

# Position Description

Governance Officer

## Level

Negotiated contract

## Service Team

Advocacy and Professional Development

## Date

Tuesday, 11 March 2025

**The Law Society of Western Australia**

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CPD ACTIVE

## 1. Position Objectives

The Governance Officer reports to the General Manager Advocacy and Professional Development (General Manager) and provides administrative and governance support services to the General Manager and Law Society Committees within the remit of the Advocacy and Professional Development team, ensuring compliance with the Law Society's governance framework.

The Law Society works with 30+ Committees, covering a variety of areas of substantive law and other matters of importance to the legal profession, involving over 350 members. This newly created role has a focus on supporting the efficient and effective operations of Law Society Committees with a particular emphasis on:

- Provision of governance and administrative support under the direction of the General Manager;
- Proactively identifying opportunities for continuous improvement of governance processes and procedures; and
- Leading projects designed to improve governance systems and outcomes.

The position is expected to commit to the Society's Code of Conduct, 'Purpose, Values and Charter of Excellence'.

## 2. Key Requirements of the Position

Skills, Knowledge and Experience:

- Demonstrated high level organisational, time management and priority setting skills;
- High level written and verbal communication skills;
- Comprehensive knowledge of administrative procedures;
- Highly developed interpersonal and customer service skills;
- Strong interpersonal, communication and stakeholder engagement skills;
- Ability to work as part of a team and liaise across teams including managing papers for committees and working groups including preparing minutes, agendas and supporting documentation;
- Proficient in Microsoft Office applications;
- The ability to respond appropriately and show initiative when under pressure and/or in difficult situations.
- The ability to identify and improve business processes and systems.
- Ability to organise own work and to work under limited direction in a fast paced environment.
- Ability to maintain appropriate follow-up controls to ensure accountability is achieved;
- Observe safe work practices within the work environment.
- Experience in a similar role or a role that demonstrates the required knowledge and skills.
- Experience in meeting procedures, including preparation of agendas and minutes.

## 3. Key Responsibilities

## **Governance**

- Develop, administer and maintain the annual committee meeting and activity compliance calendar;
- Prepare committee papers including minutes, agendas, action sheets and other documents as required;
- Manage, review and maintain committee registers and records as required by Law Society Constitution and Bylaws;
- Coordinate the biannual committee membership spill;
- Preparation of general correspondence and basic reports;
- Assist with arranging meetings, functions and general correspondence to support the Advocacy and professional Development team;
- Proactively identify improvements in systems and processes;
- Lead projects relating to improving committee governance.

## **Committee Meeting Support**

- As required attend Committee meetings, prepare minutes and initiate appropriate action to ensure the effective implementation of Committee recommendations;
- As required administer the timely compilation and distribution of Committee meeting agendas, minutes, notes and calendar invitations and bookings;
- AV and PowerPoint presentation set up;
- Preparation of papers, handouts and PowerPoint presentations;

## **General Administration:**

- Membership servicing via face-to-face, telephone and online queries and associated follow up;
- Contributing to content for eNewsletters including CPD News, Friday Facts, EDMs and other as they arise;
- Provision of general administrative assistance for General Manager, Committees, working groups and strategic advocacy campaigns as required.

## **Client Liaison and Customer Service:**

- Provide high level of internal and external customer service and responding to queries from customers about Advocacy and Professional Development areas of responsibility.
- Other duties as identified.

## **4. Organisational Relationships**

<b>Responsible to:</b>	General Manager Advocacy and Professional Development
<b>Supervision of:</b>	N/A
<b>Liaison (Internal):</b>	Chief Executive Officer General Manager Programmes

General Manager Law Mutual  
Manager Risk Law Mutual  
Administration Officer Law Mutual  
General Managers (Law Society)  
Corporate Services team staff  
President  
Councillors

**Liaison (External):** Members  
Non-Members

- 4.1 Some flexibility is required as the Advocacy and Professional Development Team run meetings and events outside of standard office hours. Leave is in accordance with the relevant Law Society of Western Australia policies and procedures.

## **5. Selection Criteria**

- Demonstrated high level organisational, time management and priority setting skills;
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**Occupant:**

**Date Appointed:**

**Prepared by:** Chief Executive Officer

**Date Issued:**

**Supervisor:** General Manager Advocacy and Professional Development

**Reviewed:** General Manager Advocacy and Professional Development

**Approved by:** Chief Executive Officer

**No of Pages:** 4

**Reviewed:**

**Date:**