



Manager, Continuing Legal Education (CLE)

Job no: 495181

Work type: Continuing / Full time

Location: Sydney, NSW

Categories: Academic Leadership, Professional Leadership

- One of Australia's leading research & teaching universities
- Vibrant campus life with a strong sense of community & inclusion
- Enjoy a career that makes a difference by collaborating & learning from the best

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

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Law's Centre for Continuing Legal Education (CLE) is responsible for a number of activities including a series of seminars 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 educational activities. The Manager will supervise a small team within the CLE and will oversee seminar production, the marketing and delivery of these activities.

The role of Manager, Continuing Legal Education reports to the Director, Continuing Legal Education and has two direct reports – seminar producer and administration staff.

- **\$102,567-\$115,564** plus (17% superannuation and leave loading)
- Full-time
- 35 hours per week

RESPONSIBILITIES

Specific responsibilities for this role include

- Ensure an ongoing successful CPD program by developing, planning, preparing and conducting high quality seminars, courses and other learning activities across a range of legal practice areas.
- Oversee the seminar design, production and delivery processes, including liaising with venues to ensure excellent customer engagement.
- In consultation with the Director, develop strategic initiatives and execute new and continuing successful CLE programs in response to market demands. This may include in-house, regional, interstate and/or overseas opportunities.
- Undertake research as part of the process of development of seminars.
- Work with academics and other university staff to identify opportunities for linkage between CLE programs and postgraduate courses.
- Liaise closely with Faculty staff and external parties to encourage and facilitate the involvement in the CPD program and to assist in the staging of major Faculty conferences and events.
- Provide leadership, support and guidance to CLE staff reporting to this position.
- Oversee team processes and policies to achieve data integrity and standardised customer and stakeholder engagement.
- Ensure high market engagement through targeted and appropriate marketing including social media.
- Ensure a highly functioning and engaging website and wide distribution of electronically produced material.
- Accountable for the Centre's budget ensuring it is effectively managed and communicated accordingly.
- Any other projects as directed by the Director, CLE.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

You should systematically address the selection criteria listed within the position description (see below) in your application. Please apply online - applications will not be accepted if sent to the contact listed.

Contact:

Steve Lalic, Talent Acquisition

E: steve.lalic@unsw.edu.au

Applications close: 11:pm on 4th Nov 2018

Find out more about working at UNSW at <http://www.law.unsw.edu.au/>

UNSW is an equal opportunity employer committed to diversity

**UNSW
WEB LINK APPLY**