

POSITION DESCRIPTION

Executive Officer



Reporting to: Chief Executive Officer
Classification: MEA 5 (Corporate Stream)
Direct Reports: Nil

Women's Legal Centre

The Women's Legal Centre (WLC) is a specialist community legal centre. Our vision is that women are safe, strong and in control of their lives. Our mission is to use the legal system to improve women's lives and advance gender equality.

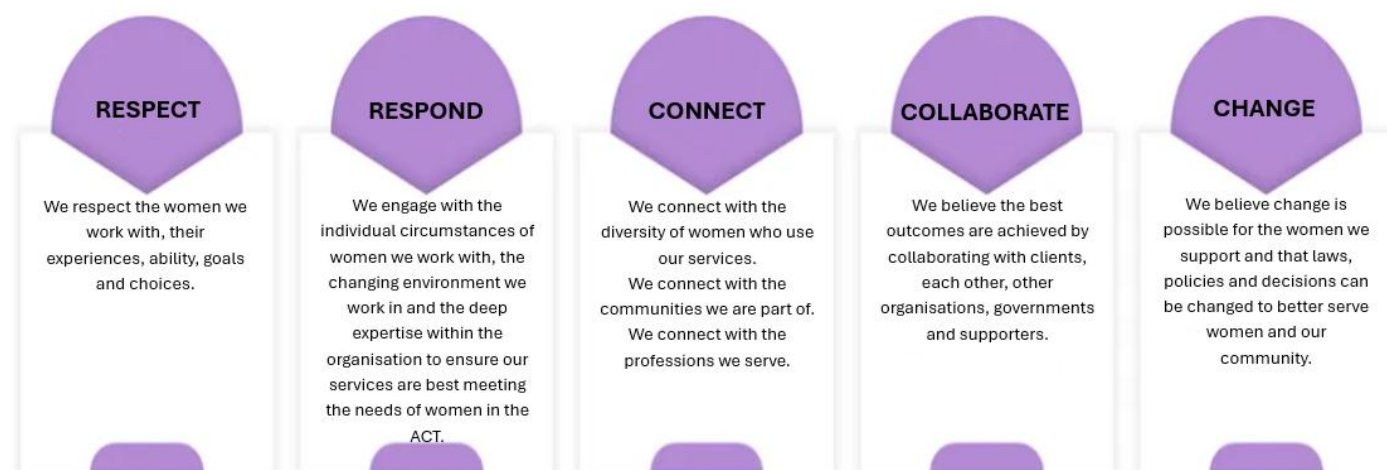
WLC provides assistance to women, trans and gender diverse people.

WLC's legal practice areas include Family Law, Employment, Discrimination and Sexual Harassment, Migration and the Sexual Violence Legal Service. WLC also includes the Mulleun Mura Access to Justice Program, which is a specialist program for First Nations women, led and delivered by First Nations women.

WLC provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation, and litigation. WLC works on the basis of an intersectional feminist philosophy, which includes a deep commitment to trauma informed practice. To do this, we provide legal services within a multidisciplinary and integrated service model that incorporates social work, cultural supports and collaborative service models, to provide wrap-around support to the most at-risk clients. WLC also prioritises working in partnership and delivering services in collaboration with health and community-based services.

WLC is committed to building community capacity to understand and respond to gender-based violence and discrimination, and to being a visible and strong advocate for accountability and structural reform. WLC provides expert input into law, policy development and reform, and builds capability within government and the wider community to achieve deeper systems and cultural change.

