



POSITION DESCRIPTION: DIRECTOR OF IMPACT & SECTOR STRATEGY

- Title:** Director of Impact & Sector Strategy
- Status:** Fulltime or part time (minimum 0.8 FTE), 12 month fixed term parental leave contract
- Reports to:** CEO
- Classification:** Social Community Home Care and Disability Services Industry Award Level 8
- Salary:** \$110,000 fulltime equivalent base salary per annum (pro-rata for part-time, commensurate with experience). Base salary is over award, plus annual leave loading, superannuation and generous salary packaging.

1. About the Federation

The Federation is the peak body for Victoria's Community Legal Centres (CLCs). Our members are at the forefront of helping those facing economic, cultural or social disadvantage and whose life circumstances are severely affected by their legal problem.

For over 40 years, CLCs have been part of a powerful movement for social change, reshaping how people access justice, creating stronger, more equitable laws, and more accountable government and democracy.

The Federation:

- Enables a strong collective voice for justice and equality;
- Mobilises and leads CLCs in strategic, well-coordinated advocacy and campaigns;
- Leads and supports ongoing learning, reflection and evaluation across the sector;
- Drives creativity and excellence in delivering legal services to communities.

2. Position purpose

The Director of Impact & Sector Strategy plays a critical role strategically leading, assessing and responding to the needs and challenges of the community legal sector, maximising opportunities and innovation, and fostering key partnerships to continuously strengthen the impact of the Federation and the sector.

Strategically leading effective sector consultation, collaboration and engagement – the role will work across the broad areas of service planning and implementation, quality, data, impact, capacity building and continuous improvement.

The Director of Impact & Sector Strategy will provide strategic oversight and leadership to the Quality & Impact team to build capacity and ensure successful strategies are in place that drive and influence the Federation’s vision for sector excellence, and the Member Services team to ensure sustainable Federation effectiveness and collaboration on service priorities of member importance. The role will work with significant collaboration with the Director of Policy and Engagement to guide the Policy team on issues of strategic importance.

The Director of Impact & Sector Strategy works with the CEO and as part of the senior management team to ensure financial stability and reporting, and strategically position the Federation as a strong collaborative and influential organisation upholding justice and equality.

3. Position responsibilities

Senior Leadership

As a member of the senior management team drive the progress and implementation of the strategic plan and organisational priorities:

- Advance the awareness, understanding and strategic position of community legal centres;
- Ensure collaboration and integration across the Federation to achieve organisational goals and objectives;
- Enhance the long-term sustainability of our work by shaping the future direction and developing the capacity of the Federation to operate effectively.

As a member of the senior management team, contribute to overall leadership and management of the Federation’s people:

- Lead the recruitment and selection, performance management and people development within your team and oversee the effective engagement and utilisation of volunteers and interns;
- Build workforce capability and capacity and inspire, engage and empower staff and supporters to achieve our goals.
- Foster a collaborative culture of team work, learning, creativity and excellence.

As a member of the senior management team, contribute to the effective and efficient management of the Federation:

- Contribute to strategic planning and policy development;
- Implement and monitor relevant policies and procedures;
- Develop, monitor and report on budgets and ensure financial accountability.

Sector Strategy

- Work collaboratively across the Federation and the sector to ensure the community legal sector is well placed to meet the challenges and opportunities of the future, ensure ongoing sector

development and improvement, enhance the quality and impact of community legal services and increase access to justice for the Victorian community;

- Work collaboratively across the Federation and the sector to identify and lead the development and implementation of comprehensive strategies and associated activities, ensuring a robust evidence base and strong engagement from members and stakeholders;
- Work strategically to strengthen capacity and capability within the Federation in the areas of data management, evaluation and impact assessment, continuous quality improvement and accreditation, and training and development;
- Provide strategic, expert and authoritative leadership in the formulation and implementation of Federation and sector activities;
- Lead the Quality & Impact team to identify and capitalise on strategic opportunities to strengthen sector priorities, collaboration, service delivery, capacity building and partnerships;
- Ensure effective and sustainable membership support and collaboration, and enhance member connectivity across the community legal sector;
- Work with the senior leadership team to identify and build strong relationships with philanthropy to expand their understanding of the community legal sector.

