ACN 602 771 068

Job Description

Chief Executive Officer

1 Profile of Employer

Law Access is a registered DGR 1 Charity which has been delivering a state-wide pro bono legal referral service since 1 July 2015. The service assists some of the most vulnerable people in WA, who would otherwise be unable to obtain legal assistance.

Law Access receives requests for assistance from all over the State, in the areas of criminal, family and civil law, and match those who will most benefit from legal assistance, with lawyers willing to provide pro bono assistance.

Law Access allows limited pro bono resources to be utilised in the most effective way possible, assisting both applicants and the legal profession.

2 Role of the CEO

i. The Board delegates the day-to-day management of the organisation to the CEO.

ii. The CEO is responsible for ensuring Law Access operates efficiently and effectively and achieves the objectives of its Strategic Plan.

~~iii.~~ The CEO represents the organisation in key external fora and through the media and social media.

3 Communication and Reporting lines:

This role reports to:	Law Access Board through the Chair
This role works within delegated authority alongside:	Board, staff, stakeholders, volunteers.
Positions reporting to this role:	Principal Lawyer, Project Officer, contractors and volunteers.

4 Key Duties

4.1 Organisational Management and Development

- Manage all aspects of the day-to-day operations of Law Access including finance and audit, people, policies, data collection and analysis, risk, IT , Technology including our Wordpress Website, e-Tapestry CRM, our Filepro electronic file management system, communications, partnerships and revenue generation through grants, sponsorship and fundraising.
- Ensure Law Access develops and implements the strategic plan through development and delivery of annual plans and budgets.
- Undertake the regulatory compliance related roles of Company Secretary, Public Officer and Principal Executive Officer for Law Access.
- Develop sound business/financial plans to support applications for core and project funding.
- Ensure Law Access services and projects are designed and delivered in collaboration with our stakeholders and informed by applicant feedback and needs.
- Provide effective leadership and management to Law Access staff including recruitment, development and retention.
- Support the Board in the role of Company Secretary and Public officer. This role includes preparation of Board meetings and agenda papers and minutes, conducting an annual financial audit, maintenance of Company registers, reports to regulators (ATO, ACNC, DMIRS) and funders and to our Sole Member the Law Society of Western Australia.

4.2 Policy, Advocacy and Stakeholder Engagement

- Facilitate triannual meetings of the Stakeholder Advisory Committee which reports to the Board
- Represent Law Access in public fora including the Collaborative Services Planning Group, the Law Society's Access to justice Committee, The Legal Assistance Natural Disaster Planning Group,

the Protection and Care Advocacy network and other external groups as required.
- Facilitate quarterly meetings of the Law Access Pro Bono Coordinators' Committee
- Deliver our annual Walk for Justice event.
- Implementation of our Reward and Recognition strategy for pro bono lawyers and volunteers including certificates of appreciation and our End of Year Thank You Event

5 Key Selection Criteria

Demonstrated:

- Understanding and relevant experience of applicable governance and regulatory requirements.
- Understanding and commitment to working with Access to Justice and Social Justice issues including a demonstrated understanding of the provision of pro bono services and the community legal sector and related not for profit legal service providers.
- Excellent written and oral communication and interpersonal skills including relationship building skills, media and communication skills, presentation skills and negotiation skills.
- Ability to design and deliver appropriate projects and services in collaboration with our stakeholders and informed by stakeholder and applicant feedback and needs.
- Experience recruiting, developing and leading a small multidisciplinary team of employees and volunteers.
- Financial skills including, budget, grant and funding management abilities.
- Competence in the use of applicable technological platforms including social media platforms, Wordpress websites, electronic file management systems, Customer Record Management databases and the Microsoft Office suite.
- Relevant management, corporate governance and/or legal qualifications are desirable.

6 Salary and Conditions

Hours: 0.8 FTE or 30 hours per week

Salary: Negotiable based on the skills and experience of the successful candidate, the salary ranges from $124,000 to $130,000 and is pro-rated to between $99,200 and $104,000, plus superannuation.

Salary Packaging: PBI Salary Packaging is available.