

POSITION DESCRIPTION

Position:	EXECUTIVE OFFICER
Location:	Dubbo, New South Wales
Award:	Social, Community, Home Care and Disability Award 2010 (SCHADS) Level 8
Status:	Permanent, Full-time 35 hours per week, subject to ongoing funding.
Work Hours:	9:00 am to 4.30 pm (30 min lunch break)
Salary:	\$135,000 – \$142,000 per annum (depending on experience) plus superannuation. Fringe benefits, packaging available, relocation stipend negotiable.
Conditions	Probationary period six (6) months
Responsible to	Direct: Chairperson of Management Committee

Organisation Overview

Western NSW Community Legal Centre (WNSWCLC) is a not-for-profit organisation dedicated to promoting access to justice for people experiencing disadvantage across Western New South Wales. We offer free legal advice, representation, community education, and referrals to ensure our communities are informed, supported, and empowered.

Based in Dubbo, our team delivers regular outreach to more than a dozen regional and remote communities, including Bourke, Mudgee, Walgett, Lightning Ridge, Cobar, Nyngan, and local correctional centres.

The specialist unit, Western Women's Legal Support (WWLS), plays a vital role in supporting women and their children affected by domestic and family violence. WWLS provides culturally safe, trauma-informed legal and non-legal support to help clients move forward with confidence and safety.

WNSWCLC is committed to working with compassion, respect, and a non-judgmental approach to ensure every client feels heard and supported. We also advocate for systemic change through law reform and empower the community through legal education.

Position Overview

The Executive Officer (EO) is the most senior employee of WNSWCLC and the organisation's primary leader. Accountable to the volunteer Management Committee, the EO provides consultative leadership that is strategic, reasoned, ethical, and compassionate, using integrity, clear communication, long-term thinking, and the best available evidence to fulfil the organisation's work and meet its goals.

The EO holds primary responsibility for the overall management of WNSWCLC, with a particular focus on developing its strategic direction and policy framework in collaboration with staff and the Committee. As the organisation's main external face, the EO leads communications, manages key stakeholder relationships, and ensures adequate and sustainable funding across all programmes.

Grounded in a deep commitment to access to justice, community leadership, and organisational excellence, the role aims to:

- Lead the strategic direction of WNSWCLC, ensuring the organisation remains responsive, well-governed, and financially sustainable in delivering free legal services to people experiencing disadvantage across Western NSW.
- Champion a culture of excellence, learning, and wellbeing that attracts and retains high-quality staff and volunteers and supports them to perform at their best.
- Build and maintain strong relationships with funders, government, community organisations, and the legal sector to advance the mission of WNSWCLC and ensure continued programme delivery.
- Ensure rigorous compliance with all legal, statutory, and funding obligations, supporting the Principal Solicitors in managing the legal practice and the Committee in fulfilling its governance responsibilities.
- Contribute to culturally safe, inclusive, and high-quality service delivery for disadvantaged communities across the region, including Aboriginal and Torres Strait Islander peoples, people experiencing domestic violence, and those in regional, rural, and remote areas.

Duties and Responsibilities

1. Strategic Planning and Implementation

1. Oversee the development of organisational and strategic priorities in collaboration with the Committee and staff, in line with WNSWCLC values.
2. Develop and maintain a 3-year Strategic Plan, approved by the Committee, documenting strategies for achieving organisational priorities.
3. Develop annual work plans consistent with the Strategic Plan's agreed objectives.
4. Regularly review organisational priorities and strategic objectives; develop work plans and policies to address current and future trends affecting WNSWCLC.
5. Monitor and report to the Committee on WNSWCLC performance against its Strategic Plan and annual work plans.

2. Communications: Promote WNSWCLC and Develop Stakeholder

Relationships

6. Implement, maintain, review, and update the WNSWCLC communication strategy.
7. Raise awareness of and promote WNSWCLC's activities to strengthen its profile in the community and the broader sector.
8. Engage and develop constructive, collaborative relationships with all stakeholders, including community organisations, local service providers, funders, State and Federal MPs, and pro bono legal practices.
9. Develop and maintain constructive relationships with the media: television, radio, social media, and print.
10. Maintain all WNSWCLC social media accounts.
11. Ensure the WNSWCLC website is relevant and updated regularly.

3. Programme Management and Service Delivery

12. Ensure optimum service delivery across all programmes operated by WNSWCLC.
13. Ensure staffing, data collection, reporting documentation, and funding requirements for each programme are met.
14. Liaise with funding bodies, stakeholders, and partner agencies to ensure effective delivery of all programmes.

4. Compliance and Oversight

15. Ensure all legal, organisational, and statutory requirements are met in consultation with the Committee and Principal Solicitors.
16. Ensure all ATO and Superannuation obligations are met within the correct timeframes.
17. Ensure membership with Community Legal Centres NSW and Community Legal Centres Australia is current at all times.
18. Support the Principal Solicitors in managing the legal practice of WNSWCLC.
19. Ensure all requirements of being a Public Benevolent Institution registered with the Australian Charities and Not-for-Profits Commission (ACNC), and a Deductible Gift Recipient (DGR) are met.
20. Ensure all requirements of being an incorporated association under NSW law are met.
21. Ensure all requirements in funding agreements, service agreements (including lease and telephone contracts), and other legal and contractual obligations are met.
22. Review, develop, implement, and update WNSWCLC policies and procedures as required.

5. Staffing

23. Cultivate a working environment with a culture of excellence, learning, and well-being that supports the retention of staff and volunteers.

