



Legal Profession Advisor

Job no: 497110

Work type: Fixed term / Part time

Location: Sydney, NSW

Categories: Administration

At UNSW, we pride ourselves on being a workplace where the best people come to do their best work.

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

About UNSW Law

Ranked 14th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. 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.

UNSW Law includes more than 90 academics, many of whom are leaders in their areas of research interest. Our research is organised around a range of centres and disciplinary clusters. The Faculty's 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 supported by 60 professional and technical staff who provide management and support in teaching, research, finance and student administration.

About the role

- \$85,326 - \$91,023 (full-time equivalent) plus 9.5% superannuation and leave loading
- 12 month fixed-term contract (with possibility of extension)
- Part-time: 21 hours per week

The Legal Profession Advisor is responsible for providing assistance and support to the Legal Profession Manager, in achieving placement success and the provision of best practice career services for Law Undergraduate (UG), Juris Doctor (JD), and Postgraduate (PG) students, to ensure that UNSW Law is the preferred choice for employers seeking those with law qualifications. In addition, this role will organise the UNSW Law Summer Clerkship program and provide advice to students. This position will also play a key role in developing and managing relationships with industry and alumni on behalf of the Law School.

The role of Legal Industry Advisor reports to the Legal Profession Manager and has no direct reports.

Specific responsibilities for this role include:

- Implementing and planning skills-based workshops and presentations that enhance student market readiness for employment.
- Undertaking research, identifying and inviting speakers for events. Liaising closely with the Law faculty to encourage involvement in major workshops and presentations.
- Conducting group and one-on-one sessions with students to develop their CV's, online profiles, networking, interview skills and career skills.
- Assisting the Legal Profession Manager with the logistics of the Graduate Employment Program and providing assistance to the students.
- Building and maintaining relationships with a diverse range of stakeholders including industry clients and Alumni's to ensure increased alumni involvement in careers events, workshops and presentations.

Specific requirements include:

- Degree in a relevant discipline with subsequent relevant experience or an equivalent level of knowledge gained through a combination of education, training and/or experience.
- Proven experience in providing support and guidance to students on career pathways.
- Previous experience in legal recruitment and/or the legal sector would be advantageous.
- Demonstrated success in the coordination, preparation and delivery of workshops and presentations, preferably in the legal profession.
- Excellent written and verbal communication skills with the ability to interact with a wide range of audiences.

Please address the selection criteria listed within the position description in your application. Please apply online - applications will not be accepted if sent to the contact listed.

Download File Legal Profession Advisor - Position Description.pdf

Contact:

Hayley Randall

Talent Acquisition Consultant

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Applications close: 11:55pm Monday 17th June 2019

UNSW aspires to be the exemplar Australian university and employer of choice for people from diverse backgrounds.

UNSW aims to ensure equality in recruitment, development, retention and promotion of staff, and that no-one is disadvantaged on the basis of their gender, cultural background, disability, sexual orientation or identity. We encourage everyone who meets the selection criteria to apply.

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