marketing and Communications:

- Develop, and execute annual marketing and communication plan
- Develop and update marketing and communication items as required including candidate communications.



Requirements

- Ability to engage and manage senior stakeholders, committees, and board members
- Strong administrative experience leading successful programs.
- Demonstrated experience using a variety of learning technologies
- Excellent organizational and communication skills.
- Experience leading a team to resolve client issues with minimal supervision.
- Experience with and understanding of, the legal profession.
- Experience in writing correspondence, reports, and Board papers.
- Experience in budgeting and continuous improvement.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to:
recruitment@lawsociety.com.au