

# Chief Executive Officer Recruitment Package 2024

“The Law Society respectfully acknowledges the Traditional Owners of the land on which we meet, the Whadjuk people of the Noongar Nation, and pays its respects to their Elders past present and emerging.”

**The Law Society of Western Australia**

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## About the Law Society

The Law Society of Western Australia is the peak professional association for lawyers in Western Australia. The Law Society is a not-for-profit association dedicated to the representation of its members and to the enhancement of the legal profession through its many services. It is a respected leader and influential contributor to law reform, access to justice, community services and education programmes and continuing professional development. The Law Society provides an important point of connection and engagement for the legal profession.

**Our Vision** is to be the **essential** membership for the legal profession.

**Our Mission** is to deliver strong advocacy, high-value networking, education and support services for the Western Australian legal profession.

**Our Purpose** is to be the **voice** of the legal profession in Western Australia.

**Our strategic Imperatives** are to be an influential voice, an essential support and a central point for connections across the profession, industry and community.

[www.lawocietywa.asn.au](http://www.lawocietywa.asn.au)

## About Law Mutual (WA)

Law Mutual (WA) is the unincorporated association or body of persons who contribute to the Law Mutual Fund for the purpose of obtaining professional indemnity insurance and which is:

- provided with administrative services by the Society as trustee of the Law Mutual Fund under the business name “Law Mutual (WA)”;
- by the relevant sections of the Legal Profession Uniform Law Application Act 2022 (WA) (the Act) and under the name “Law Mutual (WA)”, continued as an entity under that Act; and
- a company within the definition of that term in s 995-1 of the Income Tax Assessment Act 1997 (Cth).

Under the Act, the Law Society of Western Australia is required to make professional indemnity insurance arrangements for practitioners and former practitioners (the PII arrangement).

The Law Society is not licensed under the Corporations Act in relation to the operation of the PII arrangement and it is not regulated under the Insurance Act 1973.

**The Role:** The Chief Executive Officer (CEO) is a full-time position which reports directly to the President of the Law Society on behalf of the Council.

The CEO leads the organisation and has four (4) General Managers responsible for the following areas reporting to them:

- Advocacy and Professional Development;
- Corporate Services;
- Law Mutual (WA);
- Marketing, Business Development and Community Engagement.

A Position Description for the role is attached to this document. Applicants are requested to submit their applications electronically which must include a Resume along with a short covering letter addressing the selection criteria set out in the Position Description

**Position Title:** Chief Executive Officer

**Reports To:** The President of the Law Society of Western Australia.

**Remuneration:** The base salary for this position is between \$245,000 - \$290,000 per annum dependent on experience plus statutory superannuation. Other benefits included are:

- Car bay
- Mobile phone which is for business and reasonable private usage.
- Membership to any professional and business association as approved by the President
- Continuing Professional Development as approved by the President
- Airline lounge membership
- Business Class travel for flights greater than 3 hours to a destination.

In addition to the above you will be entitled to the normal 4 weeks annual leave plus an additional 10 gifted leave days and 11 rostered days off each calendar year in accordance with the Law Society's Policies. To see the full benefits of working at the Law Society please click [here](#).

**Terms:** A performance-based contract of up to 5-year will be negotiated.

**Location:** The position is based at the Law Society's premises located at Level 4, 160 St Georges Terrace, Perth Western Australia. Some interstate and overseas travel is required.

**Application:** Applicants are requested to submit their applications electronically which must include a Resume along with a short covering letter addressing the selection criteria set out in the Position Description included in the Information Pack via SEEK or email to [dprice@lawsocietywa.asn.au](mailto:dprice@lawsocietywa.asn.au)

Applications close 5:00 pm Friday, 27 September 2024. (The Law Society reserves the right to close applications sooner).