24. Ensure optimum staffing levels are maintained at all times.
25. Effectively manage staff in accordance with approved policies and procedures, including recruitment, performance management, conflict resolution, and, where necessary, termination as directed by the Committee.
26. Oversee the coordination of staff supervision, annual appraisals, training, and professional development.
27. Attend and lead staff and team meetings.
28. Ensure that accurate employment records are maintained.
29. Facilitate the onboarding and orientation of new employees, including background checks and workstation arrangements.

6. Financial Management

30. Interpret and communicate financial accounts and budgets across multiple funding channels and reporting formats.
31. Develop an annual budget in collaboration with the Committee and senior staff, and submit it for Committee approval.
32. Ensure all financial controls established by the Committee are implemented.
33. Regularly review profit and loss against budget to ensure WNSWCLC operates within its approved budget.
34. Provide prompt, thorough, and accurate financial information to keep the Committee appropriately informed of the organisation's financial position.
35. Develop and monitor strategies for ensuring the long-term financial viability of WNSWCLC.

7. Funding, Grants and Fundraising

36. Ensure WNSWCLC maintains current funding levels.

37. In consultation with the Committee and staff, identify new funding sources (including non-government and philanthropic sources), establish strategies to approach them, and prepare funding submissions for new or extended services.
38. Ensure WNSWCLC is compliant with all fundraising requirements.
39. Develop and implement a fundraising strategy for WNSWCLC.

8. Resourcing the Management Committee and Maintaining Incorporation

40. Provide the Committee with relevant, thorough, and timely information, ensuring all necessary materials are available.
41. Attend all Committee meetings unless otherwise directed.
42. Maintain all records relevant to the Committee, including minutes and briefing papers, and oversee resulting actions.
43. Maintain all requirements of incorporation with NSW Fair Trading.
44. Support the governance of WNSWCLC as directed by the Committee.
45. Communicate information effectively between the Committee and staff.
46. Support the Committee's review and evaluation processes of the EO.

9. Organisation Expectations

At WNSWCLC, every team member plays a vital role in building a fairer, more just society. As part of our leadership team, you will be expected to:

- **Live Our Values:** Demonstrate your commitment to justice, equity, and compassion through your daily actions and decisions, embodying WNSWCLC's core values of respect, integrity, and community.
- **Uphold Standards:** Comply with all WNSWCLC policies and procedures, ensuring your work meets the highest professional and ethical standards.
- **Work Collaboratively:** Lead and participate in a supportive, multi-disciplinary team where knowledge-sharing, empathy, and mutual respect are central to how we work.

- **Contribute to Growth:** Participate in developing, reviewing, and refining WNSWCLC policies and practices, ensuring the organisation evolves to meet community needs.
- **Stay Accountable:** Collect data and prepare timely, accurate reports in line with the Centre's requirements and obligations to funders and the Committee.
- **Engage with Governance:** Support and resource the Management Committee to ensure they are well-informed and able to fulfil their governance responsibilities effectively.
- **Pitch In Where Needed:** Assist with day-to-day administrative tasks and organisational functions as required, because no task is too small when it supports the greater good.
- **Support Rural Access to Justice:** Travel independently to rural and remote communities across Western NSW, and to Sydney, as required, including overnight stays.
- **Stay Adaptable:** Take on additional duties as needed, showing flexibility and commitment to the evolving needs of the Centre and the communities it serves.
- **Respect Client Privacy:** Strictly adhere to the Centre's Information Barrier policy and procedures to safeguard the confidentiality and privacy of all clients.

Selection Criteria

Essential

1. Demonstrated experience in high-level management of staff and budgets, policy development and implementation, and setting strategic direction.
2. Tertiary qualifications in a relevant discipline (law, business, public administration, social science, or equivalent).
3. Demonstrated experience working in, or a thorough understanding of, the requirements of working within a not-for-profit organisation.

4. Demonstrated understanding of, and commitment to, social justice for marginalised people, particularly Aboriginal and Torres Strait Islander peoples, and those experiencing economic, social, and cultural disadvantage and lack of access to legal services.
5. Demonstrated comprehensive knowledge of statutory and compliance requirements applicable to not-for-profit organisations.
6. Experience working with or for volunteer committees in the community services sector.
7. Demonstrated experience or capacity to lead and implement organisational change.
8. High-level oral and written communication skills, including report writing, stakeholder engagement, and the ability to represent the organisation at a senior level.
9. Demonstrated experience in sourcing grants and funding streams, developing budgets, and monitoring funder compliance requirements.
10. Ability and commitment to travel to Sydney and regional/remote areas as required, including overnight stays.
11. Hold a current NSW driver's licence.

Desirable

12. Experience in a chief executive, executive director, or equivalent senior leadership role in the community, legal or not-for-profit sector.
13. Experience working with, or within, communities in Western NSW or similar regional/remote areas.
14. Demonstrated experience in fundraising strategy development and implementation.

CERTIFICATION

WNSWCLC AUTHORISED OFFICER

I have reviewed and confirmed that this Position Description accurately reflects the role requirements.

Full Name	
Position	
Signature	
Date	

EMPLOYEE

I have read and agree to the duties and responsibilities outlined above. I acknowledge that this document indicates the role and that I may be required to perform additional duties aligned to my skills and capabilities, as needed.

Full Name	
Position	
Signature	
Date	

This job description may be reviewed from time to time and/or in conjunction with your performance reviews.

Development Date	Review Date	Next Review Date
July 2023	June 2025	