

## POSITION DESCRIPTION

Position Title	Chief Academic Officer (New Zealand)
Department	COL New Zealand
Location	Auckland
Reports to	CEO New Zealand

### Overview of The College of Law New Zealand

The College of Law New Zealand (COLNZ) provides practical legal training to all levels of the legal profession and the wider professional services industry in New Zealand.

By utilising both onsite and online learning solutions the College prepares law graduates for admission to practice and assists legal practitioners in achieving their career goals through continuing professional development.

As part of the College of Law Group, with offices in Sydney CBD, St Leonards (NSW), Brisbane, Melbourne, Perth and Hamilton/Wellington, we are the leaders in the provision of legal education and training for professional practice in Australasia.

### Purpose of Position

The Chief Academic Officer (New Zealand) is responsible for ensuring the effective and efficient delivery of all COLNZ award programmes and in-house training sessions while ensuring that all aspects of the courses meet regulatory compliance and are responsive to the needs of current and potential students/clients. This position is also responsible for ensuring the continued viability of all programmes both financially and practically and management of the associated resources.

### Accountabilities

Areas	Key Accountabilities
Strategic Planning	<p>Strategic planning for the development and delivery of all NZ academic programmes, course curriculums and resource allocation. Create structures and systems to facilitate academic quality and governance.</p> <p>Deliver monthly management reports on progress and provide strategic recommendations to CEO NZ based on the data</p> <p>Promote innovation and continuous improvement across all COLNZ programmes</p>
Revenue and enrolments - PLSC	<p>Determine and set enrolment and revenue targets per PLSC course and teacher/student ratios to achieve revenue targets</p> <p>Allocate and monitor resources accordingly to achieve revenue targets and apply appropriate solutions to ensure revenue and enrolment targets are achieved</p>

Revenue and enrolments – LLM / GDLP	<p>Determine intake and subject timetable in alignment with ALP (NSW) and COLNZ budget</p> <p>Allocated resources accordingly</p> <p>Monitor and apply appropriate interventions and solutions to ensure revenue and enrolment targets are achieved</p>
Revenue and enrolments – In-house Training	<p>Working with the CEO, agree revenue targets and allocate resource to ensure smooth delivery of booked sessions by liaising with the faculty and the Customer Service team</p>
Budget	<p>Produce first draft PLSC enrolment budget based on course calendar for CEO approval</p> <p>Produce first draft LLM / GDLP enrolment budget based on course calendar for CEO approval</p> <p>Ongoing management of the programme budget Monitoring and tracking of expenditure Report on budget variances by cost centre</p>
Compliance and Quality Assurance	<p>Collation of the Annual NZCLE Monitoring Report for review by the CEO</p> <p>Compliance with requirements of regulatory bodies e.g. NZCLE, NZLS and NZQA</p> <p>Quality assurance of course content and delivery at both NZ and AUS levels</p> <p>Liaison with the Chief Academic Officer (Group) and Executive Directors of other College departments. Represent COLNZ on all academic matter across the group</p> <p>Maintain the accuracy of the content of all COLNZ Programme Manuals</p>
People management	<p>Leadership of the academic function across NZ</p> <p>People Management of PLSC, LLM and GDLP instructors and in-house presenters, including recruitment, supervision, development, coaching &amp; mentoring, and performance management</p> <p>Management of the workloads of academic staff to ensure fairness and appropriate levels of productivity</p> <p>2IC for COLNZ and act as CEO (NZ) when required, including the people management of all departments across NZ</p>

	Investigation, management and reporting of serious academic misconduct matters in accordance with the PLSC Regulations and NZLS Certificate of Character processes
Marketing	In conjunction with the CEO, develop and implement strategy to effectively market and promote the College NZ's programmes and services to prospective students, employers and the legal profession and associate industries
	In conjunction with the CEO, establish and maintaining excellent relationships with existing and potential customers including law students, law graduates, law firms, alumni and regulatory bodies.
Capability development	Build and maintain content development and delivery capabilities at the highest levels

## Education, Experience, Skills and Attributes

- New Zealand Law Degree
- Has held, or holds, a New Zealand practicing certificate
- Additional tertiary qualifications in business, education or equivalent
- Minimum of 10 years senior management experience in a complex matrix environment
- Experience in developing strategy aligned to business strategic objectives and outcomes
- Ability to demonstrate experience and understanding of the strategic context of the legal profession
- Ability to effectively lead and manage people by example to create a high performance culture
- A proven track record in the maintenance of academic and other standards appropriate to accredited higher education courses
- Experience in project and change management
- Highly financially capable
- Highly technologically capable
- Ability to effectively build and maintain strong relationships with team members, the wider COLNZ team and COL group, business partners, clients and external regulatory agencies

## Behaviour Anchors

**The six behaviour anchors underpin the values and behaviours expected of employees of the College.**

### 1 - Growth and Customer Focus

Recognises that we need to think different in order to grow. Does a superb job for our customers every day in quality, delivery, value & technology. Understands the needs of the organisation and its customers (internal and external) and undertakes to provide a sound level of service, treating the customer with respect Has the courage to say 'no' Interacts with the best interests of the organisation in mind Supports the vision for growth (end state and how to get there) and works well with others to achieve the end state

### 2 - Achieves Results

Takes accountability for the achievement of great results. Translates The College's requirements into action. Comfortable in accepting accountability for self. Displays determination to undertake and complete activities Employee displays adaptability and resilience to complete activities Motivated and displays initiative Results focused

### **3 - Find better ways**

Optimises key processes by finding better ways to do things, more efficiently and more effectively in cooperation with others. Is able to recognise where improved performance is required Is able to communicate why improved performance is required Demonstrates the ability to plan for improvements Is able to participate in the design and development of solutions to close any performance gaps Is able to implement and evaluate the results

### **4 - College-wide mindset**

Views work and opinions from all relevant perspectives and sees The College as an integrated body. Understands when a “best for College” decision needs to be made and supports this Works against ‘silo’ thinking and behaviour Clearly articulates issues Actively listens Careful and considered in the use of language and tone

### **5 - Teaching, Technical and Functional expertise**

Being capable and effective in own area of expertise. Employee holds the necessary qualifications in their field. Employee has necessary level of experience and demonstrated competency to operate in their field. Employee is dependable and responsible. Transacts work activity in an ethical, professional and legal manner. Encouraging and supportive

### **6 - Teamwork**

Interacts and collaborates with others to build good, working relationships across The College. Works effectively as a team member supporting their role in the team and other team members. Encourages a greater sense of trust between team members. Is able to identify and work with the team to remove or overcome barriers to the team functioning effectively. Encourages good behaviours and has the ability to recognise where improved performance is required. Recognises that people have different values and opinions which individuals have a right to hold. Is self-aware of the impact of own actions.