# Position Description

Chief Executive Officer Law Society of Western Australia  
and Law Mutual (WA)

## Level

NEGOTIATED

NOTE – PERFORMANCE INDICATORS WILL BE APPLICABLE

## Service Team

OFFICE OF THE CHIEF EXECUTIVE OFFICER

## Date

MONDAY, 26 AUGUST 2024

## 1. Position Objectives

- Provides leadership and strategic management and direction for the Law Society and Law Mutual.
- Provides the primary link through communications and consultation between the Council, Executive, Staff and stakeholders to achieve the Law Society's goals and objectives.
- Responsible for ensuring the highest level of integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all.
- Commits to the Strategic Imperatives of the Law Society's Strategic Plan

The role requires adherence to the Law Society's Code of Conduct, including its "Purpose", Values, and Charter of Excellence.

## 2. Key Requirements of the Position

### Skills, Knowledge and Experience

#### **Demonstrated Skills**

- Proven ability to establish, develop, and lead multidisciplinary teams in a continuous improvement environment.
- Strong capacity to conceptualise and communicate organisational vision and strategies.
- High level of interpersonal communication and decision-making skills.
- Sound expertise in policy development.
- Demonstrated ability to negotiate and influence outcomes positively.
- Proficient in interpreting legal documents and applying legislation.
- Skilled in networking with peers and industry groups.

#### **Knowledge**

- Understanding of organisation and business planning, contemporary management practices, budgeting, financial management and accounting principles.
- Familiarity with Industrial Relations and Human Resources Management matters.
- Working knowledge of information management systems and IT products.

### 3. Key Responsibilities

- Chief Executive Officer of the Law Society and Law Mutual (WA).
- Ensure compliance with the Rules of the Society, delegations of the Council, Council policies, statutory and other reporting obligations, protocols, formal arrangements and Memoranda of Understandings entered, directions and procedures.
- Implements the Society's Strategic Plan and Constitutional Objectives.
- Reports to and operates under the supervision of the President and the Executive Committee.
- Responsible for the preparation, approval, and management of the Law Society and Law Mutual annual budgets. Coordinates with internal auditors and other auditors of the Law Society and Law Mutual, as required.
- Ensures compliance with statutory and other obligations regarding the management of funds held by the Law Society, both in its own capacity and on behalf of the profession and other stakeholders.
- Knowledge of the Law Society Constitution to provide advice to office-bearers on its implementation.
- Offers advice and guidance to the President, Law Society Council, Executive Committee, and other committees as needed, and assists in executing decisions made by the Council and Executive.
- Oversees the management of Law Mutual and its operations, including insurance policies, brokers and actuaries.
- Oversees the election of Law Society office-bearers and acts as Returning Officer.
- Authorise the opening and closing of all bank accounts of the Law Society and Law Mutual and oversee their operations in alignment with relevant Policies.
- Liaise with members and customers of the Law Society and Law Mutual.
- Undertakes media liaison as required and in accordance with Law Society Media and Public Statement Policies.
- Attends Council meetings and other relevant Law Society and Law Mutual committees and events, as required/invited, including after hours.
- Attends meetings of the Law Council of Australia and affiliated Constituent Bodies (all other Australian Law Societies, Bar Associations).
- Facilitates the organisation of agendas, attends and reports to meetings of Council and the Executive Committee.
- Liaises with all other Australian Law Societies, Bar Associations and Law Council of Australia as required.
- Maintains the Law Society membership record system as required under the Constitution.
- Is responsible for ensuring the security and control of the Law Society's premises and its records.
- Liaises with Law Society and Law Mutual lawyers on matters requiring advice for the Law Society and/or Law Mutual as required.

- Authorises all published material of the Law Society and Law Mutual in accordance with Law Society Policy's.
- Is appointed in accordance with the Law Society Public Purposes Trust Deed as the Secretary of the Law Society Public Purposes Trust Allocations Committee as per Council Policy CP12.06.
- Act as the Public Officer.
- Be the Person Carrying on the Business Undertaking pursuant to the Work Health and Safety Act 2020 and be responsible for ensuring a safe workplace.
- Drive the Society to achieve its financial and non-financial objectives and oversee the development and implementation of the Strategic Plan.
- Provide leadership so as to ensure an appropriate staff culture and morale.

