

**ONTARIO BAR ASSOCIATION**  
JOB DESCRIPTION

**Position Title:** Director of Continuing Professional Development (CPD)

**Date:** January 2012

**Reports To:** Executive Director

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Reporting to the Executive Director, the Director of CPD, together with the Director of Sections, is responsible for the day-to-day activities of the Professional Development Department, in particular the CLE programs. He/she will make and implement recommendations and strategies with respect to the development and execution of programs, products, services, and processes that are consistent with member interests and needs, and which reflect best practices, taking into account current policies and the OBA's overall strategic plan.

Working closely with PD staff, Section volunteers, and the Director of Sections, the incumbent will plan and implement strategies that will result in the development and presentation of relevant, timely continuing professional development programming which responds to members needs, reflects current best practices and is consistent with the OBA's Strategic Plan.

***CPD/ CLE Program Planning and Execution***

- Working with the OBA Section Executive Committees and other member-driven CLE Committees, facilitate the development and execution of a comprehensive offering of CLE programs, the OBA Annual Institute, which is the largest legal educational conference in Canada, putting on 20 + programs and events over the course of 3 days, drawing in roughly 1500 registrants and other PD related events across a broad spectrum of practice areas and sections
- Produce, maintain and update CLE processes, guidelines and standards

- Conduct needs assessments, market and practice trends research to assist members to develop appropriate topics for delivery of both Section and CLE programs
- Conduct research of competitors' relevant programming and work with key competitors where appropriate, to either develop joint programming or coordinate scheduling of programs to avoid conflicts
- Assess and determine which derivative professional development products and services are of value to our members
- Oversee the marketing and pre-and post program logistics of all programs (from conceptualization to implementation) including:
  - Drafting of program marketing materials and coordinating marketing outreach efforts
  - Working with the Manager of Sponsorship and Fundraising to identify PD sponsorship opportunities from which the OBA can derive tangible and intangible benefits for its members
  - Communicating with program attendees, program chairs and speakers
  - Reporting on program evaluations
  - Providing on-site support and coordination

As part of the OBA's Senior Management Team, the Director of CPD provides input, recommendations, and reports to the Executive Director, various OBA committees, the Board of Directors and Council, on matters relating to Professional Development, the strategic plan, operating policies and procedures and the goals and objectives of the OBA.

The following responsibilities are also delegated to the Director of CPD.

### ***FINANCIAL RESPONSIBILITIES***

- Working with the Director of Finance, develops specific segments of the overall PD budget, namely Main and YLD CLE, Regional PD, CLE Publications and the Annual Institute

- Monitoring of, and sign off on, day-to-day expenditures of assigned portions of the overall PD budget

### ***RELATIONSHIP MANAGEMENT***

- Senior point of contact for OBA members, speakers, volunteers, members of the bench and bar in general, and other external CPD stakeholders and providers, including the Canadian Bar Association and its branches, the Law Society of Upper Canada, the Advocates' Society and local law associations
- Initiates and/or fosters relationships with peer groups within and outside the Province through active engagement, in the Association of Continuing Legal Education (ACLEA) and the Association of Canadian Legal Education

### ***STAFFING RESPONSIBILITIES***

Responsible for co-managing a PD staff of twelve - six of whom report directly to the Director of CPD - in accordance with OBA's policies, practices and standards. The Director of CPD also provides backup for the Director of Sections.

Specifically, the Director of CPD will be responsible for:

- approving leave and managing staff absences
- managing issues relating to staff performance or conduct
- motivating and mentoring staff, promoting and providing a collegial and safe working environment
- facilitating the resolution of grievances and other workplace relations issues (e.g. conflict)
- setting individual and team directions and goals
- conducting annual staff performance reviews

## **QUALIFICATIONS/SKILLS**

- A law degree from a recognized law school coupled with a keen sense of emerging trends affecting the law and the legal profession
- Demonstrated management or leadership experience in a continuing professional role, with an association, law firm/business, not-for-profit organization or in a public sector setting
- Experience in developing and presenting adult education programming would be a significant asset
- Strong leadership skills; self-motivated; and demonstrated management skills
- Able to prioritize and manage multiple priorities under pressure
- Excellent planning and organizational skills
- A capable, clear communicator – both written and oral
- A problem-solver and team player
- Experience in preparing, monitoring and reporting on budgets
- Able to initiate and foster good relationships with those having similar responsibilities in other organizations and to net work effectively
- Capable of using standard computer applications
- Previous not-for-profit experience, and volunteer management would be desirable
- The ability to communicate in both official languages would be a significant asset

***To apply, please e-mail a cover letter, resume and salary expectations to; Tracy L. Dallas, Director of Operations at [tdallas@oba.org](mailto:tdallas@oba.org).***