

# POSITION DESCRIPTION



## Manager of Regulatory Services

Last updated: 11 June 2026

### Reporting to

Chief Executive Officer

### Hours

Full time

### Location

Law Society Northern Territory, Unit 3, 6 Lindsay St, Darwin, 0800, Northern Territory

### Overview

The position supports:

- the achievement of the Society's strategic goals; and
- compliance with the Society's legislative functions and responsibilities.

Together with the Chief Executive Officer, the position is responsible for the delivery of the Society's regulatory functions contained in the *Legal Profession Act 2006 (NT) (LPA)*. It also provides executive support to the Society's Council and applicable Committees.

Together with the Chief Executive Officer and the Corporate Services Manager, the position is a member of the Executive Management Group whose responsibility is to coordinate and monitor the delivery of functions and tasks aimed at achieving the Society's strategic goals and legislative functions and responsibilities.

### Key responsibilities

#### Management

1. Management of compliance with the Society's regulatory functions under the LPA including:
  - 1.1 Complaints and investigations
  - 1.2 Trust accounts
  - 1.3 Licensing
  - 1.4 Admission to the legal profession
  - 1.5 Continuing professional development
  - 1.6 External interventions

- 1.7 Disciplinary functions including litigated proceedings
2. Actively contribute and provide input to the CEO and the Society's Executive Management Group, Council and applicable Committees
3. Oversight of the management and strategic direction regarding the investigation of complaints and enquiries about legal practitioners' conduct
4. Effective management of:
  - 4.1 the performance of staff within the Regulatory Services Unit, including recruitment and performance reviews; and
  - 4.2 the budgeted income and expenditure under the direct control of the position
5. Provide technical leadership commensurate with seniority and position in a way that demonstrates contribution to the Society's objectives and responsibilities
6. Fulfilling the role of in-house counsel as required
7. Comply with delegations and perform relevant functions under the LPA

#### Litigation and investigations

8. Acting as solicitor on the record in matters involving the Society or in which the Society has a statutory right of appearance in the Legal Practitioners Disciplinary Tribunal and Supreme Court of the Northern Territory
9. Preparation of evidence (including conducting witness interviews), advising the Council of the Society with respect to prospects and appearing as a solicitor advocate in the Legal Practitioners Disciplinary Tribunal and Supreme Court of the Northern Territory
10. Appearing for the Society at admission ceremonies
11. Manage relationships with members of the public and legal practitioners in relation to complaints
12. Manage the Society's internal procedures (including attendance at ethics committee meetings) in respect of the consideration of complaints or practice matters
13. Advise team members regarding strategy in respect of complaints about the conduct of lawyers pursuant to the LPA

#### General and advisory

14. Prepare briefing papers and reports for Council and the Ethics Committee on regulatory matters
15. Attend committee or Council meetings for the determination of individual regulatory matters or complaints or changes to policies
16. Provision of ethical and regulatory information and guidance to members of the profession, members of the public and interstate colleagues
17. Performance of the Society's diverse *ad hoc* statutory obligations
18. Assist the Chief Executive Officer as required with any regulatory related activities/services
19. Development of policies and procedures to facilitate the transparent and accountable delivery of the Society's regulatory functions
20. Provision of education and information to the profession through *Practitioner* alerts, CPD seminars and other events
21. Management of the integrity of the Society's databases in relation to regulation and practitioners

22. Managing specific projects as determined by the Society
23. Assisting the profession with the implementation of new regulatory frameworks such as AML/CTF regulation
24. Contribution to the Society's annual reporting obligations

## Performance overview

The position is accountable to the Chief Executive Officer

Key Performance Goals will be set and reviewed periodically for assessment of achievement

## Qualifications

- Admission in an Australian Supreme Court as a lawyer (or eligibility for admission)
- Current holder of an unrestricted practising certificate or eligibility to obtain a Northern Territory unrestricted practising certificate

## Experience

- A minimum of 7 years post admission experience in legal practice
- Extensive litigation experience required
- Management experience required
- Experience in mediations and negotiations desirable
- Knowledge of the *Legal Profession Act 2006* (NT) desirable
- Experience in a broad range of areas of legal practice desirable
- Experience in a regulatory or complaint handling environment will be an advantage as well as a good understanding of administrative law principles

## Skills and Competency

- Exceptional communication skills, written and oral enabling effective engagement with a broad cross-section of the community, and experience working collaboratively with a range of stakeholders
- Demonstrated ability to plan ahead, meet deadlines and co-operate within a small team environment
- Demonstrated initiative and ability to adapt to competing priorities
- High level advocacy skills
- Demonstrated drafting ability
- Proficiency in use of a database desirable
- Information technology skills
- Demonstrated leadership abilities
- Ability to be self-motivated and work independently with minimal supervision

## Other

- The role is subject to a police check and professional conduct history check
- Act with integrity in the workplace exuding trust, honesty and decency