



CHIEF EXECUTIVE OFFICER

We are looking for a driven, passionate and ambitious individual to lead and build Women's Legal Service WA to become a sustainable, resilient, thriving and holistic gender specific service across Western Australia. Our mission is to provide legal services, education and advocacy to empower all women to make informed decisions and access just and equitable outcomes. As Chief Executive Officer you will be a first class, enthusiastic and results orientated leader with proven business development skills. You will be the driving force to achieve our strategic ambitions over the next four years, significantly increasing our capacity to serve those in need. The position would suit a mature and seasoned professional with demonstrated success in a leadership or management role either in the corporate, private, public or NGO sector, who is passionate about women's and gender issues.

ROLE DESCRIPTION

Reporting to the Board, the Chief Executive Officer (CEO) shapes and drives the strategic direction of Women's Legal Service WA (WLSWA) and works closely with key stakeholders (including government, corporate, philanthropic, academic and community) via the mantra of 'justice, strength, clients, change' to deliver exceptional programmes and initiatives to achieve justice for women in WA.



The CEO executes the Board approved strategy and leads all aspects of the group's operations with 'hands on' accountability for strategic planning, operational and financial management and stakeholder management. As the most senior leadership position in WLSWA, the CEO engenders respect for WLSWA's capabilities in setting the highest standard for our legal service, community programmes, education and advocacy initiatives.

The primary objectives of the CEO include:

1. Innovate new and sustainable funding sources to build holistic programmes on both a standalone and partnership basis which make a meaningful impact for women across the State.
2. Set strategic and operational direction to advance WLSWA's mission and objectives

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3. Position WLSWA as the leading Community Legal Centre and NFP in Western Australia relating to trauma informed legal services and supporting services.
 4. Lead WLSWA's programmes and initiatives, as well as impact assessment.
 5. Provide exceptional leadership to a high performing and committed team.
 6. Manage WLSWA's operations and performance with excellent business and financial discipline as well as governance and risk management.

It is anticipated that this role will comprise:

-  80% Business Development ie strategy and planning related activities; and
-  20% Operational Management tasks ie enabling processes.

ROLE DIMENSIONS

Headcount = 7FTE (plus interns & volunteers)

Annual budget = ~AUD\$1m

Employment type = Permanent (all WLSWA employment is always subject to available funding)

Hours = Full time

Reports to WLSWA Board with Board Chair being primary contact person






Direct Reports = 2

Stakeholders = sector, federal, state and local government, funding bodies, corporate, academic, philanthropic and community

RESPONSIBILITIES AND ACCOUNTABILITIES

STRATEGY AND PLANNING

Develop and execute strategic and operational plans, against targets and KPI's to successfully execute WLSWA's Vision, Mission and Strategic Plan.

-  Lead an organisation which supports, enhances and promotes justice for women in WA.
-  Partner with the Board to develop and evolve WLSWA's Vision, Mission and Strategic Plan (most recent plan runs 2019 - 2023).
-  Develop annual business development (funding and fundraising) plan and priorities e.g. flagship events, key donors, new funding sources, preparing and submitting funding applications and building relationships with funders, sponsors and donors. Highlight and proactively manage any funding risks. Execute against this Board approved plan. Build relationships with sponsors and donors.
-  Provide regular effective status reports and insights to the Board.
-  Identify and manage operational issues and risks, escalating to the Board as appropriate.

- ✚ Provide well-structured recommendations to the Board on opportunities for improvement, new initiatives or expand services aligned with WLSWA's strategic goals and alternative operating models that make a positive contribution to WSLWA and the communities it supports.
- ✚ Identify opportunities for collaboration and partnership with new and existing stakeholders.

ORGANISATION AND PEOPLE LEADERSHIP

Foster a positive and trust-based culture that inspires performance and collaboration

- ✚ Establish organisational structure and distribute accountabilities to ensure work is effectively performed.
- ✚ Attract and retain talented individuals that align with WLSWA's mission and values.
- ✚ Lead, mentor and develop team capability and provide development opportunities for high performers.
- ✚ Build an effective leadership team, who lead effectively across their areas of responsibility and who share collective organisational accountability. Invest in relationships with direct reports to ensure they feel empowered, trusted, supported and autonomous with their responsibilities.
- ✚ Set performance objectives and targets in line with WLSWA objectives. Monitor and evaluate performance against organisational objectives and provide constructive and timely feedback.
- ✚ Carry out annual performance appraisals for direct reports and ensure all WLSWA performance management reviews are completed on schedule.
- ✚ Provide remuneration recommendations for WLSWA team to the Board for consideration, in line with employment terms and conditions and budget forecast.

