

## **POSITION DESCRIPTION**

**POSITION TITLE:** Professional Development and Events Officer

**POSITION TYPE:** Full-time

**LOCATION:** Canberra CBD

**REPORTING TO:** Chief Executive Officer

### **ABOUT US**

The ACT Law Society is the peak professional body for legal practitioners in the ACT, representing more than 2,600 members. We represent, advance and defend the interests of an independent legal profession in the ACT and protect the public interest by maintaining professional standards and regulating the profession.

### **ABOUT THE ROLE**

The Professional Development and Events Officer is responsible for managing, delivering and growing the Society's annual program of professional development and member-focused engagement events.

The officer will prepare, coordinate, evaluate and report on events, working closely with other team members and with event partners to facilitate successful events throughout the year. This is a hands-on role, encompassing all aspects of planning and delivering member engagement events and a professional development program to cater for the lifelong learning needs of members. The role is responsible for both administrative and logistical components of events. The officer will make recommendations for suitable events and maintain a calendar of events for the Society.

### **MAIN DUTIES/RESPONSIBILITIES**

- Develop, implement and monitor an annual program of continuing professional development (CPD) and other events, including seminars, conferences and social events
- Identify (in consultation with the CEO, Committee Chairs and other staff) emerging issues of importance to legal practitioners and source appropriate CPD activities
- Schedule and maintain events in content system/CRM, monitor online registrations and troubleshoot any issues
- Organise and communicate event calendar, working closely with other staff to ensure events are planned and integrated with other member offerings
- Manage all tasks pre, during and post events including but not limited to:
  - sourcing presenters and coordinating travel and accommodation arrangements
  - budget development and management
  - securing suppliers (venue, catering, audio-visual etc)
  - producing workshop manuals and other materials
  - arranging room set up and facilities management
  - managing attendance and post event documentation and activity reporting
  - attendance at events to ensure overall quality is maintained
- Virtual event management including setting up and running webinars, presenter management, and supporting virtual and/or hybrid conferences

- Establish and maintain excellent working relationships with all key internal and external stakeholder groups
- Contribute to promotion of CPD and events, working with the Communications Officer
- Respond to member enquiries (via phone, email and/or in person) including guidance about CPD requirements and support with event registrations
- Manage an annual CPD audit program
- Identify opportunities to improve event offerings and resources
- Prepare content about CPD and events for a variety of Society communications
- Perform other duties as directed and as necessary within a small team

## **KEY COMPETENCIES**

- Demonstrated experience in executing events for members/customers and/or in a learning and development environment
- Attention to detail with strong project management skills
- Capability and experience in budget development and management
- Well developed interpersonal skills, including communication, negotiation and influencing skills
- Excellent time management skills including ability to plan, set priorities and to meet deadlines
- Strong IT skills – content and customer relationship management software, Microsoft Office Suite
- A can do attitude and enthusiasm to work as part of a small and productive team
- Flexibility to work after hours on occasion

### *Desirable:*

- Relevant tertiary qualifications in event management or qualifications from a field with transferrable skills, eg project management, marketing or business
- Experience working in a member-based association
- Knowledge and understanding of the legal services sector

## **PERFORMANCE GOALS**

- Deliver an annual program of CPD and other events that is planned and integrated to organisational strategy and other member services
- Respond to professional development and event enquiries in a timely manner
- Manage delivery of events within agreed budget
- Complete event administration tasks on time
- Deal with clients, suppliers and other employees professionally at all times
- Contribute to a workplace culture that is consistent with the Society's vision and objects
- Work in a manner consistent with the Society's policies and procedures