



## 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 30 April 2020.

### Responsibilities

The Program Lead is a hands-on position, 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 contains a rigorous three-part assessment process in order for applicants to become an Accredited Specialist.

The Program Leader supports the Specialist Accreditation Board and Committees to manage candidate issues, assessment development, timetabling, marking and result consolidation and is responsible for board and committee co-ordination and administration. They work with senior legal practitioners and other Law Society staff, through the support provided to the advisory committees and they are expected to have a confident and professional approach to these interactions.

The Program Leader is also 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 and programs so that services are provided in the most efficient and effective manner.

### Requirements

- Ability to engage and manage senior stakeholders, committees, and board members
- Strong administrative experience with exposure to managing successful projects or programs.
- Strong organizational, planning and communication skills.
- Experience leading others to resolve client issues with minimal supervision.
- Experience with and understanding of, the legal profession.
- Exposure to budgeting and continuous improvement (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)