

Position Description

Director of Corporate Services

Level

Senior management team, reporting to the CEO
Contract will include performance indicators

Term

5 year contract

Service Team

Corporate Services

Date

Wednesday, 4 February 2026

1. Position purpose

The Director of Corporate Services provides strategic and operational leadership across the Law Society's corporate service functions, including finance, people and culture, governance support, information technology, risk, facilities and business operations.

The role ensures the Society operates with strong financial stewardship, sound governance, efficient systems, and a positive, high-performing workplace culture that enables delivery of the Society's strategic objectives and services to members.

The role has line management responsibility for around six team members, although line management responsibilities will fluctuate over time in line with business needs.

The Director of Corporate Services is a member of the Law Society's senior management group, supporting the CEO and senior colleagues to collaboratively fulfil the organisation's purpose.

2. Key responsibilities

Strategic leadership

- Contribute as a member of the senior management group to organisational strategy, planning and performance.
- Translate the Society's strategic plan into effective corporate services strategies, frameworks and operational plans.
- Provide high-level advice to the CEO, Council and relevant Committees on corporate governance, risk, resourcing and organisational sustainability.
- Lead the development and implementation of transformational projects in areas relevant to the role.

Financial management and stewardship

- Oversee budgeting, forecasting, financial reporting and long-term financial planning for the Law Society and its related entities, such as the Public Purposes Trust, the Legal Contribution Trust and the Old Court House Law Museum.
- Ensure strong financial controls, compliance and accountability.
- Lead annual audit processes and liaise with external auditors.
- Oversee the implementation and period review of the Law Society's investment strategy, including for the various trust funds of which the Society is trustee.
- Provide clear financial insights and analysis to support decision-making.
- Assist Law Mutual and Law Access with financial matters as required.

People and culture

- Lead workforce planning, talent development, performance management processes and succession planning.
- Foster a positive, inclusive and values-aligned organisational culture.
- Oversee employee relations, WHS, recruitment and onboarding, IR compliance and staff contracts.

Governance, risk and compliance

- Support Council and relevant Committee operations through effective governance systems and reporting.

- Provide administrative and advisory support to Committees such as the Finance, Risk and Audit Committee and the Public Purposes Trust Investment Committee.
- Oversee organisational risk management, insurance, internal controls and compliance obligations.
- Support the CEO to administer Council elections and the Annual General Meeting.
- Support the Trustees of the Legal Contribution Trust to fulfill their duties.
- Ensure policies and procedures are contemporary, accessible and aligned with best practice.

IT and systems

- Oversee IT strategy, cybersecurity, data management and business systems.
- Drive digital capability and process improvement initiatives.
- Ensure systems are secure, reliable and aligned to organisational needs.

Operations and facilities

- Oversee office operations, facilities management and procurement.
- Ensure safe, functional and professional working environments.
- Manage the Law Society's interests in the business premises.
- Drive continuous improvement in operational efficiency.

Professional Standards Scheme

- Oversee the management and compliance of the Professional Standards Scheme.

Stakeholder engagement

- Build strong working relationships with Council, Committee members, staff, external auditors, suppliers and professional advisers.
- Represent the Society on corporate and operational matters as required.

3. Key requirements of the position

Key capabilities and attributes

- Strategic thinker with strong commercial and organisational acumen.
- Highly developed leadership and people management capability.
- Strong financial literacy and governance expertise.
- Proven ability to lead multidisciplinary teams.
- Excellent communication and influencing skills.
- High level of integrity, judgement and professionalism.
- Commitment to service, collaboration and continuous improvement.

Qualifications and experience

- Tertiary qualification in business, finance, accounting, governance, HR or a related discipline (postgraduate qualifications desirable).
- Senior leadership experience in corporate services or a comparable executive role.
- Demonstrated experience in financial management, governance and organisational operations.
- Experience in professional associations, member-based organisations, not-for-profits or trust administration is desirable.

4. Organisational relationships

Responsible to:	Chief Executive Officer
Supervision of:	Manager Finance and Administration Accountant PSS Coordinator Information and Facilities Manager Receptionist Office Administrator
Liaison (Internal):	Chief Executive Officer Directors Other service team staff President Councillors Convenors of relevant Committees
Liaison (External):	Other Government agencies Community organisations External service providers Auditors Investment managers

5. Extent of authority

- Operates under the broad direction of the Chief Executive Officer for meeting established performance objectives.

Occupant: Leanne Round

Date Appointed: 4 October 2021

Prepared by: Chief Executive Officer

Date 1st Issued: 4 October 2021

Supervisor: Chief Executive Officer

Reviewed: Chief Executive Officer

Approved by: Chief Executive Officer

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