

POSITION DESCRIPTION

Title:	Course Leader – GDLP
Reports to:	Dean, ACAP
Location:	ACAP, Melbourne Campus

Overview and Objectives of the Position

The Course Leader - GDLP (Graduate Diploma Legal Practice) provides academic leadership for the GDLP course. This role is responsible for the delivery of a high-quality, best practice GDLP online and on campus, ensuring compliance with regulatory and sector standards. The Course Leader - GDLP is responsible for overseeing course and curriculum development and ensuring the high quality of teaching and student learning experience.

This position takes the lead role in faculty appointments, performance, mentoring and support of faculty. They contribute to educational leadership at the national level, relations with the legal profession, and the scholarly culture of ACAP. The Course Leader - GDLP participates in the academic governance of the college, including provision of strategic advice to the Dean and General Manager.

Key Relationships

- General Manager
- Dean
- GDLP Faculty
- GDLP Student Engagement Coordinator
- GDLP students

Key Result Areas

- Provide academic leadership of the GDLP and nested courses
- Ensuring the content and delivery of the GDLP aligns with sector and accreditation standards
- Planning and management of GDLP delivery
- Recruitment and onboarding of GDLP faculty
- Implementing college policies and procedures
- Contributing actively to college committees as required
- Supporting GDLP faculty through mentoring and provision of professional development

- Monitoring and approving the finalisation of assessments, grades and recommending students for graduation through the relevant subcommittees of the Academic Board
- Participating effectively in community and professional service initiatives to support the operations of the GDLP and the college
- Providing leadership in initiatives to support student success
- Monitoring performance of students undertaking GDLP to identify and manage issues contributing to student success
- Leading a culture of research and scholarship among GDLP faculty
- Undertaking other duties as required commensurate with the skills and seniority of this role.

Qualifications and Selection

Criteria Essential

1. Ability to lead law education programs
2. Experience in higher education teaching and online delivery
3. Experience with workplace professional mentoring or work integrated learning
4. Evidence of scholarly activity for example through legal publications
5. Postgraduate qualifications in Law or an equivalent combination of qualifications, professional practice and scholarship.
6. Leadership experience that demonstrates the ability to think strategically, be agile and build cohesive high performing teams
7. Professional standing demonstrated by professional practice, professional linkages and ability to influence

APPLICATION PROCESS

Australian College of Applied Professions (ACAP) is partnering with UniRecruit to undertake a national search for high calibre candidates for this position.

Confidential enquiries -

Confidential enquiries should be made to:

Graham MacAulay on [0419 704 686](tel:0419704686), or graham.macaulay@uni-recruit.com.au

Applications -

Your application should include a covering letter in which you address the Selection Criteria.

In addition, your application should contain your full curriculum vitae including the following:

- Full name, address, mobile and telephone number(s) and email address
- Names, telephone numbers and email contact of at least three referees including current/most recent supervisor (no contact will be made without your permission)
- Employment history, including present position and notice required, and an indication of the earliest date on which you would be able to commence
- Details of qualifications and professional memberships
- Teaching experience including range of units taught
- Academic leadership experience including course co-ordination
- Details of relevant professional, consulting or industry experience
- Confirmation of the right to work in Australia.

All applications should be emailed to Graham MacAulay at:

graham.macaulay@uni-recruit.com.au

Applications close on 11 July 2022