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## Executive Officer - Acting

### Position Description

#### 1. Overview of Flemington Kensington Community Legal Centre Inc.

The Flemington & Kensington Community Legal Centre Inc. (FKCLC) seeks to ensure that people in the community have equal access to justice. We provide free legal advice and casework service to community members, community legal education, a migration advice service and a specialist, statewide Police Accountability Project which advocates for victim of human rights abuses by police.

We assist people who live, work or study in the Flemington and Kensington area, plus our service may at times take on casework from other agencies on a referral basis. Our client group includes migrants and refugees from countries such as Ethiopia, Somalia, Eritrea, Sudan, Burma and Afghanistan. The service is governed by a Board of Management and funded under the Community Legal Services Program (CLSP) via Victoria Legal Aid.

#### 2. Purpose of the Role

This is a six-month Acting Executive Officer (EO) position to ensure sound communication, collaboration and effective working relationships are maintained between staff, the Board and external stakeholders such as funding bodies, key partners, other community legal centres and the community as the centre works toward a statutory amalgamation with a neighboring community legal centre.

The Acting EO must assist the FKCLC Board and Merger Steering Committee (MSC) navigate the final stages of due diligence and merger planning, identify issues and manage risks as they arise, and assist the staff, members, and Board to address those issues and risks.

The Acting EO must ensure that FKCLC is organised to meet the needs of the members and the requirements of funding bodies and the community.

#### 3. Employment Conditions

##### Hours and contract

A 3 to 4 day (22.5 to 30 hour) contract position for 6 months with the possibility of extension pending a decision regarding a statutory amalgamation of the organisation. Days and hours of work are negotiable and will require flexibility and include some out of hours work. Family friendly, Flexitime, Work from Home, and Time in lieu arrangements are available.

##### Salary

The current hourly rate is \$57.49 per hour. Pay is provided fortnightly and Salary Packaging (up to \$15,900) is available.

##### Award

Wages and conditions are based on the [Social, Community, Home Care and Disability Industry Award 2010 \(SCHADS Award\)](#) the *Community Legal Centres Multi Business Agreement 2006 – 2009*. This position is categorized at SCHADS Level 8. Pay point 1 – 3.

### **Superannuation**

The minimum superannuation contribution payment provided by the *Superannuation Guarantee (Administration) Act 1992* (Cth) will be paid by your employer in addition to your wages into an approved scheme. The approved scheme used by this organisation is HESTA. However, should you wish to choose another Superannuation provider, please provide full details to the Admin Officer.

### **Portable Long Service Leave.**

Eligible FKCLC staff are registered with the Portable Long Service Leave Authority (PLSA) and the Centre contributes to the scheme.

### **Location**

Based in Kensington. Melbourne metropolitan.

This position will require some travel to attend meetings. Travel costs will be reimbursed. If a private car is used then comprehensive insurance is required.

### **Characteristics of this role**

Although many operational aspects of the centre and legal practice are effectively delegated to key staff, this role has specific human resource and industrial relations powers. The Acting EO will consult with the Principal Solicitors in matters pertaining to the running of the legal practices.

This position will work closely with the Merger Steering Committee, Inner Melbourne Community Legal and pro-bono partners in addressing issues with the projected statutory amalgamation as they arise.

The Acting EO will work under limited direction. A high level of personal skills is required.

## **4. Responsibilities**

### **Planning and Development**

- Monitor and coordinate timely and professional reporting and acquittals to funding bodies, in particular Victoria Legal Aid and the Legal Services Board Victoria;
- Take responsibility for the sound financial management of FKCLC as delegated by the Board of Management;
- Coordinate the ongoing management of centre budgets in cooperation with Treasurer and other staff;
- Identify and assist the staff, members, and Board to address risks.

### **Growth and Sustainability**

- Ensure strong and effective relationships are maintained with funding bodies and key project and advocacy partners;
- Manage reporting, acquittals and new applications to specific funding sources;
- Maintain key partnerships with pro-bono law firms to assist and supply the legal centre with additional resources and advice;
- Support staff and the *Legal Practice Working Group* in the design and planning of a merged community legal practice.

### **Board of Management**

- Support and resource the board of management, and ensure a clear flow of communication between staff and Board;

- Support and resource the Merger Steering Committee in partnership with the Manager of Inner Melbourne Community Legal (IMCL);

### **Administration and Centre Management**

- Support and manage staff, including recruitment, induction and professional development as required;
- Support the *Finance and Administration Officer* and the *Intake and Referral Worker* in ensuring administrative functions are well organised, resourced and supported to guarantee effective and secure administrative systems are maintained;
- Assist the *Principal Solicitors* to ensure FKCLC operates within applicable legislation and standards and in accordance with funding, policy and service agreements;
- Assist the *Office Manager* to ensure the effective maintenance and management of FKCLC's physical infrastructure and resources.

### **Organisational relationships**

- Work in a multidisciplinary team and an ability to work collaboratively as well as independently;
- Work closely with other staff to manage centre;
- Ensure that the Board is properly apprised of the FKCLC policy and operational activities;
- Support and supervise staff.

### **Extent of authority**

- This position exercises a high degree of autonomy;
- Manages their own work area and reports to the FKCLC Board.

## **5. Requirements of the position: (Selection Criteria)**

### **Skills, knowledge, experience, qualification and training**

- Strong and demonstrable commitment to social justice, community development and the aims of FKCLC;
- Excellent interpersonal and communication skills;
- Experience in managing a team based community service;
- Proven capacity in planning, development and implementation of strategic and operational plans;
- Experience in building and maintaining strategic and collaborative relationships with a broad range of key stakeholders;
- Skills to work effectively with funding bodies, including meeting reporting and other service requirements;
- Skills in sound financial management;
- Knowledge and experience in working with vulnerable or disadvantaged clients and culturally diverse communities, particularly those of refugee and migrant backgrounds;
- Demonstrated computer skills within a community service environment.

### **Pre-requisites**

- A tertiary qualification or substantial equivalent experience.

## 6. How to Apply

All applications must address the selection criteria and include a current CV.

### Reference Checks

Three referees will be required. Each referee must be in a position to comment knowledgeably about the applicant's recent work performance.

### Additional Information

For a confidential conversational about the role please contact Joel Townsend on 0433 397 948 or Anthony Kelly on 9376 4355, during business hours.

### Applications

Applications should be marked as *confidential: Action EO position* and submitted via email:

**Attention:** Joel Townsend, Chair  
Flemington Kensington Community Legal  
Centre

Email [chairperson@fkclc.org.au](mailto:chairperson@fkclc.org.au)

**Closing Date:** There is no closing date for this position. Please apply as soon as possible. All applicants will be notified of the next steps.

Board Chair's signature		Date	
Acting EO 's signature		Date	