#### **4. Organisational Relationships**

**Responsible to:** President of the Law Society or as directed by the President (or on the President's behalf)

**Supervision of:** All General Managers in Law Society  
Personal Assistant

#### **5. Extent of Authority**

- Within Delegated Authority as determined by Council, to ensure that the Law Society and Law Mutual services, functions and expenditure are managed responsibly and in accordance with adopted budgets and Policy's.
- Position operates within the limits of Council policy, Council resolutions, Delegated Authority and requirements of relevant legislation.
- Position operates independently from supervision and is performed using own initiative within Council policy.

#### **6. Selection Criteria**

**Essential:**

- Demonstrated extensive experience in a senior management role within a small to medium organisation.
- Demonstrated ability to manage, develop and lead multi disciplinary teams in an environment of continuous improvement.
- High level of interpersonal communication and decision making ability.
- Demonstrated sound policy development and advocacy skills.
- Demonstrated ability to negotiate and influence outcomes in a positive manner. i.e with Government, Politicians and Key Stakeholders
- Demonstrated ability to interpret legal documents and apply legislation.
- Demonstrated strong ability to network with peer and industry groups.

- A sound working knowledge of Industrial Relations and Human Resources Management issues.
- A working knowledge of information management systems and IT products.
- Demonstrated experience managing a customer focused business or membership-based services organisation.
- Sound demonstrated experience in both strategic planning and business planning.

#### **Desirable**

- Previous experience in managing change and improvement processes at a senior management level.
- Experience in leading continuous improvement practices and principles.
- An understanding of Professional Indemnity Insurance and the insurance market, its operations, including insurance policies and actuaries.
- An appreciation of the role of a professional standards regulator.
- Familiar with the Western Australian Legal Profession.

#### **Qualifications and Experience**

- Extensive management/administrative experience at senior executive level (such as a Chief Operations, Chief Financial or Chief Executive Officer or Managing Partner) with a demonstrated and proactive outlook, strong organisational and interpersonal skills.
- Effective leadership style and record.
- Qualifications or demonstrated experience in financial management, budgeting, adherence to established financial controls, interpretation and understanding of financial information, practices and reporting.
- Provision of leadership, advice and guidance to a governing Board or entity.
- Ability to foster and maintain positive and appropriate relationships with Members, the legal profession, the Courts, government, agencies, professional associates, the Law Council of Australia and community groups.
- Ability Appropriate tertiary (or higher) qualifications in an area such as Administration, Accounting or Finance, Law, or similar.
- Demonstrated ability to contribute to the development of a strategic plan, to ensure initiatives under a strategic plan are actioned in a timely manner and that appropriate reports are prepared and presented.
- Possess relevant experience in supporting committees and boards.

#### **Desirable Skills and Experience**

- Experience in management of not-for-profit or membership-based organisations or similar.
- An understanding of the composition and issues of interest to the legal profession, and of its relationship with other professions, government and the community.
- An appreciation of the basic principles that underpin an effective justice system.



- Skill/experience in preparation of media releases, dealing with the media or an editorial role.
- Marketing skills/interests.
- An appreciation of the role of a professional standards regulator, compliance monitor and a provider of professional indemnity insurance.

## 7. Annual Review

An evaluation of the employee's performance will be conducted annually in accordance with the employee's Employment Contract and the Law Society's "Remuneration Review" Policy and Procedure.

<b>Occupant:</b>	<b>Date Appointed:</b>
<b>Prepared by:</b> Executive Committee	<b>Date Issued:</b> 27 August 2024
<b>Supervisor:</b> President of the Law Society	
<b>Reviewed:</b> Executive Committee	
<b>Approved by:</b> Executive Committee	
<b>No of Pages:</b> 5	
<b>Date:</b> 23 August 2024	