

Position Description: CEO

Position Details

Position Title	CEO	Location	Kununurra or Broome
Employment Basis	Full time, permanent	Hours	0830 – 1700
Reports to	KCLS Board	Manages	KCLS Leadership Team; other staff and volunteers as required.

THE ORGANISATION

Kimberley Community Legal Service (KCLS) is an independent, not-for-profit community legal service that provides free legal, financial counselling and social work support services to financially disadvantaged and vulnerable people in the Kimberley region of Western Australia.

KCLS is the largest remotely located civil law service in Australia, and 84 per cent of our clients are Aboriginal. We operate across the Kimberley region from our offices in Kununurra and Broome, servicing urban and remote towns and communities.

OUR MISSION

To support and empower Kimberley people and communities to understand their rights and responsibilities, and to overcome injustice.

OUR VISION

Dignity and justice for all people in the Kimberley.

OUR VALUES

- Empathy and Respect - We will be understanding and non-judgmental, and will treat all people with acceptance and dignity, respecting culture, social and individual values and differences.
- Dedication and Commitment - We will be proactive, organised, committed to excellence, and persistent in our work, driven by client needs and the pursuit of social justice.
- Integrity and Honesty - We will be honest, fair and transparent in our dealings and will be accountable for our actions and commitments.
- Teamwork and Collaboration - We will support each other and foster teamwork in the workplace and collaborative partnerships to achieve our mission.
- Improvement and Innovation - We will always seek to improve what we do, welcome feedback and explore innovative approaches.

KEY RESPONSIBILITIES

The CEO is responsible and accountable for the overall leadership and sound management of the organisation and achievement of the strategic plan. The CEO reports directly to the KCLS Board and will work with the KCLS Leadership Team to ensure the delivery of the organisation's mission to the highest possible standard.

1. Organisational Leadership:

- 1.1. Ensure the KCLS Strategic Plan is implemented and work closely with the KCLS Board to inform the strategic development of the organisation.
- 1.2. Develop and implement annual plans and budgets to ensure the effective achievement of the Strategic Plan.
- 1.3. Identify, develop and implement proposals for new services and projects, innovations and strategic partnerships to advance KCLS mission and Strategic Plan.
- 1.4. Establish and maintain strong and constructive external stakeholder relationships, effective program partnerships and community engagement.
- 1.5. Contribute to the development and management of new and diversified sources of funding for KCLS.
- 1.6. Ensure KCLS' systems, assets, finances, and operations effectively support KCLS' objectives.
- 1.7. Represent KCLS in external forums, including state and national peak bodies, media, and other significant bodies to achieve organisational objectives and enhance the organisation's reputation and profile and ensure accuracy of organisational communications including KCLS website.

2. Staff Development:

- 2.1. Lead and maintain an effective workplace culture focused on strength-based approaches and empowering staff to develop their full potential.
- 2.2. Guide the Leadership Team to ensure high performance and cohesion across a multidisciplinary team.
- 2.3. Ensure KCLS' staff structures, policies and recruitment are well adapted to attract and retain high calibre staff to achieve KCLS' objectives.
- 2.4. Set KPIs and deliver performance reviews for the Leadership Team members and other direct reports, to ensure their outstanding performance, personal development and wellbeing.

3. Governance:

- 3.1. Ensure the integrity (legal, ethical and risk management) of KCLS operations, including legal compliance, contractual obligations, and advanced practices for management of workplace safety, digital security and other risk management areas.
- 3.2. Review and maintain policies and procedures necessary for effective and efficient organisational governance.
- 3.3. Support the development and functioning of the KCLS Board through transparent and inclusive decision making, strategic planning and effective communications, including between the KCLS Board and staff team and the wider KCLS membership.
- 3.4. Ensure that the KCLS Board is provided with timely and high-quality reports and papers well in advance of Board meetings.
- 3.5. Ensure that the KCLS Board is well, and fully, informed of the functioning of the organisation, including proactively advising of actual and potential risks as well as opportunities, including partnerships, collaboration, service development and systemic advocacy.

SELECTION CRITERIA

Essential

1. Sound knowledge, understanding and commitment to principles of social justice, community development and working effectively with Aboriginal people and communities, particularly in the context of the Kimberley region.
2. Significant experience in service planning, management and development including organisational and strategic planning, policy development, statutory and legislative compliance, and financial management.
3. Effective people management skills with an inclusive, consultative and empowering approach to leadership and staff development.
4. High level communication capabilities with demonstrated application in diverse settings and complex stakeholder environments.
5. Experience in managing funding contracts and developing successful funding applications in response to identification and analysis of community and service development priorities and needs.
6. Demonstrated ability to work independently in a self-directed and self-motivated manner, while also facilitating a team-based working environment in a multi-disciplinary setting.
7. Tertiary qualification in a relevant discipline and/or experience in a community legal centre or similar and/or experience working effectively with a Board of Management in a community-based organisation.

Desirable

1. Knowledge of current and historical issues affecting the Kimberley region and its communities.