

• • Education Director



**NATIONAL
JUDICIAL
COLLEGE**
of Australia

• *Pivotal Canberra-based role in judicial education* • *Deputise for the CEO*

The NJCA is Australia's Judicial educator, providing professional development pathways for judicial officers through judge-led programs which enhance skills and performance.

Working with volunteer judicial officers, you will identify opportunities and provide guidance in developing new and innovative programs within a strategic framework, manage the NJCA's professional development offering and deliver selected training programs. Your ability to apply best practice adult learning techniques will be crucial.

Ideally with formal law training, you are experienced in adult education, able to work at both strategic and program delivery levels, and capable of leading a small team in a non-profit environment.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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Education Director

Primary Purpose of the Role

The Education Director is responsible for the development and delivery of the NJCA's education programs. They will also deputise for the CEO in their absence.

Key Responsibilities

- Identify opportunities and present strategic guidance to the program planning committees and the NJCA's Programs Advisory Committee.
- Develop education policy and define standards associated with the NJCA's training programs.
- Manage the NJCA's professional development program, including management of Program Managers and Program Co-ordinators.
- Perform the role of Program Manager for selected NJCA training programs.
- Evaluate and report on each education program conducted by the NJCA in order to gain insights into changes which will improve future programs and obtain ideas for new educational initiatives.
- Recommend, research and develop new continuing judicial education initiatives for consideration by the NJCA.
- Manage the marketing of NJCA's training programs, including maintaining those areas on the NJCA website used to promote and support educational activities.
- Develop the presentation skills of presenters in the NJCA's education programs.
- Promote collaboration and co-operative relationships with other education professionals.
- Deputise for the CEO in their absence
- Perform such other duties as required.

Selection Criteria

1. Extensive experience in developing, designing and implementing programs of continuing professional development including knowledge of contemporary adult learning theory and techniques.
2. Outstanding interpersonal, written and oral communication skills.
3. Proven ability to encourage collaboration and nurture and maintain relationships at all levels.



Education Director

4. Leadership style that encourages a constructive environment with a focus on capacity building and performance.
5. Capability and commitment to deliver education programs to deadlines.
6. Ability to lead a team and work within a small office environment.
7. Tertiary qualifications in law are highly desirable.

The successful applicant must be able to travel interstate on occasion.

Reporting to: Chief Executive Officer