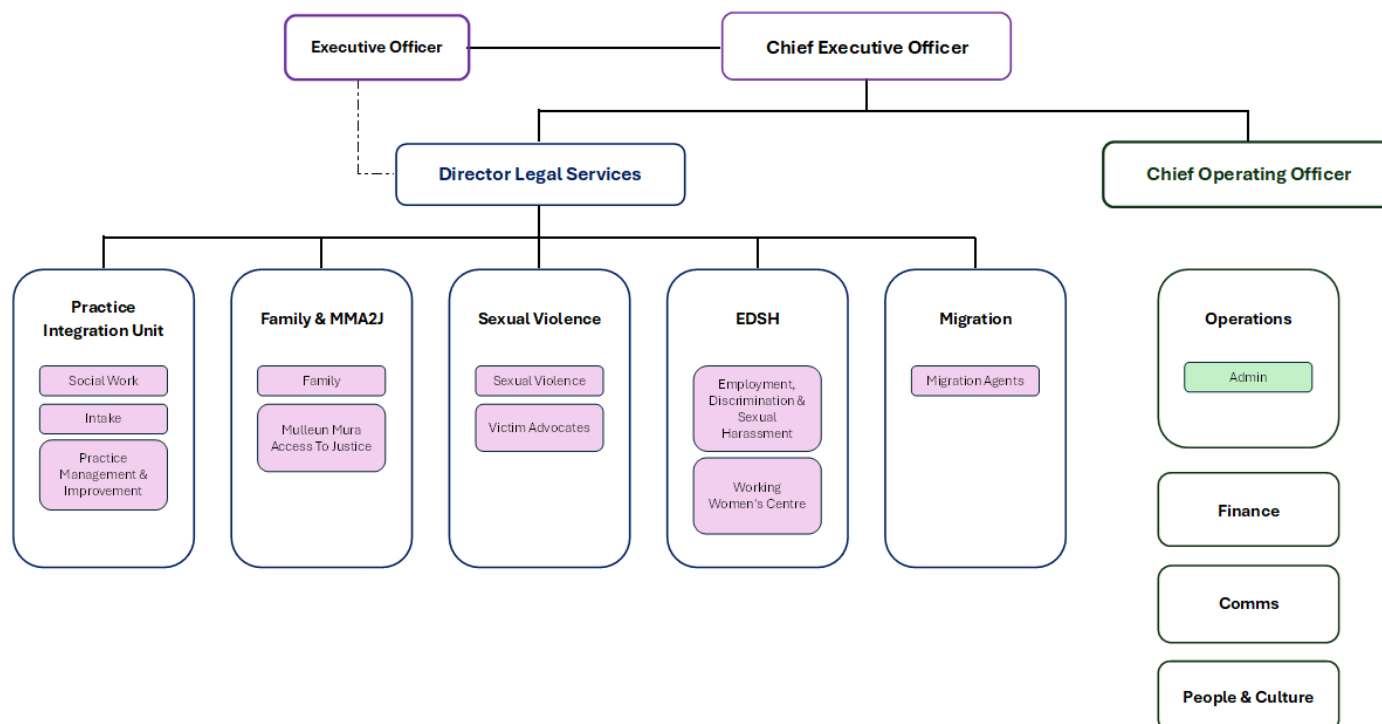
Organisational Values



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Organisational Structure



Role Description

The Executive Officer provides high-quality executive coordination, governance, organisational planning and strategic advice to the Chief Executive Officer, and provides support to the Director Legal Services.

The position supports the effective operation of the executive office by coordinating priorities, managing information and workflows, supporting Board and governance processes, and maintaining productive relationships with internal and external stakeholders.

Working with a high degree of discretion, initiative and judgement, the Executive Officer helps translate strategic priorities into coordinated actions and ensures that commitments, decisions and reporting requirements are progressed effectively.

This is a mid-level role requiring strong organisational, communication and relationship-management capabilities. The position does not hold executive decision-making authority but is expected to exercise high-level judgement, identify emerging issues, appropriately manage sensitive organisational information and work independently within agreed parameters

Executive Coordination and Advice

- Provide trusted advice to the CEO and Executive Leadership Team (ELT) on complex and emerging organisational risks, opportunities and operational governance matters
- Coordinate executive priorities, briefings and organisational initiatives
- Prepare briefings, correspondence, presentations and other materials to support executive decision-making
- Identify and escalate matters requiring CEO or ELT consideration
- Perform other duties within your capabilities as directed

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Governance and Board Support

- Support the CEO, Board and Committees to deliver WLC's mission, vision and strategic priorities
- Coordinate the development, quality assurance and timely delivery of Board and Committee papers, agendas, prepare minutes and maintain action registers
- Monitor and coordinate follow-up of Board and Committee decisions and actions
- Manage the Centre's governance policy framework, including the Constitution and governance policies
- Maintain oversight of governance systems, including online platforms

