

Position Description

Learning and Development Coordinator

Level

Negotiated Contract

Note: Performance Indicators will be applicable.

Service Team

Advocacy and Professional Development

Date

5 May 2025

1. Position Objectives

The Learning and Development Coordinator reports to the General Manager Advocacy and Professional Development and is responsible for the coordination, delivery, and compliance of the Law Society's Continuing Professional Development Programme (CPD Programme) and Education Programme (the Programmes).

The scope of the role is the responsibility for all aspects of the CPD and Education Programmes which the Law Society delivers as an accredited QA Provider including compliance with the *Legal Profession Uniform Continuing Professional Development (Solicitors) Rules 2015*, the *Legal Profession Uniform Continuing Professional Development (Barristers) Rules 2015*, Legal Practice Board record keeping and reporting requirements, development and coordination of the Programmes, and delivery.

The employee is expected to commit to the Law Society's Purpose and Values.

2. Key Requirements of the Position

Skills, Knowledge, and Experience

- Demonstrated experience in coordinating and developing CPD and education content in the legal profession or equivalent;
- Well-developed organisational and time management skills, with an ability to prioritise tasks and work well under pressure;
- Excellent interpersonal, written, and verbal communication skills, and stakeholder engagement skills;
- Demonstrated experience in ensuring compliance and reporting requirements are met;
- Sound understanding of project management, risk management and compliance principles;
- Proficient use of webinar and meeting platforms and acting as host for live events;
- Proficient in editing, uploading and publishing content on Learning Management Systems (LMS) or similar;
- Competent in the use of Microsoft Office suite products and marketing platforms including word press;
- Demonstrated achievements in implementing quality customer service practices in a team environment.

3. Key Responsibilities

Provided but not limited to the following:

Compliance

- Ensuring compliance with Legal Practice Board requirements with respect to Law Society accreditation as a QA Provider, and all aspects of the Programme including but not limited to record keeping and reporting, allocation of CPD points, annual review of all online CPD material, and reporting of member CPD points to Legal Practice Board;
- Ensuring the Law Society CRM and website are up to date with Programme data and information;
- Compiling data and preparing reports as necessary;

- Working with Law Mutual to support the delivery of Law Mutual risk management programme seminars, advocacy events and other events as required;
- Working with Law Society Committee/s (including preparing agendas and minutes) and the Law Society Council, as necessary.

Continuing Professional Development and Education Programme

- Coordinate and deliver the Law Society's CPD and Education Programme, under the direction of the General Manager Advocacy and Professional Development;
- Provide guidance, mentoring and direction to the Advocacy and Professional Development Officers, and where appropriate, supervision.
- Monitor and manage the on-line learning platform including publishing and ensuring the regular review of online on-demand seminars;
- Oversee the use of technology for the delivery of CPD seminars;
- Prepare materials for the Programme including event programmes, CPD News newsletter, website content, marketing materials, run sheets, PowerPoint presentations, feedback survey instruments and programme evaluations;
- Liaise with speakers and registrants regarding the Programme.

General Administration

- Assist with membership servicing via face-to-face, telephone and online queries and associated follow up as required.

4. Organisational Relationships

Responsible to: General Manager Advocacy and Professional Development

Supervision of: Nil

Liaison (Internal): General Managers
Managers
Other service team staff
President
Councillors
Committee members

Liaison (External): Members
Speakers and Presenters
Contractors
Other Service Providers

5. Extent of Authority

- Operates under the direction of the General Manager Advocacy and Professional Development for meeting established performance objectives;
- Accountable for ensuring all work is carried out to a high standard within the required deadlines;
- Works within established guidelines, policies and procedures of the Law Society as well as legislation relevant to the operations of the Law Society.

6. Selection Criteria

Essential

- Demonstrated skills, knowledge and experience as set out under 1. Key Requirements of the Position
- Relevant Tertiary qualifications or experience;

Desirable

- Demonstrated sound understanding and knowledge of the legal profession in Western Australia;
- Experience working in a member based organisation.

7. Annual Review

At least once in each calendar year the General Manager Advocacy and Professional Development will conduct an evaluation of the Employee's performance.

Occupant:

Date Appointed:

Prepared by: General Manager Advocacy and Professional Development

Date Issued: February 2024

Supervisor: General Manager Advocacy and Professional Development

Reviewed:

Approved by: Chief Executive Officer

No of Pages: 4

Reviewed:

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