

ADVERT ID 149314

## General

### Law Society of Ireland

Blackhall Place Dublin 7  
<https://www.lawsociety.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Higher & Further Education  
**Date Posted:** Wed Apr 28 2021  
**Application Closing Date:** Mon May 10 2021  
**Status of Post:** Temporary  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**  
Education Standards Manager - 2 yr. FT Contract

##### Description:

##### Overview

The Law Society of Ireland is seeking applications for an Education Standards Manager. As Manager you will be overseeing the introduction of a new system and bringing together the work of several current employees.

Initial work will focus on the introduction of the new courses, but ongoing work will then turn to quality control, review and promoting innovation. Candidates will be required to have an education qualification and preferably knowledge of and experience of legal work.

This will be a senior role with a great deal of responsibility. The successful candidate will need considerable experience. Appointment of this role is initially on a fixed term two years' contract.

##### Main Duties & Key Responsibilities

The successful candidate will carry out the following duties in line with the Society's standards and strategic objectives and as directed by the Director of Education:

- Oversee and manage the full development of the new system of professional training for trainee solicitors.
- Introduce and oversee a process for the approval of elective subjects.
- Manage and develop a programme of quality assurance for all teaching and learning.
- Prepare assessment material for quality reviews.
- Co-ordinate student and associate faculty evaluations.
- Co-ordinate the process of ongoing syllabus review and development.
- Act as secretary to the Curriculum Development Unit.
- Develop and on an ongoing basis co-ordinate a new Centre for Learning, Teaching and Innovation.
- Carry out a periodic critical analysis of the programmes offered by the Law Society and make recommendations for change and improvement.
- Promote best practice and innovation across the range of Law Society educational offerings.
- Develop new programmes and curricula, with particular focus on legal and transactional skills.

##### Knowledge & Skills

- Education qualification required.
- Knowledge of and experience of legal work is preferable.
- Experience of managing a team required.
- Project management experience.
- Ability to build strong relationships with both internal and external stakeholders.
- Excellent interpersonal skills.

#### Remuneration & Benefits

- Salary (DOE)
- Excellent working conditions
- Training & development opportunities
- Pension

#### How to Apply

Send your CV and cover letter to [Recruit@lawsociety.ie](mailto:Recruit@lawsociety.ie).

Appointment to this role is subject to the candidate's eligibility to work in Ireland, without any restrictions.

Closing date

TBC

We thank you for your interest in the Law Society of Ireland and your interest in this role. Due to the level of response required, only successful candidates who are shortlisted will be contacted by the HR department. For more information on our Data Protection policies please send a request to [recruit@lawsociety.ie](mailto:recruit@lawsociety.ie).

#### APPLICATION REQUIREMENTS

- Curriculum Vitae

Applications may be submitted by

- Email
- External Application Form

#### APPLY TO THIS JOB VACANCY

**Apply To:** Blackhall Place  
Dublin 7

**County:** Dublin

**Postal District:** Dublin 7

**Enquiries To:** [k.rous@lawsociety.ie](mailto:k.rous@lawsociety.ie)

01 672 4916

**Website:** <https://www.lawsociety.ie>

**Further Information:** <https://www.lawsociety.ie/legalvacancies/viewjobs/standards-manager-law-society-of-ireland-dublin/?filters=&location=&category=&area=#.YII1nIVKiUk>

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