Business and Strategic Planning

- Support translation of strategic priorities into annual business plans, actions and measures
- Coordinate WLC's annual business planning process
- Support development, implementation and review of WLC's strategic plan
- Coordinate consultation and organisational input into strategic and business planning
- Coordinate organisational reporting against strategic priorities and business plans and support performance reporting

Strategic Advocacy and External Relationships

- Support development and implementation of strategic advocacy plans aligned with organisational priorities related to law and policy reform
- Support the CEO and Director Legal Services to undertake advocacy or strategic communications
- Develop and maintain relationships with key government, sector, community and other strategic stakeholders
- Monitor emerging policy, government and sector developments relevant to WLC

Organisational Projects and Improvements

- Lead or coordinate discrete organisational projects and initiatives on behalf of the CEO or ELT
- Identify opportunities to improve organisational systems, processes and ways of working
- Monitor project milestones, risks, dependencies and outcomes

Organisational Responsibilities

- Work in alignment with WLC values and policies
- Participate in regular supervision and performance reviews
- Participate in reflective practice, debriefing and other staff wellbeing and resilience initiatives
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- Undertake ongoing professional development in consultation with supervisor
- Attend and participate in regular staff meetings, planning days and other organisational initiatives

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Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Qualifications

1. Current Working with Vulnerable People (WwVP) clearance

Professional / Technical / Behavioural Capabilities

1. Relevant professional experience
2. Ability to contribute to strategic thinking
3. Ability to achieve results
4. Ability to support productive working relationships
5. Personal drive and integrity
6. Ability to communicate with influence toward cultural and trauma-informed safety
7. Technical and digital literacy
8. Ability to prioritise self-care for physical and mental health and wellbeing

Desirable

1. Relevant tertiary qualifications from a recognised institution

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Professional / Technical / Behaviour Capabilities Explanatory Notes

This attachment sets out the type of information we are looking for against each of the selection criteria listed above. You will see that under each selection criteria there is a list of bullet points which provides guidance on the types of things that are considered relevant against the criterion. Please note that you are not limited to the dot points provided and that you are not expected to address each dot point - they provide additional guidance only...

Ability to contribute to strategic thinking

- actively support the goals and direction of the organisation
- clearly communicate goals and objectives to staff, colleagues, clients and/or stakeholders
- use your understanding of the work environment and objectives to consider how your work will impact on others
- draw on information, experience and common sense
- maintain an awareness of the organisation and keep yourself and others well informed on work issues
- undertake objective systematic analysis and draw accurate conclusions based on evidence
- identify problems and work to resolve them

Ability to achieve results

- establish clear plans and timeframes for project implementation
- identify and use resources wisely
- build and apply your own professional expertise
- adapt to, support and manage change
- take responsibility for managing projects to achieve results
- identify opportunities for improvement
- deliver outputs under challenging circumstances

Ability to support productive working relationships

- build and sustain positive relationships with team members, stakeholders and clients to produce effective outcomes
- anticipate and cater to client and stakeholder needs and expectations
- consult and share information
- value individual differences and diversity
- provide, seek and value constructive and regular feedback

Shown personal drive and integrity

- apply and promote WLC values and Code of Conduct
- comply with legislative, policy and regulatory frameworks and foster this in others
- committed, active and focused on work outcomes, even in uncertain or difficult circumstances
- show initiative and innovation in a changing environment and assist others to understand and cope with change
- acknowledge mistakes and learn from them
- ensure a positive working environment and balanced workload while working within agreed deadlines
- seek and recommend development opportunities based on capabilities

Ability to communicate with influence towards cultural and trauma-informed safety

- communicate in “plain English” and deliver messages clearly and concisely to individuals or groups
- encourage discussion to share ideas, clarify and confirm understanding and appreciate diverse views
- understanding of the dynamics of traumatic stress, survivors in the context of their lives and the role of coping strategies
- show judgment, understanding and skill in negotiating and working to resolve conflict
- influence others by presenting credible and persuasive views
- actively listen, consider and work to reconcile differing ideas and views
- ensure information given is accurate, timely and unambiguous
- select the most appropriate medium for conveying information