



**WESTERN COMMUNITY LEGAL CENTRE LTD**

**Director, Policy & Innovation**

**Position Description**

<b>Job Title</b>	<b>Director, Policy &amp; Innovation Program</b>
<b>General</b>	
<b>WEstjustice Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>WEstjustice Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Reports to</b>	Chief Executive Officer
<b>Term</b>	TBA
<b>Scope</b>	The Director of Policy & Innovation is the senior lead role for the Policy & Innovation Program. They are responsible for managing the Policy & Innovation Team to provide strategic and managerial support across our policy, systemic impact and innovation work, innovation and enterprise programs. They work with a cohesive, high performing senior management team to ensure that WEstjustice achieves its purpose, vision and strategic priorities.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"> <li>• Lead the development of policy and systemic impact work across the organisation through capacity building across the teams.</li> <li>• Explore opportunities for innovation both in terms of how we operate and function as an organisation and across our programs, services and clinic.</li> <li>• Lead the review and maintenance of the Policy&amp; Innovation Program monitoring and evaluations framework.</li> <li>• Oversee all projects and initiatives within the Policy &amp; Innovation Program and integration across the organisation.</li> <li>• Maintain, monitor and review compliance with all relevant laws and standards, including WEstjustice policies, procedures and guidelines.</li> <li>• Establish and maintain best practice and ensure work is of excellent quality and standard.</li> <li>• Ensure that the Policy&amp; Innovation Team has sufficient resources to perform their roles and responsibilities effectively and lead the recruitment and induction of new team members.</li> <li>• Oversee the performance of the Policy &amp; Innovation Program team ensuring that workplans are developed and met.</li> <li>• Monitor overall satisfaction, engagement and wellbeing of the Policy &amp; Innovation Program.</li> <li>• Collaborate with the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> <li>• Provide supervision, support, advice and mentoring to Program Managers (line managers) and ensure that they are suitably qualified and equipped to manage their teams.</li> <li>• Manage the Policy &amp; Innovation Program budget and financials to ensure that the program is well funded, and priorities are met.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee development, funding and grant opportunities and contribute to the organisation’s annual funding strategy.</li> <li>• Lead and/or make a significant contribution to internal WEstjustice working groups and external networks and steering committees.</li> <li>• Oversee volunteer and student programs, community development projects, legal needs analysis, and engagement strategies in conjunction with the Director of Community Development, Education and Engagement.</li> <li>• Lead and/or make a significant contribution to policy/systemic impact work as directed.</li> <li>• Manage key stakeholder relationships across the Policy&amp; Innovation Program and broader organisation (where relevant).</li> <li>• Work with the CEO and senior management team to ensure continuity of funding and contribute to the development and review of the WEstjustice Funding Strategy.</li> <li>• Assist with the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and the Policy &amp; Innovation Strategy 2020-23.</li> <li>• Other relevant work as directed.</li> </ul>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<b>Mandatory</b> <ul style="list-style-type: none"> <li>• Tertiary qualification in a relevant discipline and extensive relevant experience.</li> <li>• Demonstrated experience in a leadership role, and substantial experience in policy and innovation or influencing role, including:             <ol style="list-style-type: none"> <li>a. experience leading a team or impact area, including management and supervision of program managers, senior and junior staff;</li> <li>b. ability to handle and resolve challenging situations or issues;</li> <li>c. an ability to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace;</li> <li>d. ability to work autonomously with limited direction from the CEO.</li> </ol> </li> <li>• Unrestricted current practicing certificate, or alternatively, senior qualifications or extensive experience in policy or innovation fields.</li> <li>• Ability to set and deliver work outcomes.</li> <li>• High level of organisational awareness and understanding of political processes.</li> <li>• Demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships</li> <li>• Strong commitment to social justice and community engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to coordinate and lead WEstjustice’s systemic impact work.</li> <li>• Highly developed ability to engage with, communicate with and assist vulnerable and/or disadvantaged clients.</li> <li>• Ability to coordinate and supervise the work of volunteers and students.</li> <li>• Sound time management skills and ability to deal with competing priorities under pressure.</li> <li>• Demonstrated experience in specialist writing, editing and communication skills.</li> <li>• Excellent organisation and communication skills.</li> </ul>

# WEstjustice

	<ul style="list-style-type: none"><li>• Demonstrated understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Prior experience in securing project funding and developing and managing budgets, or ability to demonstrate a capacity to do so.</li><li>• Exceptional analytical and conceptual thinking skills with an ability to analyse the causes of legal issues and to think flexibly, innovatively and outside the square.</li></ul>
--	--

*Last updated: 21 June 2021  
To be revised: 21 June 2022*