

Project Manager

Circle Green Community Legal

We are recruiting a Project Manager to lead the Workplace Sexual Harassment and Discrimination Legal Services Project. Circle Green Community Legal is the lead agency delivering the Workplace Sexual Harassment and Discrimination Legal Services Project in Western Australia. This is part of the government's response to the Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces Report.

The Project Manager will oversee, coordinate, implement, communicate, and collaborate to achieve the Workplace Sexual Harassment and Discrimination Legal Services Project objectives, and will report to the CEO and Managing Solicitor.

Working independently and as part of the Workplace team, the Project Manager will be a dynamic individual who is a 'connector' and is able to think outside the box to find solutions for complex problems. They will be able to engage and influence various individuals and groups and will supervise and manage an Administration Assistant and Contractors.

About the Project

In its May 2021 Budget, the Commonwealth announced it would be providing \$5.514 million in funding to Western Australia over a four-year period (2021-22 to 2024-2025) for the provision of legal assistance services for people experiencing workplace sexual harassment or discrimination. Specifically, in response to Recommendation 53 of the Australian Human Rights Commission's Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces.

Recommendation 53: All Australian governments provide increased and recurrent funding to community legal centres, Aboriginal and Torres Strait Islander Legal Services, and legal aid commissions to provide legal advice and assistance to vulnerable workers who experience sexual harassment, considering the needs of workers facing intersectional discrimination.

Circle Green Community Legal is the lead agency delivering the Workplace Sexual Harassment and Discrimination Legal Services Project (Project) in Western Australia.

Workplace Sexual Harassment and Discrimination Legal Services - Project Objectives

- Identifying current or emerging legal need;
- Developing responsive intake pathways;
- Delivering legal advice and legal assistance services;
- Delivering community legal education;
- Developing pro bono resources;
- Capacity building within the legal assistance sector; and
- Undertaking project outcomes measurement, impact, and evaluation.

Responsibilities

Project Management and Delivery

- Lead the Project in consultation with Project Working Group members, Circle Green staff, and stakeholders;
- Develop, monitor, and implement the Project Plan including all elements of the Project proposal and responding to changing contexts as required;
- Ensure the Project is managed and delivered efficiently, effectively, on time, and within budget—achieving Project Objectives;
- Engage, coordinate, and manage contracts with stakeholders, consultants, vendors, and suppliers by assigning tasks and communicating expected deliverables;
- Support other Circle Green Community Legal staff and volunteers in contributing to the Project;
- Develop and implement Project related materials with the support of Circle Green staff; and
- Other duties as directed from time to time.

Engagement and Collaboration

- Work closely with and receive guidance from the Managing Solicitor - Workplace in relation to the needs and requirements of the legal practice to achieve the Project;
- Engage community service providers, obtaining and supporting their active engagement in the Project;
- Support the Project Working Group; and
- In consultation with members, identify, develop, and deliver project activities, events, and training to meet the projects objectives.

Representation and advocacy

- Represent Circle Green and the sector effectively in external forums; and
- Participate in community legal sector forums and projects as needed.

Team Responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values;
- Participate in relevant Circle Green Community Legal team meetings and planning and review activities; and
- Carry out other duties, consistent with the role, as directed by the Managing Solicitor – Workplace or CEO.

Position Details

Reporting:	CEO and Managing Solicitor – Workplace.
Direct Reports:	Administration Assistant and Contractors.
Location:	This role is based in Perth. However, travel within Western Australia is required.
Duration:	Maximum term of 4 years (subject to funding)
Hours:	This is a full-time role (37.5 hours week), but we are willing to consider flexible working arrangements, including up to 0.8 full-time equivalent.

Salary: Base salary of \$92,000 - \$97,000 depending on experience plus 10% superannuation, additional end of year paid leave, and salary packaging up to \$15,900 per year.

Classification: Level 6 Social, Community, Home Care and Disability Services Industry Award 2010.

About Circle Green

Circle Green Community Legal (Circle Green) is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach and support.

Circle Green Community Legal services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Circle Green Community Legal was formed by a merger of three established and reputable specialist community legal centres in Western Australia; the Employment Law Centre of WA, The Humanitarian Group, and Tenancy WA on 1 October 2020.

Our vision

Accessible justice.

To create a system, place, and space to ensure a safety net of world-class legal advice, education, and advocacy in our specialist fields.

Our values

It must be fair, it must be equitable – We are committed to creating access and inclusion to legal advice, education and advocacy so human and social rights can be upheld.

Our support is holistic – We do not process clients through linear legal advice. We create the space and system for a wraparound support that addresses client needs.

We collaborate for change – We are stronger together. We create the space for collaboration with our partners, our staff, our stakeholders, and with government and our clients. We hold this space, and welcome in partners who can help create better access and permanent solutions.

We get back up – We accept uncertainty, accept challenges time and again, and create a support system for each other so we can create a better world.

This is how we fight for access to justice for all.

Selection Criteria

Skills and Experience

- A strong track record of successfully managing projects, inclusive of development, implementation, evaluation, and reporting, preferably in the community sector;
- Ability to cultivate strong relationships with proven experience in successfully consulting and engaging internal and external stakeholders in collaborative initiatives;

- Ability to meet project deliverables and deadlines, adapting quickly and effectively to changing contexts;
- Manage project staff and support the contribution and engagement of others involved in a project;
- Excellent communication skills with demonstrated experience in writing project reports; and
- Commitment to social justice and human rights.

Desirable

- Understanding of legal practice legal professional requirements and regulatory obligations; and
- Experience in the community sector or community legal sectors desirable.

Successful applicants will also need a current Full Australian Driver's License, a satisfactory National Police Check and proof of COVID-19 vaccination (or exemption).

Application Process

For a confidential conversation regarding this role, please contact Tara Roopra, HR Consultant, Talenting on 08 6219 7102. Alternatively, you can email your query to recruitment@talenting.com.au.

If you are interested in applying for the Project Manager position, please submit a copy of your current resume and a cover letter of no more than 2 pages:

- Specifying if you are interested in a **full time or part time** position; and
- Outlining your suitability for the position in the context of the role.

Applications close by **11.59pm, Sunday 13th February 2022**. Applications which do not address the selection criteria may not be considered. Interviews may commence prior to the closing date, and an appointment be made, so early applications are encouraged.

Through the selection process, shortlisted candidates will initially be asked to provide samples of previous work and attend interviews. Shortlisted candidates may also be requested to undertake psychometric assessments, undergo criminal history screening and provide information on their work rights in Australia.