FINANCIAL & COMMERCIAL MANAGEMENT

Plan, develop, direct and control the financial and commercial activities of WLSWA

- ✚ Lead development of funding strategy with input from the Board.
- ✚ Implement strategies and plans for acquisition, continuation and development of additional funding streams.
- ✚ Submit funding applications and other measures that will ensure the sustainability of WLSWA.
- ✚ Manage funding contracts including funding allocation. Provide progress reports, budgets and other required documentation to funding bodies as well as overseeing qualitative and quantitative reporting.

- ✚ Strategic financial planning and forecasting in line with strategic plan and growth projections.
- ✚ Develop annual budgets and present to the Finance Administration and Operations Committee and Board for approval per agreed schedule.
- ✚ Oversee preparation of accurate monthly and annual financial management reports, annual accounts and preparations for audit.
- ✚ Ensure effective management of the organisation's cash flow in line with defined limits and to maximise financial outcomes.
- ✚ Seek opportunities to streamline processes and IT systems to continually reduce costs in delivering services financial viability and position of WLSWA.

STAKEHOLDER ENGAGEMENT

Proactively build and maintain effective partnerships with key stakeholder groups to best represent WLSWA's needs and consider the position of stakeholders

- ✚ Develop engagement plans to build and improve stakeholder relationships
- ✚ Engage WLSWA Board per agreed protocols, establishing an effective and efficient working relationship and providing strategic insights to support the Board's governance role.

BRAND & REPUTATION MANAGEMENT

Build and project a positive image of WLSWA that is highly visible across the WA

- ✚ Define and embed WLSWA brand and target position as a leading gender specific trauma informed state-wide Community Legal Centre.
- ✚ Develop and implement marketing, media and communications plan to raise WLSWA's profile and further strengthen WLSWA's brand as the only gender specific trauma informed Community Legal Centre in the State as well as being a leader in gender equity and women's empowerment across the community.

OPERATIONAL MANAGEMENT

Seek opportunities to drive continuous improvement and innovation

- ✚ Develop and embed effective operational policies, procedures, systems and controls to comply with regulatory frameworks, minimise operational risk and ensure WLSWA's sustainability.
- ✚ Implement efficient and effective governance. Promote sound governance processes within WLSWA including performance management, board reporting and regulatory compliance.

SKILLS, EXPERIENCE AND KNOWLEDGE

- ✚ The position would suit a mature and seasoned professional with demonstrated success in a leadership or management role either in the corporate, private, public or NGO sector, who is passionate about women's and gender issues.
- ✚ Tertiary and/or post graduate qualifications in an appropriate discipline for example business, education, research, NGO or commerce are highly desired.
- ✚ Candidates should have at least 10 years' prior work experience within government, academia, a corporate or an NGO.
- ✚ Proven skills in the areas of business development, fundraising, research and advocacy background, expertise in brand building both digital and traditional and impact assessment.
- ✚ Adept at fundraising - credible, passionate and persistent to be able to make the 'ask', develop mutually beneficial business cases and ensure value alignment across government, corporate and philanthropic stakeholders.
- ✚ Adept at fostering effective, multi-faceted relationships, building brand and reputation capital.
- ✚ Skilled at presentations, public speaking and media engagement as the 'public face' of WLSWA.
- ✚ Demonstrated capability to inspire, lead and develop staff to deliver organisational goals.
- ✚ Experienced and skilled in preparing and presenting reports while fostering effective and productive relationships with the Board.
- ✚ Demonstrated ability to review, develop and implement improved systems and processes to enhance the organisation's efficiency and effectiveness and successfully manage change.
- ✚ Experienced in strategic and operational planning skills, including planning and leading through change.
- ✚ Strong commercial and financial acumen, ability to develop business models to drive business success and ensure long term sustainability.
- ✚ Creative, able to leverage limited resources, and go beyond the status quo without compromising the soul of WLSWA.
- ✚ Commitment to social justice and the pursuit of women's equality. Understanding of and sensitivity to women from culturally and linguistically diverse backgrounds (including Aboriginal and Torres Straight Islanders).

REMUNERATION

A remuneration package reflecting the level of skill and experience brought to the position will be offered to the successful candidate.

ABOUT WLSWA

As a specialist not-for-profit Community Legal Centre, WLSWA is the only standalone Women's Legal Service in WA. It is a leader in the sector. WLSWA provides accessible legal services on a non-discriminatory and equitable basis to women facing disadvantage in Western Australia.

From a gender equality perspective, we work to redress inequalities in the legal system that adversely and disproportionately affect vulnerable women. This is particularly in respect of victim/survivors of domestic and family violence who need expert assistance in family law, child protection and compensation for criminal injuries. We advocate for clients and educate stakeholders about these issues, operating holistically to empower and assist women with the common legal issues that they face.

WLSWA embraces innovation in responding to emerging issues in the legal landscape and in pursuing social change and law reform to reduce inequalities, as well as promoting individual justice and safety.

We are seeking enthusiastic individuals who align with our Vision, Mission and Values.

