

# Position Description



<b>Role</b>	<b>Regulatory Services Manager</b>	<b>Reports to</b>	Chief Executive Officer
<b>Approval date</b>	8 May 2024	<b>KPIs</b>	TBC
<p><b>Position summary</b></p> <p>The Regulatory Services Manager is responsible for overseeing all areas of regulation of the local legal profession. Reporting to the Chief Executive Officer, the management of licensing, complaint enquiries and assessments, investigations, and disciplinary matters all form part of this role. The Regulatory Services Manager is a member of the leadership team, and will work closely with the leadership team to enhance the education, training and engagement with members.</p>			
<p><b>Responsibility profile</b></p> <p><b>Common responsibilities:</b></p> <ul style="list-style-type: none"> <li>Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner</li> <li>Participate in and promote ACT Law Society core workplace programs, including, but not limited to, those relating to performance and professional development</li> <li>Work collaboratively within the business group and across the organisation to promote effective communication and information sharing</li> <li>Provide appropriate people and / or technical leadership commensurate with seniority / position in a way that demonstrates measurable contribution towards achieving ACT Law Society's objectives</li> </ul> <p><b>Specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>Oversee the delivery of all of the Society's regulatory functions relating to admission, licensing, trust accounts, complaints and investigation, external interventions, and disciplinary functions</li> <li>Under delegation perform relevant regulatory functions under the LPA</li> <li>Manage the preparation of briefing papers for Council and PSC on regulatory matters</li> <li>Develop policies and procedures to facilitate the transparent and accountable delivery of the Society's regulatory functions</li> <li>Provision of regulatory information and guidance to members of the profession, members of the public and interstate counterparts</li> <li>Manage appointments and reporting in relation to external interventions</li> <li>Ensure compliance of the Society with all regulatory requirements</li> <li>Effectively manage the performance of staff within the Regulatory Services team, including recruitment, development and performance review and the budgeted income and expenditure for the team</li> <li>Actively contribute and provide input to the CEO and the Society's Leadership Team</li> </ul>		<p><b>Appointment profile</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Admission to the Roll of a Supreme Court and eligibility to hold a current ACT unrestricted practising certificate</li> <li>Strong experience in the practice of law</li> <li>Demonstrated highly developed skills in written and oral communications</li> <li>An ability to quickly acquire a thorough understanding and application of the statutory framework for the regulation of legal practitioners in the ACT including associated local and Commonwealth legislation</li> <li>Excellent legal research and analytical skills</li> <li>Demonstrated strong organisational ability and attention to detail</li> <li>Ability to work independently and with minimal supervision, and production of high-quality reports and advice at short notice</li> <li>This role is subject to a police check and satisfactory professional conduct</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience with the regulation of professional conduct and discipline</li> <li>Experience in a broad range of areas of legal practice</li> <li>Experience in court advocacy and/or mediation</li> <li>Experience in a regulatory or complaint handling environment will be an advantage as well as a good understanding of administrative law principles</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>Exceptional interpersonal skills enabling effective engagement with a broad cross-section of the community, and experience working collaboratively with a range of stakeholders</li> <li>Strong people leadership skills and people management experience</li> <li>Demonstrated ability to plan ahead, meet deadlines and co-operate within a small team environment</li> <li>Work in a manner consistent with the Society's policies and procedures</li> <li>Demonstrate initiative and ability to adapt to competing priorities</li> <li>Contribute to a workplace culture that is consistent with the Society's vision and objectives</li> <li>Act with integrity in the workplace exuding trust, honesty, and decency</li> </ul>	