

Position Description

Francis Burt Law Education Programme (FBLEP) Education Officer - Fulltime

Service Team

Education and Community Services

Date

Tuesday, 20 January 2026

The Law Society of Western Australia

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CPD ACTIVE

1. Position Objectives

To deliver and lead Francis Burt Law Education Programme primary, secondary, tertiary student and community group tours and provide those groups with first-hand knowledge of the roles, procedures, protocols, personnel and principles of the Western Australian court system.

The position is expected to commit to the *Purpose, Values and Charter of Excellence* of the Society.

2. Key Requirements of the Position

Skills, Knowledge and Experience

- Excellent communication and presentation skills;
- Highly developed organisational and time management skills including the ability to undertake multiple tasks;
- Strong client service skills;
- Excellent written and oral communication;
- Knowledge and understanding of relevant Western Australian Curriculum learning areas;
- Understanding of the legal profession including legal principles and procedures underpinning the Rule of Law, the role of the legal profession and judiciary, and the impact of European Law on Aboriginal Peoples;
- Ability to contribute to the development, planning, creation, monitoring and evaluation of education programmes;
- Ability to build and maintain effective internal and external relationships;
- Sound IT skills; and
- Ability to work independently and as part of a team.

Qualifications and/or training

- Current Working with Children Check
- Recent teaching experience and/or experience leading community education programmes; and
- Teaching and/or legal qualifications or substantial progress towards.

3. Key Responsibilities

Daily

- Coordinate and conduct Francis Burt Law Education Programme community legal education group visits to the Supreme Court, District Court and Magistrates Court;
- Coordinate and lead Francis Burt Law Education Programme community legal education programmes for schools and community groups at the Old Court House Law Museum;
- Coordinate and lead the development and administration of the Francis Burt Law Education Programme community legal education resources for schools;
- Assist and contribute to the administration of the Francis Burt Law Education Programme; and
- Other duties as directed.

4. Organisational Relationships

Responsible to:	Manager Education and Community Services
Supervision of:	Volunteers
Liaison (Internal):	President Chief Executive Officer Directors Education and Community Services Team members Museum volunteers Education and Community Services Key Stakeholders Committee Other Law Society Staff
Liaison (External):	Supreme Court of Western Australia staff District Court of Western Australia staff Magistrates Court of Western Australia staff School teachers and students General public/Museum visitors Government agencies Legal profession Community organisations Contractors

This position may require occasional out of business hours work.

5. Extent of Authority

- Operates under the direction of the Manager Education and Community Services for meeting established performance strategy objectives.
- Works on a day-to-day basis with, and under the supervision of, the Manager Education and Community Services.
- Accountable for ensuring all work is conducted to a high standard within the required deadline.
- Works within established guidelines, policies and procedures of the Law Society as well as statutory legislation.

6. Selection Criteria

Essential

- Highly developed multi-tasking and time management abilities.
- Experienced in working both autonomously and as a member of a multi-disciplinary team.
- Computer literacy and familiarisation with Microsoft Office suite applications.
- Current Working with Children Check.

Desirable

- Tertiary qualification in education and/or legal studies or substantial progress towards.

- Demonstrates knowledge and understanding of relevant Western Australian Curriculum learning areas.
- Knowledge and understanding of the principles, protocols and procedures underpinning the legal system in Western Australia or the ability to acquire such knowledge.
- Experience delivering and leading community education programmes.

Occupant:

Date Appointed:

Prepared by: Manager Education and Community Services

Date Issued:

Supervisor: Manager Education and Community Services

Reviewed: Director Strategy & Growth

Approved by: Chief Executive Officer

No of Pages: 4

Reviewed:

Date: 20 January 2026