VISION

Justice for Women

MISSION

We provide legal services, education and advocacy to empower all women to make informed decisions and access just and equitable outcomes.

VALUES

Justice: We promote equitable access to justice


Equality: We uphold gender equality and cultural diversity

Integrity: We work with honesty, professionalism and dedication

Leadership: We drive law reform and lead public debate

Respect: We care for our clients and each other

GUIDING PRINCIPLES

 We believe in equitable access to justice for all women. We are a state-wide legal service, guided by feminist principles and the principles embodied in the UN Convention on the elimination of all forms of discrimination against women.

- ✚ We advocate for women's legal rights taking into account the social, economic and cultural contexts in which women live.
- ✚ We recognise the barriers faced by women seeking fair and just outcomes through our legal system.
- ✚ We recognise and value the diversity of women and their different needs and choices.
- ✚ We acknowledge the injustices Aboriginal and Torres Strait Islander women have suffered and continue to suffer. We recognise their cultural needs and aspirations and we are committed to the process of reconciliation.
- ✚ We provide a high-quality, culturally appropriate service for Aboriginal and Torres Strait Islander women and women from culturally and linguistically diverse backgrounds.
- ✚ We are a model employer for women showcasing best practice in supporting and enhancing staff wellbeing.

STRATEGIC PRIORITIES

Justice – empower women to make informed choices

Strength – build our capability and sustainability

Clients – provide excellent customer service

Change – advocate for an equal and just future for women

WLSWA is at a critical stage of a strategic sustainability journey. Our 2019-2023 strategic plan includes plans for growth of services to meet our clients' needs and increasing client demand, securing alternative and sustainable sources of funding, realising efficiencies in our operations as well as expanding our volunteer program to expand our service delivery. We do all of this in the pursuit of making a difference to women in WA and to ensure we are advocating for an equal and just future for women in WA.

APPENDIX 1 – CANDIDATE COMPETENCY FRAMEWORK

BUSINESS ACUMEN

AND SETTING

STRATEGY

- ✚ Creates and articulates an inspiring long-term vision
- ✚ Aligns people and resources with strategy
- ✚ Thorough grasp of key drivers in sector and organisation where most value can be gained
- ✚ Financial acumen and commercial orientation
- ✚ Effectively uses data, analysis and judgment to solve problems
- ✚ Thinks independently and manages ambiguity
- ✚ Is comfortable taking calculated risks

EXECUTING FOR

RESULTS

- ✚ Sets clear and challenging goals
- ✚ Commits the organisation to improved performance
- ✚ Is accountable for driving timely results
- ✚ Drives impactful change within agreed timeframes
- ✚ Makes timely and effective decisions
- ✚ Ability to remain flexible and seek alternative options to problems
- ✚ Working to agreed KPI's to ensure results are delivered. Uses data to measure progress, reflect and pivot as need to ensure results.

PERSONAL

EFFECTIVENESS

- ✚ Approaches work with energy and passion
- ✚ Takes initiative
- ✚ Has desire to succeed and thrives on achieving stretch goals
- ✚ Aligns efforts to achieve target outcomes and manages conflicting priorities
- ✚ High level of self-awareness, and receptive to feedback and collaboration
- ✚ Negotiation skills, tact and diplomacy
- ✚ Ability to remain flexible and seek alternative options to problems
- ✚ Outstanding written and oral communication skills
- ✚ Strong interpersonal skills; ability to build relationships with senior stakeholders across business and government

LEADING TEAMS

- ✚ Recruits high-calibre individuals
- ✚ Motivates teams
- ✚ Sets priorities and delegates effectively

- ✚ Manages performance and makes difficult personnel decisions when needed
- ✚ Develops and coaches individuals
- ✚ Demonstrates tenacity and resilience

APPENDIX 2 – APPLICATION PROCESS

We strongly encourage applications from people from diverse backgrounds including Aboriginal and Torres Strait Islander, culturally and / or linguistically diverse backgrounds.

Please include in your application:

- ✚ A cover letter outlining your interest in the position and relevant skills; and
- ✚ A curriculum vitae (limited to 4 pages) outlining:
 - your contact details – phone and email
 - your experience including relevant employment specifically highlighting leadership experience, funding development experience, results orientation, strategy development and execution and PR/brand building experience together with qualifications

FURTHER QUESTIONS

For a confidential discussion about the position, please contact:

Zoe Henham
Chairperson
Women's Legal Service WA Inc
Ph: 0423 266 163

SUBMITTING YOUR APPLICATION

Applications should be submitted by email by the closing date of **Monday 10 February 2020** at 5pm WST.

Please note: screening and interviews may take place prior to the advertised close date. As such, please submit your application as soon as possible.

Please send your application to chairperson@wlswa.org.au with the subject line "Application: Executive Officer".

Receipt of all applications will be acknowledged by email. All applications will be treated in strictest confidence.

We look forward to hearing from you.