

ROLE SPECIFICATION: Advance Diploma in Planning and Environmental Law Co- Ordinator

Role Overview

Job title: Advance Diploma in Planning and Environmental Law Co-Ordinator

Hours: Part Time 2 Year Fixed Term

Reporting to: Dean

Location: Henrietta Street, Dublin 1, DOI KF59.

Closing date: 1pm 13 July 2023

About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

Our mission is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

Our Vision is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity
www.kingsinns.ie

Background Information

This Advanced Diploma is a part-time programme delivered online via Zoom with one in-person session. It offers participants the opportunity to obtain a unique qualification – the King's Inns Advanced Diploma in Planning and Environmental Law.

This course provides participants with a comprehensive practical knowledge of Planning and Environmental Law, which will be relevant to professionals who are involved in advising on planning and strategic infrastructure applications, enforcement issues, development plans and strategic planning, waste management and climate resilience and adaptation.

On successful completion of the programme, the participants will have the knowledge required to explain and apply relevant statutory, common law and other provision. They will be better able to evaluate, criticise and defend legal arguments on matters of planning and environmental law.

This course takes place in an online format only, live via Zoom, with recordings of lectures available after class is over. The programme runs over a period of approximately 22 weeks with lectures on Thursdays from 8.30am to 10am.

Course Start Date: October 2023

Course Content

1. Course overview and introduction (live session, not recorded)
2. Introduction to planning and environmental law
3. Development plans
4. Strategic environmental assessment
5. Meaning of “development”
6. Planning applications
7. Grant of planning permission
8. Planning compensation
9. Compulsory acquisition
10. Planning appeals
11. Strategic development
12. Planning enforcement
13. Judicial review I + II
14. Environmental impact assessment (EIA)
15. Nature conservation
16. Substitute consent
17. Aarhus convention
18. Water management
19. Waste management
20. Environmental crime
21. Climate change and emissions
22. Two live online tutorials, one before Christmas and one toward the end of the course (live sessions, not recorded)
23. A view from the Bench – judicial speaker (live in-person session, not recorded)

Assessment and Accreditation

This is a professional development course. It is awarded independently by The Honorable Society of King's Inns and delivered by highly experienced practitioners in the field of Planning and Environmental Law

Key Responsibilities

The Co-ordinator will be required to coordinate all aspects of the day-to-day running of the Advanced Diploma in Planning and Environmental Law. The Co-ordinator will report to the Dean.

In addition to the duties and responsibilities listed below, the Co-ordinator will be required to perform other duties as may be assigned to him/her from time to time by the Dean.

Main Duties:

The duties of the successful applicant will include (but are not limited to):

- setting / updating the timetable for the Advanced Diploma;
- booking, co-ordinating and managing lecturers and guest speakers on an on-going basis;
- using e-learning software as directed by King's Inns; this will include facilitating the recording of the coordinator's own teaching for use in distance learning and the copyright of these recordings will be retained by King's Inns;
- setting the final assessment for students leading to the award of the advanced diploma by the Society;
- correcting and providing feedback on assessments in line with King's Inns policies;
- updating and revision of course manual and other educational materials the copyright of which will be retained by King's Inns;
- exercising quality control of assessment(s) and course materials drafted by other lecturers on the course;
- applying King's Inns Quality Assurance procedures in respect of all aspects of the course, including teaching;
- conducting all aspects of the administration of the course (including booking of lecturers; publication of lecturers' notes and course materials on Moodle; ensuring that course materials are delivered to students on time and in the requisite format);
- management of the Moodle course area for the subject;
- answering queries from students and prospective students specific to the course;
- setting and adhering to deadlines in line with the requirements of King's Inns, and ensuring that other members of the Advanced Diploma in Planning and Environmental Law faculty also adhere to those deadlines;
- engaging in the overall promotion and marketing of the Advanced Diploma in Planning and Environmental Law on an on- going basis;
- participation in and engagement with any training which may be provided.

Requirements, Skills, and Attributes

- Be a practising barrister with practice experience in Planning and Environmental Law;
- Be able to commit to the time required to co-ordinate the programme to ensure its delivery to the King's Inns standards;
- Possess experience of working with adult learners;
- Have excellent planning, organising and co-ordinating skills;
- Hold experience of carrying out organisational and administrative duties;
- Be a good communicator;
- Have good computer skills (including knowledge of the main programmes such as Word, PowerPoint, online legal databases and videoconferencing software);
- Be able to produce high quality materials to deadlines and to King's Inns' specification.

Desirable

- Possess experience of teaching law at third level or above;
- Possess experience of setting and marking assessments for adult learners;
- Experience of delivering educational material in a hybrid or online environment;
- Experience in using Moodle or a similar virtual learning environment.

How To Apply:

Submit a cover letter setting out how you meet the requirements along with your CV to hr@kingsinns.ie Your covering letter must not exceed 3 pages. Applications must be submitted by 1pm 13 July 2023.

Any queries on the role or application process can be sent to hr@kingsinns.ie

King's Inns is an Equal Opportunities Employer.

Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).