

Job Description

Job Title	Director of Practice-Led Learning
Department	Law and Social Justice
HR Ref No.	RA0277-25
Role Code	DIRPL
Grade	TSR6
Base location	Wheeler
Reports to	Dr Erin O’Leary – Head of Division
Direct reports	NA
Date created	27/08/2025

Organisation Chart:

tbc

Job Purpose: The Director of Practice-Led Learning will

- make a substantial contribution to the University and External community through Law Clinic / Pro Bono activity, enhancing the University’s Mission through Civic Value and Public Engagement.
- lead the development and management of the Legal Advice Centre and spearhead legal education research initiatives. This role is pivotal in enhancing the practical learning experiences of law students and advancing the university's research profile in legal education.
- develop, lead and deliver practice-based curriculum for undergraduate and postgraduate courses.
- develop, lead and deliver undergraduate and postgraduate modules which encompass

- Business Law and Practice pathways, covering areas such as company, employment and clinical legal education
- Experiential and project-based modules
- support the enhancement of teaching and learning through professional activity
- develop, lead and deliver undergraduate and postgraduate modules which encompass Business Law and Practice pathways, covering areas such as company, employment and clinical legal education
- Develop, lead and deliver undergraduate and postgraduate experiential and project-based modules
- Supervise PGR studies.
- Make a substantial contribution to
 - the University and the external community
 - in taking forward the School/Faculty

Key Responsibilities:

- **Leadership and Management:**

- In conjunction with the Head of School and team to
 - lead the strategic development and operational management of the Legal Advice Centre
 - manage the ongoing strategic development of experiential modules in the School.
- Oversee the delivery of high-quality legal services through the clinic, ensuring compliance with professional standards.
- Supervise or manage others providing legal services remaining accountable for their work and effective supervision of the work undertaken for clients including:
 - student volunteers and staff employed by the university involved in the provision of legal services through the university legal advice centre
 - external legal professionals volunteering in the Law Clinic, ensuring compliance with the appropriate relevant Codes of Conduct
- Ensure those engaged in clinic work on behalf of the university are competent to carry out their role and are up to date in terms of professional skills, knowledge and their legal, ethical and regulatory obligations.
- Develop and implement innovative practice-led learning strategies.
- Develop, lead and deliver modules.
- Contribute to cross-Faculty development of curriculum

- Foster a collaborative environment among staff, students, and external partners.
- **Research and Development:**
 - Lead research (including evaluation of impact) and scholarship initiatives in legal education, focusing on practice-led learning methodologies, incorporating impactful research and best practice into teaching strategies
 - Secure funding for research projects and manage research budgets.
 - Contribute to School income-generation objectives and activities.
 - Publish research findings in reputable journals and present at conferences.
 - Ensure evaluation of impact is embedded into research design and reported.
 - Joint or sole authorship of books.
 - Contribute to innovation, engagement and knowledge transfer.
 - Contribute to the successful commercialisation of patents, inventions and any other exploitable intellectual property where appropriate.
- **Teaching and Mentoring:**
 - Deliver lectures and seminars in relevant areas of law.
 - Develop and curate high quality materials to develop student learning.
 - Develop and mark quality-assured student assessment
 - Supervise student projects and dissertations.
 - Contribute to the writing of course approval documents.
 - Provide mentorship and professional development support to students and junior staff.
 - Act upon peer observation feedback, student feedback, and external examiner feedback to maintain high quality in learning, teaching and assessment
- **Liaising / Networking:**
 - Build and maintain relationships with legal professionals, law firms, and other stakeholders.
 - Represent the university at external events and in professional networks.

