**Position title:** Continuing Professional Development (CPD) Manager.

**Department:** Regulatory

**Reports to:** Legal & Regulatory Services Manager

**Location:** Wellington

**About the Law Society**
The New Zealand Law Society | Te Kāhui Ture o Aotearoa is the regulator and membership professional for the around 15,000 lawyers practising in New Zealand. We are a national organisation that provides services throughout New Zealand with a head office in Wellington and branch offices around the country.

Position Purpose
The Manager, CPD position exists to manage the Law Society’s CPD Rules, which came into force on 1 October 2013.

**Key Internal Relationships**

* CPD Committee
* Chief Executive, Council and Board
* Registry team
* Inspectorate team
* National Complaints Manager and the Law Society Special or National Lawyers Standards Committee
* Branches and staff.

**Key External Relationships**

* New Zealand legal profession including continuing legal education officers within self-auditing entities
* Minister of Justice and Ministry of Justice
* CPD providers
* Legal office managers and in-house training managers with responsibility for lawyers’ continuing professional development.

**Accountabilities, Responsibilities and Performance Measures**

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| **Accountabilities/Responsibilities** |  **Performance Measures** |
| **Publicise, promote, and champion the CPD scheme*** Ensure that information about all aspects of the CPD scheme is up-to-date and readily accessible through the CPD webpage and the Law Society’s publications
 | * CPD scheme is regularly reviewed by the CPD manager to ensure it continues to be fit for purpose and is easily accessible through the CPD webpage and the Law Society’s publications.
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| **Education and Guidance*** Become the CPD expert, educating the legal profession, Law Society staff and Committees (including the Board) and other stakeholders on the Rules and how to apply them.
* Answer queries both written and by telephone in a timely manner.
* Ensure all necessary staff training is completed effectively and on time
* Establish co-operative and supportive relationships with internal and external stakeholders, especially lawyers, who need assistance and encouragement with complying with the Rules.
 | * Expert guidance is received by the profession in a timely manner.
* The CPD manager is responsible for putting in place processes to ensure all necessary staff training is completed effectively and on time.
* Establish key relationships both internally and externally while maintaining a customer centric approach.
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| **Compliance*** Manage, administer, and generally take responsibility for assisting and reminding all lawyers to comply with the requirements
* Consider applications from individuals for deferrals, advising the CPD Committee as required
* Ensure that compliance processes and procedures, including follow-up procedures, are implemented, and completed on time.
* Refer information about lawyers who have not complied with the CPD Rules to the Law Society Lawyers Complaints Service, as appropriate.
 | * Adequate processes are in place to manage, administer and assist lawyers in complying with the requirements.
* Compliance processes and procedures are implemented on time and continually reviewed to ensure they remain fit for purpose.
* All lawyers meet their CPD requirements for practicing certificate renewal or receive appropriate deferment
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| **Enforcement*** Follow-up with lawyers who do not comply with the CPD rules and guidelines.
 | * Follow up actioned.
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| **Audit*** Self-auditing entities – consider applications to become self-auditing entities, advising the CPD Committee as required, and ensure applications are dealt with in a timely manner
* Individual audits – design and implement a process for carrying out the auditing of individual lawyers on a random, cause-driven, and risk-based approach, as appropriate and ensure targets, developed in consultation with the Legal & Regulatory Services Manager, are met.
 | * Ensure the design and implementation process for individual audits continues to serve its purpose and targets are met.
* Individual audits are completed
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| **Record*** Maintain and ensure CPD records are kept up to date, in liaison with Registry.
 | * CPD records are kept up to date by implementing a process to manage this.
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| **Review*** Assist the CPD Committee with reviewing the CPD scheme on a biannual basis.
 | * CPD scheme is reviewed in consultation with the CPD committee every second year of operation, and as required in the interim.
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| **Support the CPD Committee*** Provide the CPD Committee with high quality secretarial, research and support services
* Ensure the CPD Committee, and through it the Board, is provided with timely and appropriate advice in relation to all CPD-related matters.
 | * Guidance is given to the board and committee as and when required in a timely manner.
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| **General*** Assist with other Regulatory matters when required.
 | * As required.
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**Safety and Wellbeing**
As a management position the incumbent is required to demonstrate leadership of all health and safety matters for their area of responsibility. This means ensuring that the Society complies with its obligations under the Health and Safety at Work Act 2015 and that staff are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated so far as is reasonably possible. Specific responsibilities for this role are:

* ensure that the health and safety resources and processes are in place and are being appropriately used.
* engage with staff and contractors to enable proactive participation in matters related to health and safety.

**Skills, Knowledge and Experience**

To be effective in the position of CPD Manager you must have the following knowledge, and experience:

* be passionate about promoting the scheme, be committed to it and to encouraging lawyers to commit to it
* possess, or be able to develop rapidly, a good understanding of and empathy with the legal profession and how it is regulated
* possess or be able to develop rapidly, a deep understanding of, and empathy with, the CPD rules and the philosophy and approach underpinning the CPD scheme.
* Excellent management and administrative skills, and be a pro-active self-starter and organiser who can meet deadlines
* A pro-active “can-do” approach and a willingness to pitch in and undertake work on all levels – to do what must be done to finish the job, be it big or small, high-level, or routine
* A high level of written and oral communication skills. Written skills must include the ability to produce concise, well-structured, and well-reasoned letters, articles, background papers and reports. Oral skills must include the ability to deal with a wide range of people, especially lawyers, of all levels of seniority by telephone, and face-to-face, in a friendly, confident, supportive, and authoritative manner
* The ability to work independently, but to also form cooperative working relationships with others
* Well-developed research and analytical skills
* Well-developed computer and database management skills
* Good decision-making skills, taking all factors into account
* The ability to foresee problems arising and to take appropriate action.