

WORKING WOMEN'S CENTRE WA - MANAGER

POSITION NAME	WWC WA Manager
CLASSIFICATION LEVEL	Level 8 SACS Award \$115,400 - \$119,588
REPORTS TO	Responsible to WWC Management Group Accountable to WLSWA CEO
TENURE	To June 2028
HOURS	Full-time with part-time arrangements considered
DATE CREATED	June 2024

ABOUT WORKING WOMEN'S CENTRE

Servicing as a catalyst for positive change, WA's Working Women's Centre (WWC) aims to provide integrated supports, information, advice, advocacy and services to support women, particularly those facing systemic barriers, to address issues relating to the workplace.

Women's Legal Service WA (WLSWA) is implementing the Western Australian WWC in partnership with Circle Green Community Legal (Circle Green), and who currently deliver the WA Workplace Respect Project. The WWC service model is holistic and trauma-informed, to ensure that issues in relation to the workplace are addressed in the context of women's other needs.

ABOUT WOMEN'S LEGAL SERVICE WA

WLSWA is the only gender specific community legal centre in WA, delivering services to women who are financially disadvantaged, and who live with multiple vulnerabilities that creates other barriers to accessing justice. Socio-legal assistance is tailored to ensure continuity in support and mitigate re-traumatising clients. As a specialist legal service, WLSWA works alongside and compliments generalist community legal centre work. WLSWA also promotes women's human rights to be upheld and fosters legal and social change through a range of strategic activities, including law and policy reform.

WLSWA is the lead agency in the delivery of the WA WWC and will host the service hub and provide central coordination.

**ABOUT CIRCLE
GREEN
COMMUNITY
LEGAL**

Circle Green Community Legal provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Circle Green specialises in humanitarian, tenancy and workplace legal support services. Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Circle Green will collaborate with WLSWA to oversee the WWC and provide legal practice oversight. The WWC will also work closely with Circle Green's Workplace Respect Project.

**ABOUT THE
POSITION**

The WWC Manager will work with and lead a multi-skilled team employed across WLSWA and Circle Green to establish and co-ordinate WA's WWC. The Manager will work to raise the profile of the WWC and that it becomes widely known for delivering quality and integrated assistance to women experiencing workplace issues and that leads to demonstrated improved outcomes for them. The WA WWC will develop its own identity separate to WLSWA and Circle Green, with the objective of being regarded as an informed and trusted source of expertise, advice and advocacy that contributes to systems change.

The Manager will undertake this work with directions and support from the Management Group, comprising Executive members of the partner agencies, and a sector based Reference Group convened for high level input and guidance. The Manager will also be responsible for operations of the service.

In addition to being a member of the WA WWC team, and reporting to the WWC Management Group for strategy, the Manager will join the WLSWA team and report to the WLSWA Chief Executive Officer for day-to-day matters, with a dotted line to Circle Green's Principal Lawyer – Workplace for legal and staff co-ordination matters. The social workers and client service officers will report to the Manager. The lawyers, project officer and marketing officer will have a dotted line to the Manager and co-locate with the WWC regularly.

Based in the Perth office, the Manager will likely be required to undertake some travel around regional WA.

RESPONSIBILITIES

- ✚ Work with the Management Group to establish the WWC:
 - Develop and deliver a project plan, including an implementation timeline and external communications plan to support the implementation of the WWC
 - Plan the recruitment and induction of other WWC team members as required.
 - Support and oversee the development of a WA WWC brand, including the establishment of a website and social media accounts.
 - Establish internal policies and procedures that reflect the WWC service model.
 - Map client pathways into and through the WWC.
 - Create key performance indicators, including client outcomes, and design mechanisms to monitor and measure the progress of these.
- ✚ Work with the Management Group to deliver the WWC:

- Bring together, lead and maintain a team of multi-disciplined staff committed to delivering to WWC goals.
 - Maintain strong relationships across WLSWA and Circle Green to support service delivery.
 - Regularly report key KPIs, outcomes and trends to the Management Group. This will require consolidation of data across both WLSWA and Circle Green.
 - Participate and represent the WA WWC in relevant networks and forums.
 - Ensure compliance with funding agreements and oversee and draft regular reports to funding bodies as required.
 - Assist in the preparation of submissions to government and stakeholders with respect to policy and reform.
 - Contribute content for social media publications and platforms, as needed.
 - Assist in the development and co-ordination of community awareness education and campaigns.
 - Maintain a collaborative approach to teamwork and supportive working environment.
 - Ensure compliance with the Policies and Procedures of WWC and WLSWA.
 - Other duties as directed.
- ✚ Work with the Reference Group to:
 - Build collective understandings and strategic approaches to address women’s workplace issues.
 - Identify ways to expand and enhance the reach and impact of the WA WWC.
 - Collaborate on policy and legal reforms and identify other areas for change.
 - Remain abreast of current trends and practices in relation to women’s workplace issues, as well as broader issues impacting women.
- ✚ Work with the community service sector and industry workplaces to:
 - Assist in the establishment and continuation of wider networks and referral pathways and partnerships to achieve effective service delivery for WWC clients.
 - Liaise with stakeholders to build relationships and improve services to women.

SELECTION

Qualifications, knowledge and experience

CRITERIA

- ✚ Tertiary qualifications in a relevant field and/or evidence of equivalent experiences.
- ✚ A strong track record of successfully managing projects, inclusive of development, implementation, evaluation, and reporting, preferably in the community sector.
- ✚ A demonstrated commitment to human rights and social justice issues.
- ✚ Understanding of issues affecting women in the workplace and beyond.
- ✚ Efficacy in networking and establishing, maintaining and expanding partnerships with key stakeholders in relevant sectors.
- ✚ Demonstrated ability in supervision and/or management of staff.
- ✚ Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.

- ✦ Knowledge of relevant policy developments and law reforms.
- ✦ Understanding of social impact objectives and measurement.
- ✦ Current National Police Clearance.

Attributes

- ✦ Ability to work autonomously with minimal supervision, including managing priorities and competing demands in a fast paced and changing environment.
- ✦ Excellent problem-solving skills with capacity for creative thinking and inclusive planning.
- ✦ Outstanding written and oral communication skills.
- ✦ Ability to work constructively and collaboratively in a team environment, support staff to develop to their fullest potential, and actively participate in all WWC and WLSWA activities.
- ✦ Demonstrated commitment to social justice and other WLSWA and Circle Green values.

Motivation

- ✦ The successful applicant will be passionate about advancing the interests of women, reducing gender inequality, and empowering women through the provision of excellent services to know and understand their legal rights.

Highly Desirable

- ✦ Understanding of legal practice legal professional requirements and regulatory obligations;
- ✦ Knowledge of current industrial relations legislation.
- ✦ Experience in the development and delivery of community education.
- ✦ Understanding of relevant agencies and referral pathways for women accessing supports in the Western Australian legal and community services sector.
- ✦ Current 'C' Class WA Driver's Licence.