Organisational Effectiveness

- Work with the senior leadership team to identify and pursue relevant funding opportunities to ensure ongoing Federation sustainability;
- Lead the development and ongoing monitoring of strategic and operational planning, and delivery of reporting against the strategic plan and funder key performance indicators;
- Work collaboratively across the Federation to encourage continuous improvement, identify change and pursue opportunities to support growth;
- Work collaboratively across the Federation to assess key issues and develop realistic and achievable strategies to maximize compliance, governance, and organisational effectiveness and efficiency;
- Lead the Member Services team to identify and capitalise on strategic opportunities to strengthen sector priorities, collaboration, operational effectiveness and efficiency;
- Ensure effective Federation financial governance through the monitoring of relevant budgets and approval of expenditure under Delegated Limits of Authority.

Stakeholder Engagement

- Actively engage with all member CLCs, Community Legal Centres Association (CLCA), other state and territory peaks, community sector and government partners, funders and other relevant stakeholders;
- Develop strong relationships with the Federation's members - engage and support members to identify, amplify and represent issues, support projects and collaborate on sector-wide initiatives;
- Lead collaboration with key stakeholders and strategic partners, balancing competing interests with mutually beneficial outcomes that strengthen the impact and capacity of the sector;
- Develop and maintain relationships and influence all levels of government and key decision makers to shape sector outcomes and drive positive social change;
- Identify and address strategic priorities of government with regards to funding that affect the community legal sector;
- Act as a Federation representative at relevant forums.

Values and Behaviors

- Promote and role model appropriate behaviour to support the Federation's culture, performance and profile.
- Actively support the Federation's commitment to the principles of diversity, inclusion and EEO.
- Actively demonstrate organisational values.

Health, Safety & Wellbeing

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure that the work is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage.

Other

- Other duties as may be determined from time to time by the CEO.

4. Essential Experience

Skills and Experience

- Relevant tertiary qualification or equivalent relevant experience.
- Extensive experience in broad strategy design, development, planning and implementation.
- Strong experience in the leadership and development of a high performing team.
- Experience in working collaboratively on service design, improvement or implementation based on robust evaluation, a strong evidence base and significant consultation.
- High level stakeholder management skills, including the ability to communicate, liaise and build productive relationships and partnerships for mutual benefit towards shared goals.
- Strong negotiation and consultation skills with demonstrated experience effectively managing complex and sensitive relationships with multiple stakeholders.
- Strong experience in operational management, including high level budgeting skills, planning and change management, and experience in developing, monitoring and reporting on performance.
- High level organisational skills and project management experience, including strategic thinking and planning, meeting project outcomes, timelines and reporting.
- Excellent political judgement and capacity to quickly understand diverse sector impacts and devise effective strategies for social change.
- Demonstrated understanding of how the law and legal system can impact social disadvantage and inequality.

- Proven ability to contribute to a cohesive Federation team environment by working collaboratively, sharing information, supporting team priorities and ensuring open communication.
- Advanced computer skills including proficiency in the use of MS Office packages and databases.

Desirable

- Experience working in a small, fast paced organisation;
- Experience in a member-based organisation.

Personal Attributes

- Motivated by collaboration and collective success.
- Flexible, adaptive and able to work effectively in a small team.
- Openness to change, receptiveness to new ideas and exercises initiative.
- Capacity to work independently and reflect on own work performance.
- Committed to contributing to a positive work environment.

5. Location and work outside office hours

The position will be based at the Federation's office in Melbourne. Some travel will be required and reasonable travel expenses are reimbursed. Occasional work outside normal office hours may be required, such as to attend meetings and after hours' events.

6. Applications

To apply for this position, please email your resume and a covering letter addressing the key selection questions in the advertisement, to the attention of the CEO at humanresources@fclc.org.au

Any queries about this position may be directed to Tanya Sawtell (HR Adviser) in the first instance via humanresources@fclc.org.au or on 03 9652 1510.

We encourage applicants from Aboriginal and Torres Strait Islander Australians, people with disability, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people to apply for this position.

Applications close at 10 am Tuesday 17 March 2020, with interviews to commence shortly after.