

## Position Description

### Law Careers Advisor

*Position Number: 00064984*  
*Position Title: Law Careers Advisor*  
*Date Written: September 2019*

*Faculty / Division: UNSW Law*  
*School / Unit: UNSW Law*  
*Position Level: 6*

#### 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.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Ranked 14th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. Inspired by principles of justice, UNSW Law through its teaching, research and community outreach, promotes a holistic understanding of law and its role in society. UNSW Law includes more than 100 academics, many of whom are leaders in their areas of research interest. The Faculty's research is organised around a range of centres and disciplinary clusters.

The Law Careers Advisor is responsible for providing assistance and support to the Law Careers Manager, in achieving placement success and the provision of best practice career services for Law students, to ensure that UNSW Law is the preferred choice for employers seeking those with law qualifications. This role provides advice to students and collaborates with the Manager to provide seminars and deliver initiatives to assist students gain career skills and employment. This position will also play a key role in developing and managing relationships with industry and alumni on behalf of the Law School.

The role of Law Careers Advisor reports to the Law Careers Manager and has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Implement and plan skills-based workshops and presentations that enhance student market readiness for employment
- Undertake research, identify and invite speakers for events. Liaise closely with the Law faculty to encourage involvement in major workshops and presentations
- Conduct group and one-on-one sessions with students to develop their CV's, online profiles, networking interview skills and career skills
- Update the Clerkship and Graduate Employment Program application listings and liaise with the Law Society NSW in relation to these programs
- Identify new and emerging career opportunities for UNSW Law students
- Build and maintain relationships with a diverse range of stakeholders including the NSW Law Society, industry clients, public bodies and Alumni's to ensure increased alumni involvement in careers events, workshops and presentations
- Draft a range of communications and marketing material in collaboration with External Relations
- Plan and organise a range of initiatives, programs and events as directed by the Law Careers Manager including coordinating invitations, oversee marketing materials and logistics and arrange catering
- Manage and maintain the Careers Service website and social media applications
- Perform other duties as directed by the supervisor
- 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

## SELECTION CRITERIA

- Degree in a relevant discipline with subsequent relevant experience or an equivalent level of knowledge gained through a combination of education, training and/or experience
- Proven experience in providing support or mentoring
- Demonstrated success in the coordination, preparation and delivery of workshops and presentations

- Excellent written and verbal communication skills with the ability to interact with a wide range of audiences
- Excellent organisational skills with proven ability to deal with multiple tasks, establish priorities and meet required deadlines
- Proven adaptability to work in an evolving and changing role and capacity to work flexible hours where required
- Strong computer literacy with excellent skills in Microsoft Office applications and Google drive programs
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- Previous experience working in a legal environment would be advantageous (administration; recruitment; practicing)

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.