

Position Description

Senior Lecturer / Associate Professor – Director, Kingsford Legal Centre

Position Number: 00034131
*Position Title: Senior Lecturer/Associate
 Professor– Director Kingsford Legal Centre*
Date Written: February 2019

Faculty / Division: LAW
School / Unit: KLC
*Position Level: Senior Lecturer/Associate
 Professor*

ORGANISATIONAL ENVIRONMENT

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.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level.



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Established in 1981, Kingsford Legal Centre is an award-winning community legal centre and clinical legal education centre for UNSW Sydney Faculty of Law. It has an operational budget of around \$1.4 million pa, provides clinical legal education to around 450 students per year and provides over 1,500 advices pa. The Centre is a recognised leader in both clinical legal education nationally and internationally and the community legal centre/legal assistance sector in Australia.

The Director leads the Kingsford Legal Centre in the development and delivery of its strategy. The role combines responsibility for legal service delivery, teaching and research with the day-to-day operational management of the Centre.

The role of Director reports to the Dean and has 10 direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Lead the Centre in the development and delivery of its strategy, taking overall responsibility for the Centre's service delivery, academic programs, research, and security of ongoing funding.
- Manage the day-to-day operations of the Centre including staff supervision; strategic planning; ensuring compliance with and development of policies and procedures; maintaining and extending stakeholder relationships and communication strategies; ensuring compliance with funding agreements including reporting to funding bodies.
- Prepare and maintain the Centre's budget as well as seeking additional funding and maintaining and developing philanthropic and pro bono opportunities.
- Oversee and ensure high quality, culturally appropriate service delivery to vulnerable and disenfranchised clients using a community development model.
- Oversee the Centre's advice nights, supervising volunteer lawyers and ensuring the provision of appropriate advice and assistance to clients.
- Oversee the constant renewal, development and delivery of the Centre's academic programs, including clinical legal education programs run by the Centre for UNSW law students.
- Teach a clinical component to Lawyers, Ethics and Justice students, as well as clinical courses to UNSW Law students in community law, family law and employment law.
- Maintain an active research record through publishing articles, books and book chapters in quality publications and presenting at Australian and international conferences and seminars.
- Undertake research and preparation of policy documents on key law reform issues which arise out of the Centre's work.
- Provide leadership and strengthen cross collaboration in clinical legal education both within the Faculty of Law and across other UNSW faculties.
- Represent and promote the Centre's work externally in the legal assistance sector, maintaining and leveraging the Centre's high profile to advance its strategic objectives.
- Develop and maintain links between the Centre and other community organisations, peak bodies, private law firms, politicians and other relevant stakeholders. Negotiate with relevant stakeholders to improve outcomes for the Centre and the sector.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

SELECTION CRITERIA

- Eligible for an unrestricted practising certificate as a solicitor in New South Wales.
- Extensive experience in litigation and policy work and specialised knowledge in an area relevant to the Centre's work.
- Extensive experience in operational management and the supervision of staff in community organisations.
- In depth understanding of community legal centre/legal assistance sector environment.
- Experience in developing and delivering education programs in tertiary education.
- Demonstrated achievement in research in law or legal policy.
- Demonstrated commitment to achieving social justice.
- Excellent oral and written communication skills with the ability to successfully negotiate with and influence a broad range of stakeholders.
- Ability and capacity to implement required UNSW health and safety policies and procedures.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.