University of Edinburgh
HSS / Law

1. Job Details
Job title: Director, Legal Practice Unit
School: Law
Unit (if applicable): Legal Practice Unit
Line manager: Head of School

2. Job Purpose
To oversee and develop the delivery of the Diploma in Legal Practice at Edinburgh, and the other operations of the Legal Practice Unit, such as the Professional Competence Course, and including close liaison with the Law Society of Scotland, with other Law Schools, and the legal professions; to teach, primarily on the Diploma; to undertake a programme of research in Law contributing to the School’s research culture.

As Deputy Head of School (since 2002, ongoing): to act as Head of School in the Head of School’s absence or in instances of the latter’s unavailability chairing School Committees and taking responsibility for School initiatives, also representing the School at College, University, and external levels.

3. Main Responsibilities
Approx. % of time

1. Oversees the development, delivery and review of teaching provision for students on the Diploma in Legal Practice, as Director of the programme; develops and reviews approaches to teaching, learning and assessment which advance techniques and standards locally and nationally for the Diploma in Legal Practice, and makes a leading contribution to national policy and practice on the Diploma; oversight of the delivery of the Professional Competence Course
   50

2. Sustains other teaching focused activity as appropriate supervises LLB dissertations, and contributes 50% of the LLM course in International Tax Law
   10

3. Makes a leading personal contribution to research in the field nationally and internationally by means of publication etc, particularly in the field of tax law; 4 outputs submitted for RAE 2001, at least 2 for 2008 (please see note on FTE, below); supervises PhD students
   15

4. Makes a leading personal contribution to the administration of the School, in his capacity as Acting Head of School, and by Committee membership (in particular Law P&R and the Tercentenary Committee)
   10

5. Makes a leading personal contribution to the School’s CPD activities; responsible for administration of School programme and liaison with OLL and beyond
   15

4. Planning and Organising
   · Takes responsibility for delivery of programmes within, and policy and strategy for,
the Legal Practice Unit, developing and promoting a clear vision of the unit’s strategic direction;
· Ensures all relevant quality assurance and validation requirements for the Unit are met, including the Law Society of Scotland’s accreditation of the Diploma;
· Makes a leading contribution to the development and implementation of research strategy at school level or equivalent in his role as Deputy Head of School and a member of the Planning and Resources Committee;
· Plays a leading role in the relevant wider academic and professional communities

5. Problem Solving
· Takes responsibility for the Unit’s ability to solve problems arising on a daily basis (the Diploma involves delivery of an intensive series of classes conducted in the main by legal practitioners who have only a limited commitment to the University)
· Solves problems, or makes a major contribution to the solving of problems, arising from the Diploma’s relative “irregularity” as a University degree programme – i.e. its intersections with standard University procedures and administration are often of particular complexity

6. Decision Making
· The Diploma’s, and the Unit’s, interface with the legal professions requires a high degree of decisionmaking devolved from School level
· A key contributor, in his capacity as Deputy Head of School and also in his membership of School Committees, to the School’s decisions and to the efficacy of its decisionmaking processes

7. Key Contacts/Relationships
· The Head of School
· The Deputy Director of the LPU, and its 2 support staff
· The Law Society of Scotland, other Scottish Law Schools
· The postholder is a key facilitator of the School’s liaison with the legal professions and with the Law Society of Scotland;

8. Knowledge, Skills and Experience Needed for the Job
· Academic and professional qualification in Law
· Knowledge of Law as an academic and professional subject across the full cycle of education and qualification, and expertise in the professionally qualifying curricula
· Extensive and high level teaching experience successfully sustained, and productive over the longterm;
· Ability to lead and motivate people to manage resources, and to contribute to the running of the University

9. Dimensions
The Diploma is delivered annually to 130140 students. The Unit’s Professional Competence Course is delivered 34 times pa and is taken by legal professionals at an early stage of their career.

10. Job Context and any other relevant information
· The above contributions are made, under a longstanding arrangement, from a position voluntarily reduced to 0.6 FTE to take account of his commitments in the legal profession
· A member of the School Planning and Resources Committee, recently reelected for a further three year term
· A member of the School’s Tercentenary Committee
· As a participant in the legal seminars series operated via OLL, a major contributor towards a significant recurrent augmentation of the School’s budgets
· Attracts significant external recognition for his contributions to CPD