

Position Description	
Position title	Deputy CEO
Position reports to	CEO
Position supervises	People and Culture Manager, Finance Manager, Business Operations Manager, Operations Lead and Principal Lawyer - Operations and Governance.
Position works in close collaboration with	Organisational Leadership Team (OLT), Justice Connect Senior Staff and Operations Team.
Employment status	Full time, fixed-term parental leave contract from early Dec 2026 to 28 Jan 2028
Hours	37.5 hours per week
Salary	\$200,000 per annum, plus superannuation (paid according to statutory requirement), with annual leave loading and generous salary packaging options
Location	Justice Connect's Adelaide office, South Australia with regular nationally travel as required. (hybrid working model: 40% time spent in the office across the month).

About the Role

We recently announced that JusticeNet will be merging with Justice Connect, combining complementary services and expertise to help more people access free legal support when they need it most. This is a defining moment for Justice Connect as two respected legal assistance organisations have come together to strengthen and expand access to justice across Australia, including in South Australia and the Northern Territory.

The Deputy CEO role carries broad responsibilities for enterprise leadership, stakeholder stewardship and representing Justice Connect in South Australia and the Northern Territory, together with executive responsibility for Finance, People & Culture, IT and Operations. The role is based in South Australia with travel 2-3 times per quarter as required.

Reporting Relationship

The Deputy CEO will report directly to the CEO and will be a member of the Organisational Leadership Team. The role will exercise significant delegated authority across its areas of responsibility and contribute to organisational leadership, planning and implementation across Justice Connect. In addition to their substantive portfolio responsibilities, the Deputy CEO may lead enterprise initiatives or act on behalf of the CEO under delegation. The Deputy CEO will initially have a significant focus on organisational integration and establishing Justice Connect's long-term presence in South Australia and the Northern Territory. As these priorities mature, the role will continue to evolve in response to organisational needs and strategic priorities.

Key Responsibilities

Enterprise Leadership

- Takes an organisation-wide perspective, placing the interests of Justice Connect ahead of portfolio priorities.

- Contributes to organisational leadership, planning and executive decision-making. Drives alignment, accountability and effective risk management across organisational priorities, teams and functions.
- Oversees Justice Connect's organisational policy framework, ensuring policies are current, fit for purpose and support effective governance and organisational practice.
- Supports effective Board governance, including coordination of Board processes, reporting and governance requirements.
- Leads enterprise initiatives and organisational priorities under delegated authority or as requested by the CEO, including representing Justice Connect on behalf of the CEO when required.

Organisational Performance and Sustainability

- Leads financial management and performance, ensuring effective financial planning, resource allocation and stewardship to support organisational priorities, sustainability and growth.
- Provides leadership in fundraising, securing and stewarding diverse funding streams to strengthen Justice Connect's financial sustainability and resilience.
- Leads People & Culture, ensuring Justice Connect has the workforce, organisational capability and people systems required to deliver its strategy, and support change and growth.
- Ensures effective stewardship of technology and information systems, supporting organisational effectiveness, integration and growth, with appropriate oversight of cyber security and risk.
- Leads organisational operations, ensuring effective systems, processes and operational capability support service delivery, JusticeNet integration and organisational performance.

JusticeNet Integration & Organisational Transition

- Leads the integration of JusticeNet and Justice Connect, bringing together people, systems, processes and operations to deliver a successful integration.
- Ensures organisational capability, systems and operational functions are aligned to support successful integration and long-term organisational performance.
- Maintains continuity, stability and organisational effectiveness throughout the integration period.

Regional Leadership: South Australia and Northern Territory

- Provides executive leadership for Justice Connect's work in South Australia and the Northern Territory, ensuring its sustainability, growth and long-term success.
- Builds and maintains strong relationships with key stakeholders, partners, funders and sector leaders across South Australia and the Northern Territory.
- Strengthens Justice Connect's profile, influence and strategic partnerships across South Australia and the Northern Territory.

Organisational contribution:

- Contribute to Justice Connect's Reconciliation Action Plan and inclusion initiatives.
- Support organisational learning by sharing insights and trends.
- Participate in cross-team projects or collaborations as needed.
- Demonstrate behaviours aligned with Justice Connect's values and expectations.

Workplace health and safety:

- Lead, promote, and maintain a safe work environment and culture, ensuring compliance with WH&S laws, policies, and procedures, and proactively identify and mitigate WH&S risk within the workplace.
- The Deputy CEO will undertake other responsibilities consistent with the scope and intent of the role, as agreed with the CEO.

Selection Criteria

Qualifications

Essential

- Tertiary qualifications in a relevant discipline such as business, management, public administration, governance, law or a related field.
- Demonstrated commitment to the values of social justice, equity and access to justice.

Valued

- Postgraduate qualifications in management, leadership, governance, business administration or a related field.
- Qualifications or formal training in organisational change, transformation, governance or leadership.
- Admission as a legal practitioner and/or experience working within the legal assistance, community services or not-for-profit sectors.

Technical Expertise

Essential

- Executive leadership across multiple organisational functions, including finance, people and culture, operations, governance and organisational performance.
- Financial stewardship, budgeting and resource allocation in a complex organisational environment.
- Governance and risk management, including Board reporting and organisational policy oversight.
- Leading organisational change, integration, transformation or large-scale improvement initiatives.

Valued

- Legal experience, particularly in designing and leading legal assistance service delivery.
- Familiarity with the legal profession members and regulators.

Experience

Essential

- Significant senior executive leadership experience with responsibility for organisational performance, sustainability and strategic delivery.
- Demonstrated success leading organisations, teams or major functions through significant organisational change, transformation, merger, integration or restructuring.
- Experience exercising whole-of-organisation stewardship across multiple functions and balancing strategic, operational and organisational priorities.
- Experience leading and developing senior leaders and multidisciplinary teams.
- Experience building and maintaining trusted relationships with senior stakeholders, including government, funders, partners and boards.
- Demonstrated success in fundraising and revenue generation, including developing and stewarding relationships with major donors, philanthropic funders, trusts, foundations and funding partners.
- Experience leading donor engagement, strategic communications and stakeholder stewardship activities that support organisational sustainability and growth.
- Experience overseeing or working closely with finance, people and culture, technology, governance and operational functions.

Valued

- Experience in the legal assistance, community, not-for-profit or public sectors.
- Experience securing and managing significant government funding agreements or major philanthropic partnerships.
- Experience with impact investing, social finance, outcomes-based funding models or other innovative funding mechanisms.
- Experience representing an organisation publicly and influencing sector outcomes.
- Experience leading geographically dispersed teams or operations across multiple jurisdictions.
- Experience in legal service delivery, legal practice or leadership of legal services.

Knowledge, Skills and Attributes

Essential

- Proven ability to lead people through periods of uncertainty, change and organisational transition while maintaining engagement, stability and performance.
- Demonstrated capability to cultivate, steward and grow relationships with donors, philanthropists, strategic partners and funding stakeholders.
- Excellent strategic thinking, judgement and decision-making skills, including balancing risk, opportunity and competing priorities.
- Highly developed stakeholder engagement, influencing and relationship management skills, with the ability to build credibility at Board, executive, government and sector leadership levels.
- Strong financial acumen and understanding of organisational sustainability, funding diversification and resource stewardship.
- Demonstrated resilience, adaptability and political acumen in complex and evolving environments.
- Strong communication and advocacy skills, including the ability to represent the organisation with confidence and credibility internally and externally.
- Commitment to collaborative leadership, organisational learning, inclusion and continuous improvement.
- Alignment with Justice Connect's values and commitment to improving access to justice.