POSITION DESCRIPTION

Position Title: Clinical Educator, UQ Pro Bono Centre, Deputy Director
Organisation Unit: School of Law
Position Number: New
Type of Employment: Fixed Term, Full-time
Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city.
The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The TC Beirne School of Law is a leading Australian law school, regarded highly both domestically and internationally. With a more exclusive intake than other Queensland law schools, the TC Beirne School of Law delivers courses in small group settings and informal learning spaces in a state of the art learning environment. Students are supported by 49 full-time academic staff members who are widely published internationally and have extensive research backgrounds. Professional staff provide professional, technical and administrative support.

The UQ Pro Bono Centre was established in 2009 to engage with the legal profession for the benefit of the community through the delivery of pro bono legal services in Queensland and is the only resource of its type in an Australian law school. The central activities of the Centre include:

- Administration, co-ordination and development of the Law School’s Clinical Legal Education Program;
- Administration, co-ordination and development of the Manning St project, a volunteer program dedicated to action research and advocacy based at the Caxton Legal Centre;
- Management of the Pro Bono Roster for student involvement in the pro bono activities of community legal centres and law firms;
- Maintenance of a Law School staff pro bono register to record and facilitate pro bono work by staff of the Law School;
- Liaison with the Centre’s Advisory Board and the scheduling of at least two Advisory Board meetings each year;
- Promotion of pro bono activities;
- Maintenance of the UQ Pro Bono Centre website

Information about the School and the Pro Bono Centre may be accessed on the School’s web site at https://law.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

To coordinate and oversee the development and growth of the UQ Pro Bono Centre as a flagship program of the TC Beirne School of Law. The applicant will shadow the current Director of the Pro Bono Centre for six months before assuming the role in August 2018 for twelve months.

Duties

Duties and responsibilities include, but are not limited to:

Clinical Education

- Coordinate undergraduate courses run through the UQ Pro Bono Centre (LAWS5180/7180). Coordination includes overall management of the CLE (Clinical Legal Education) course including the student application process, electronic course profile maintenance, liaison with clinical supervisors and assessment.
- Present induction seminars each semester to students undertaking the CLE course.
- Supervise students during clinical placements, and liaise with solicitors regarding quality of student work.
- Supervise and mentor students in the development of their action research and writing skills through the Manning Street Project.
- Consult with students in relation to the UQ Pro Bono Centre’s activities.
- Deliver lectures in the Introduction to Law course on pro bono matters.
- Assess students who participate in the clinics (including assessment of students’ reflective journals) complying with official assessment requirements as course coordinator.

Administration and Management

- Undertake overall administration and management of the Pro Bono Roster, including the student application process, student placements, and the development of new pro bono opportunities for students.
- Undertake overall administration and management of the Manning St Project, including liaison with Caxton Legal Centre and other community legal centres to create opportunities for action research and advocacy work for students.
- Report on a periodic basis to the Advisory Board and Head of School about the Centre’s activities and achievements.
- Liaise with Academic consultants about the Centre’s activities.
- Perform any other duties as directed by the Head of School.
Engagement

- Engage with the community legal sector and legal profession to pursue opportunities for pro bono, clinical legal education, action research and community education as they arise.

- Develop productive relationships between the UQ Pro Bono Centre and the legal profession, in particular with community legal centres and Legal Aid Queensland.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University's Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director, Pro Bono Centre.
SELECTION CRITERIA

Essential

- Must be admitted to practice as a legal practitioner in Australia and must hold a current legal practicing certificate at the time of the appointment.
- Knowledge of community law, public interest research and pro bono work in Queensland and Australia.
- Legal practice management skills.
- Highly developed administrative skills to manage the Clinical Legal Education course.
- Strong commitment to social justice and pro bono.
- Excellent interpersonal skills, including the ability to work collaboratively with all stakeholders.
- Ability to supervise and mentor students in the development of their action research and writing skills and to support them in the development of practical legal skills such as client interviewing and advocacy.
- High personal work ethic and an ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Demonstrated experience in successfully managing staff to achieve desired outcomes

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.