
POSITION TITLE:	OFFICE MANAGER
REPORTING TO:	EXECUTIVE DIRECTOR
CLASSIFICATION:	CS 4-5 (MEA 4-5)
EMPLOYMENT TYPE:	Part-time (up to 30.4 hrs per week)
SALARY:	\$67,500-78,000 pro rata + Superannuation, generous PBI salary packaging, leave loading & paid xmas close down.

1. THE ORGANISATION

The Women's Legal Centre is a community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, victims of crime, employment and discrimination.

The Centre includes the Domestic Violence Program. This is a specialised service within the Centre designed to provide intensive legal advice and representation and related social work support to women experiencing domestic and family violence.

The Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program is an additional specialised service within the Centre. The Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women. The Program is also a Yarrabi Bamirr Justice Reinvestment trial site and provides intensive case-management support to Aboriginal and Torres Strait Islander women exiting goal and their families. The Program works closely with lawyers and social workers across the Centre.

The Centre also provides community legal education and resources and supports law reform to improve legal and policy responses to discrimination and violence against women.

2. POSITION SUMMARY

The Office Manager supports the Executive Director to ensure the Centre uses resources efficiently and accountably, supports staff, is compliant with all relevant obligations and is focused on delivering high-quality services to our clients.

The Office Manager is responsible for the day-to-day administration of the Centre, with a focus on maintaining the office environment and information and communication technology (ICT) and supporting financial and human resources management. The Office Manager works closely with the Executive Director on these goals. The position also works closely with the Legal Support Officer and the Receptionist, who form the corporate and service support backbone of the Centre.

The Office Manager is responsible for maintaining the Centre's relationships with the external bookkeepers and ICT support and ensuring these run smoothly and efficiently and meet the organisational and staff need.

3. KEY RESPONSIBILITIES

1. Executive support

- 1.1. Provide high-level support and assistance to the Executive Director.

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- 1.2. Assist in the preparation of reports, Board papers, budgets, funding applications and other papers as required.
 - 1.3. Maintain knowledge of and support Centre compliance with relevant legislation and regulation and contractual obligations, including as an accredited community legal centre, Charity and an Incorporated Association.
 - 1.4. Develop, coordinate and complete project work as delegated.
- 2. Office management and ICT**
- 2.1. Develop and administer appropriate office systems and procedures to support the delivery of services and day-to-day running of the Centre in an efficient and effective way.
 - 2.2. Maintain responsibility for the office space, including maintenance of equipment and advise on purchase or replacement of new equipment.
 - 2.3. Liaise with external providers to ensure effective and efficient arrangements are in place. This includes review of existing provider arrangements and advice regarding opportunities to reduce overheads and running costs.
 - 2.4. Ensure the Centre's information and communication technology supports the Centre's practice, including managing the relationship with our ICT support services and monitoring ongoing requirements of staff.
- 3. Finance management support**
- 3.1. In consultation with the Executive Director, ensure appropriate and effective controls and approvals are in place to safeguard the assets and financial position of the Centre.
 - 3.2. Manage the relationship with the Centre's external bookkeeping and accounting providers in consultation with the Executive Director.
 - 3.3. Ensure the Centre's book-keeping and finance processes run smoothly including processes regarding payroll, account payable and grant invoicing.
 - 3.4. Ensure all financial reports and processes, including the Centre's annual audit are completed in a timely manner and in compliance with all relevant legislation and regulation.
- 4. Human resources support**
- 4.1. Under general direction, coordinate recruitment processes, including preparation and placement of job advertisements, managing applications, coordinating interviews and communication with applicants.
 - 4.2. Coordinate on-boarding and induction of new staff and exit and cessation processes.
 - 4.3. Maintain knowledge of and support compliance with obligations under the ACT Community Multiple Enterprise Agreement and other relevant obligations.
- 5. Organisational responsibilities**
- 5.1. Participate in regular supervision with the Executive Director and ensure compliance with policies and procedures of the Centre.

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- 5.2. Contribute to Centre wide projects Participate in the Centre's planning with staff and Board.
- 5.3. Attend regular staff meetings as required.
- 5.4. Other relevant duties as directed by the Principal Solicitor and the Executive Director.

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Selection Criteria

1. Demonstrated office management and administration experience, particularly in small or community organisations or legal practices.
2. Ability to plan, organise and prioritise tasks and resources to ensure work is completed efficiently and effectively in a high-pressure environment within a limited time frame.
3. Ability to develop and deliver organisational procedures to support efficiency and accountability.
4. Experience/exposure to financial management and accountability of small organisations, including payroll, expenses and financial reporting.
5. Highly developed verbal and written communication skills with a wide range of audiences, including colleagues, suppliers and other professionals.
6. Commitment to improving women's access to justice and empowering women.

Desirable

1. Working knowledge of the legal and/or community sectors in Canberra and ability to develop productive working relationships and networks within these sectors.
2. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds and vulnerable women or people experiencing acute levels of stress or ongoing trauma.