- Promote the Legal Advice Centre and its services to the wider community.
 - Lead or chair external networks as required as part of the role.
 - Engage in external academic professional benchmarking (e.g. external examiner, QAA reviewer, OFSTED inspector, validation panels).
 - Actively engage in internal School, Faculty and University meetings, committees and validations as required by the Head of School.
- **Effective Decision Making**
 - In the context of the role-holder's teaching duties, to make independent decisions on the content of individual learning activities and marking for student assessment purposes, and to provide advice to colleagues on such matters.
 - Sit on student selection panels as required.
 - Make collaborative decisions with programme teams on the content of taught and research programmes at undergraduate and/or postgraduate levels.
 - Provide advice on issues such as malpractice and other assessment issues which will impact on the students, and to ensure consistency across departments.

- **Planning and Organising Self and Others**
 - Undertake aspects of School, course and module leadership as required.
 - Make significant and sustained contributions to the management of the subject area, including planning and resource allocation, policy development and improvement of procedures.
 - Contribute to cross-Faculty programme organisation, contributing to strategic decisions as required.
 - To be responsible for the co-ordination of administrative duties in areas such as admissions, timetabling, examinations, assessment of progress & student attendance.
- **Innovation and Improvement (Effective Problem Solving)**
 - To deal with problems e.g. a students' academic progress and personal issues (e.g. responding to needs of students with learning difficulties through referral to the appropriate support departments within the University).
 - To devise new courses of study to meet market demand and academic advancement in the subject or to resolve problems of poor recruitment or retention if required.
 - To resolve problems regarding the delivery of teaching programmes, and to identify opportunities for the strategic development of these activities.
- **Work Environment**
 - Responsible for the health and safety of students in their immediate working environment, conducting risk assessments as required.
- **Pastoral Care and Welfare**
 - To deal with sensitive issues concerning students and provide support.
 - To act as a Personal Academic Tutor (PAT).
 - To take responsibility for dealing with referred issues for students within own programmes.
- **Team Development**
 - To undertake peer mentoring and review of colleagues.
 - To work with colleagues to shape a vision, provide a sense of direction, guide others towards achievement and enable them to develop their own and team potential.

- **Skills/Attributes**

- An ability to keep abreast of, and lead developments in, teaching and scholarship specific to the subject area, demonstrated through e.g. attendance at conferences, external contacts and publication of research.
- An ability to support students both academically and pastorally.

- **Organisational and administrative skills.**

- IT skills.
- An ability to lead and/or work as part of a team.

- **General**

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
- To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- To comply with all University Health and Safety policies.
- Published research in legal education.
- Experience in securing research funding.

Person Specification

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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:

A = Application Form, **I** = Interview/Assessment Tests, **P** = Pre-Employment Checks

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
Current Practising Solicitor (England and Wales)	E	A/P
Relevant Postgraduate qualification in Law or Legal Education	E	A/P
Relevant Doctorate	D	A/P
KNOWLEDGE AND EXPERIENCE		
Experience in legal practice	E	A/I
Experience in Clinical Legal Education and Research, particularly in experiential learning with a background in Business Law and Practice.	E	A/I

Managing a legal advice clinic or similar legal service	D	A/I
Track record of securing research funding	D	A/I
SKILLS AND PERSONAL ATTRIBUTES		
Strong Leadership and Management Skills	E	A/I
Ability to build and maintain professional internal and external relationships and to work collaboratively with a range of stakeholders	E	A/I
Proactive ability to develop and implement innovative problem-solving and practice-led learning strategies	E	A/I
Strong research skills with a focus on legal education	E	A/I
Commitment to enhancing student learning and development	E	A/I
Impeccable level of professionalism and integrity	E	A/I

UNIVERSITY OF CHESTER
TERMS AND CONDITIONS OF EMPLOYMENT
SCHOOL OF LAW
DIRECTOR OF PRACTICE-LED LEARNING
PERMANENT, (0.8FTE)

SALARY SCALE

TSR6, points 44 - 46, £58,225 - £61,759 per annum, pro rata

HOLIDAY ENTITLEMENT

35 days per annum pro-rata. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis. Two extra statutory days during the Christmas period.

MEDICAL EXAMINATION

The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

All academic staff will be enrolled in the Teachers' Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A twelve months' probationary period applies to all Academic posts.

