

## POSITION DESCRIPTION

Position Title	PLSC INSTRUCTOR (Hamilton/Wellington)
Location	Auckland/Wellington
Reports to	Chief Academic Officer NZ

### 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

All PLSC instructors need to possess the four key competencies:

1. Teaching and teaching development
2. Intellectual and professional scholarship
3. Management and administration
4. Contribution to the corporate life of the College, the Profession or the Discipline

### Key Responsibilities

Instructors contribute to teaching, educational design and development and administration within the College. Instructors:

- Primarily act as tutors to their allocated students, providing them with advice, feedback and assessment of work submitted by them as part of the online interactive elements of the course.
- Teach both the face-to-face elements in Auckland/Wellington and online elements of the course, primarily in the development of legal skills, where required.
- Are responsible for the design and development of parts of the course, including the preparation and maintenance of online multi-media teaching activities and supporting course materials.
- Maintain Salesforce records in regard to their students.
- Contribute generally to the academic and administrative management of the course and of the College.
- Maintain close liaison with the legal profession and other stakeholders to ensure the relevance of the course and that it remains up to date and accurate.
- Need to maintain the level of knowledge and expertise necessary to be effective as a teacher.

- Need to maintain an awareness of current developments within the law and the legal profession.

The PLSC Instructor-(Hamilton/Wellington) has additional responsibilities that include:

- Co-ordinating the PLSC's delivery (both onsite and online) for all Hamilton/Wellington designated intakes
- Training and mentoring of Hamilton & Wellington allocated PLSC instructors.
- Subject leadership within their specialist fields.
- Day to day management of Hamilton & Wellington instructor allocations and associated changes.
- Liaising with the Customer Service team to ensure the smooth delivery of all aspects of the PLSC from enquiry to completion.
- Supporting the Chief Academic Officer (NZ) in performing the duties associated with that role.

Instructors are also expected to assist in the strategic development of the College, including the projection and enhancement of the College's corporate image within the profession and the wider community and the development of the organisation in relation to its objectives.

## **Knowledge, Skills and Experience Required**

- NZ Law Degree and Post Graduate qualifications in law
- A minimum of 5 years' PQE experience within a fast paced environment
- Demonstrated experience in general legal practice and/or the ability to cover Litigation or in the areas of Family/Criminal/In-house/Corporate.
- Interest in and aptitude for teaching
- An understanding of the strategic context of the legal profession and its associated industries
- Excellent communication skills, both oral and written
- Sound project management skills with demonstrated ability to multi-task and achieve priorities within tight timelines
- Awareness of educational technologies including online delivery proficiency in use of MS Office

## **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.