



The College of Law

Queensland

PRACTICAL LEGAL TRAINING COURSE CASUAL LECTURER ROLE DESCRIPTION

Expressions of Interest - Casual Lecturers

The College of Law Queensland is seeking expressions of interest from legal practitioners who wish to join a pool of casual lecturers to assist the College deliver its Practical Legal Training course.

CASUAL LECTURER ROLES

A casual Lecturer may be engaged for any one or more of three roles:

1. Online Lecturer

- Mentoring/tutoring students during the online phases of the College's course by providing students with feedback on their submitted work.

2. Workshop Lecturer ("face to face" teaching):

- Conducting professional skills workshops.
- Marking and providing feedback on students' performance assessments.

3. Assessor/marker

- Marking and providing feedback on written examinations.

ONLINE LECTURER

You will be allocated students by a College lecturer who will request you to draft feedback to students on their work via the Learning Portal. The draft feedback is provided via your Lecturers Workbench using Microsoft Word's 'track changes' function. Before providing the feedback the College will provide the casual lecturer with training on the content and style of feedback.

To perform this role you must have access to a computer with broadband internet access and be familiar with using Microsoft Word and Outlook. You will be able to access all the work tools you need via the Internet from anywhere. The College will provide you with password access to:

- The College's intranet
- The College's PLT Course website
- The Lecturers Workbench
- A College webmail account, with a yourname@collaw.edu.au email address

TEACHING AT THE PROFESSIONAL SKILLS "ONSITE" WORKSHOPS

Onsite casual lecturers teach students through a workshop that is followed by a performance assessment. The casual lecturer conducts a workshop in one or more of the following areas (according to their area of expertise):

- Problem solving (half-day workshop)
- Interviewing (1 day workshop)
- Negotiation & Mediation (1 day workshop)
- Advocacy (2 and a half days workshop)
- Criminal Law practice (1 day workshop)
- Administrative Law practice (1 day workshop)
- Family Law practice (1 day workshop)

The casual lecturer facilitates these workshops using the Colleges workshop structure, timeline and materials.

Most workshops commence at 9.00 am¹ each day and are scheduled to conclude at 5.00 pm.² The workshops are conducted at the College (Level 5, Wesley House, 140 Ann Street, Brisbane.)

To perform this role you must have access to a computer with broadband internet access and be familiar with using Microsoft Word, Outlook, Powerpoint and Excel software and have sound presentation skills.

ASSESSOR/MARKER

Performance and Viva Voce Assessments

Some College assessments are undertaken "face to face" with the student. The student is required to present a matter (the type of presentation differs from subject to subject) and the lecturer then assesses the student's presentation and any documents submitted by the student, according to the College marking criteria.

The performance assessments are:

- Commercial and Corporate Practice/Problem Solving viva voce examination
- Property Practice Settlement viva voce examination
- Property Practice viva voce examination
- Advocacy assessment
- Criminal Law Practice assessment
- Administrative Law Practice assessment
- Family Law Practice assessment

The assessments are conducted at the College (Level 5 Wesley House, 140 Ann Street, Brisbane).

To perform this role you must have access to a computer with broadband internet access and be familiar with using Microsoft Word, Outlook, and Excel software.

Written Assessments

Casual Lecturers are also needed to assist the College to mark one or more of the five written examinations:

- Property Practice written examination
- Trust and Office Accounting written examination
- Civil Litigation Practice written examination
- Professional Responsibility written examination
- Corporate and Commercial written examination

Each exam is marked according to the College's marking guide for that exam.

To perform this role you must have access to a computer with broadband internet access and be familiar with using Microsoft Word, Outlook, and Excel software.

PAYMENT

The College pays an hourly rate of \$65.88 per hour inclusive of 9% superannuation (or a rate of \$65.88 on receipt of an invoice with an ABN).

All three roles will require the casual lecturer to:

- Maintain student records in the required mode and format
- Contribute to the academic and administrative management of the course
- Provide feedback on the course's relevance, currency and accuracy

¹ Each of the Elective Workshops (Criminal Law Practice, Administrative Law Practice and Family Law Practice commence at 10.30 am and conclude at 5.00 pm)

² The half day advocacy workshop commences at 9.00 am and concludes at 12.30 pm

TRAINING AND COACHING

Training and coaching in the various roles of a casual Lecturer will be provided and you will be provided with a mentor.

CASUAL LECTURER CONTRACT

A copy of the standard contract for casual Lecturers will be provided.

CONFIDENTIALITY

The College's course materials, Lecturers' notes, online course content and design are copyright and you are required to maintain confidentiality.

EXPERIENCE AND QUALIFICATIONS

Essential

Casual Lecturers must:

- have a LLB or equivalent.
- be admitted to practise as a lawyer in Queensland
- have at least five years' experience of legal practice in Australia, with in depth experience in area in which they wish to teach or assess.
- have awareness of the needs and dynamics of the Australian legal profession.
- have experience and skills in the use of personal computers and computer programmes.

Desirable

Preference will be given to persons with:

- Post-graduate qualifications in law and other fields.
- Teaching or training experience and/or educational qualifications.
- Experience in the creation and development of online teaching materials.

Qualities

Casual Lecturers need to demonstrate:

- A level of knowledge and expertise necessary to be effective as a teacher.
- An awareness of current developments within the law and the legal profession.
- A strong sense of the lawyer as a professional and an ability to project that to students.

EXPRESSIONS OF INTEREST

To express interest in undertaking any of the casual lecturer roles please complete the form on the following page, attach a CV and email the form and the CV to recruitment@collaw.edu.au
There is no closing date and expressions of interest are welcome at any time.

Expression of interest – Casual Lecturer College of Law Queensland				
Name:				
Year of Admission in Queensland:				
Email address:@.....			
	Online Lecturer	Workshop Lecturer	Assessor Face to face	Assessor/Marker – written assessments
Commercial & Corporate Practice				
Property Practice				
Civil Litigation Practice				
Professional Responsibility (including ethics)				
Professional Skills (lawyers skills, problem solving, work and business management and business skills, advocacy skills)				
Trust & Office Accounting				
Administrative Law Practice				
Criminal Law Practice				
Family Law Practice				

Please email to: recruitment@collaw.edu.au