



Candidate Information

Position:	Director
School/Department:	Inst of Professional Legal Studies
Reference:	19/107480
Closing Date:	Tuesday 28 May 2019
Salary:	The salary will be negotiable within the Professorial Salary Range, commensurate with the responsibilities of the post and the qualifications, experience and current salary of the successful applicant.
Anticipated Interview Date:	Tuesday, 11 June 2019

JOB PURPOSE:

The Director is the Chief Executive Officer of the Institute of Professional Legal Studies, reporting to the Council of Legal Education (Northern Ireland) and employed by Queen's University Belfast. The Director is responsible for the delivery of high quality academic learning, the maintenance of professional standards and the proper management of the Institute's resources, with particular reference to the provision of courses and methods of assessment pertaining to the University's Postgraduate Diploma in Professional Legal Studies.

MAJOR DUTIES:

1. Provide leadership and management in the Institute, and advocacy within and outside of the University, ensuring that the Institute and the University are appropriately represented in appropriate internal and external fora.
2. Provide leadership for the development of the professional / vocational education portfolio of the Institute by maintaining and enhancing an environment of excellence which enables educational and professional standards to flourish and facilitates the development of all trainee solicitors and barristers and staff.
3. In ongoing collaboration with CLE, develop and deliver a strategic plan for the Institute in line with the University's educational strategy by managing and monitoring the progress of the Institute against agreed key performance indicators. Develop and promote interdisciplinary activities in line with the strategy and objectives of both the Institute and the University.
4. Be responsible and accountable for all operations within the Institute ensuring the effective management of all aspects devolved to Institute, e.g. academic, finance, personnel, health and safety.
5. Be accountable for budgets allocated through the devolved budgetary framework.
6. Be the accountable line manager of all staff within the Institute and manage the work-load of academic staff to ensure that all can deliver, in the most effective way, their required contribution to the Institute's professional / vocational education and other activities and objectives.
7. Direct and encourage staff to refine and develop skills relevant to the provision of vocational training for trainee solicitors and barristers and to:
 - a. ensure that teaching and assessment standards are monitored and maintained at a level appropriate to the Postgraduate Diploma in Professional Legal Studies.
 - b. examine and otherwise assess candidates for the Postgraduate Diploma in Professional Legal Studies.
 - c. ensure syllabuses, course structures and examinations are available, developed and administered in a fair and professional manner.
 - d. ensure arrangements for trainee admission, progress and examinations are in accordance with the appropriate regulations.
8. Deliver teaching in appropriate courses.
9. Undertake such other duties as may be determined by the Council of Legal Education (NI) and University.

ESSENTIAL CRITERIA:

1. Primary honours degree with a degree classification of at least 2:1 honours or equivalent.
2. Professional qualification in Law e.g. barrister, solicitor (or equivalent in another jurisdiction)

3. Where an applicant has been in practice, a clean disciplinary record and compliance with the CPD requirements of the Applicant's Professional Body in respect of any period of practice.
4. An established record of successful teaching of law or legal practice in a third level institution, other legal vocational establishment or legal professional services.
5. A substantial record of achievement in leadership and management in a third level Institution, legal vocational training establishment or legal professional services.
6. Evidence of successful management of resources, including human resources and budget.
7. A thorough knowledge of and interest in current issues affecting the legal profession, legal pedagogy and appropriate vocational training.
8. Analytical and problem-solving skills.
9. Excellent presentation and communication, skills.
10. Able to lead and to work as a member of a team.
11. Creative thinking, self-reliance and the ability to cope with pressure and conflicting demands.
12. Excellent interpersonal, social, negotiating and networking skills.
13. Commitment to equality of opportunity for trainees and staff and to the development of the Institute as a pluralist environment.
14. Willingness and ability to undertake a representational role, both internally and externally, and to communicate with people and organisations at all levels and, in particular, the Law Society of Northern Ireland, the Bar Council of Northern Ireland and the Inn of Court of Northern Ireland, policy-makers and bodies in the public, private and community sectors.
15. Commitment to further enhancing the reputation and performance of the Institute and Queen's in local, regional, national and international terms.
16. Commitment to continuously developing the role of Director of the Institute.
17. Willingness to work irregular hours.

DESIRABLE CRITERIA:

1. Experience in professional practice.
2. Evidence of contribution, as an individual, or as part of team, to the management of change.
3. Evidence of leadership in the successful identification, development and implementation of initiatives and policies.
4. Proficiency in IT.