



## Position vacant

# Legal Education Manager

### (12-month, Parental Leave Cover)

The Law Society of New South Wales is looking to employ a Legal Education Manager in its Professional Development Department on a full time, fixed term basis, for parental leave cover. If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Monday 18 January 2021.

### Responsibilities

As Legal Education Manager you will drive the design, development, and delivery of legal educational services to members, non-members and legal support staff including seminars, workshops, conferences, online, support staff training and other professional development events. The position is responsible for the management of two direct reports.

### Key Accountabilities

#### *Program Design*

- Work with the Head of Professional Development to source relevant content and topic areas for the educational activities for the society.
- Source speakers, facilitators, course contributors for the educational activities including seminars, online courses, conferences, and any other activity.
- Oversee design of both technical learning as well as non-technical learning, working with the Education Designer and SMEs.
- Research and predict requirements and trends for the profession and organise content accordingly.
- Research subject matter and markets and stay well informed of current market information.
- Evaluate speakers, facilitators, course contributors on an ongoing basis and provide feedback to the Head as well as to the individuals in a constructive manner.

#### *Course Development and Content Curation*

- In conjunction with the Head of Professional Development (the Head) and the Events Team Leader (Education), plan and execute the upcoming education, conference and CPD year.
- Work with the Education Designer and SMEs to develop materials needed for new course offerings as needed.
- Oversee the curation of face-to-face and online courses to ensure high quality offerings with branding guidelines adhered to and up to date information
- Work with the Education Designer and Learning Technology Specialist to curate the online CPD library to ensure offerings are relevant, up to date and in working order



- Analyse programs and delivery methods to make sure they align to requirements and strategic directives.

#### *Course Planning, Delivery and Analysis*

- In conjunction with the Head of Professional Development (the Head) and the Events Team Leader (Education), help to plan and deliver requirements for the education, conference and CPD year.
- Assess and map requirements to meet the profession's demographic and demands.
- Analyse programs and delivery methods to make sure they align to requirements and strategic directives.
- Provide analysis and reporting for educational activities.

## **Requirements**

To secure this position, applicants will need to hold legal qualifications in addition to a Learning & Development/Education qualification and/or several years of experience working in learning focused roles, preferably in a professional services environment.

The successful applicant will have highly developed interpersonal skills, including negotiation, influencing and problem-solving skills along with an aptitude for learning new technologies and the ability to manage competing demands and work to tight deadlines. Previous experience managing a small team is desirable.

## **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](mailto:recruitment@lawsociety.com.au)**