

Circle Green Community Legal is Western Australia's largest not-for-profit delivering specialist legal services in employment, workplace discrimination, residential tenancy law, family and domestic violence, and humanitarian services aimed at assisting people who are otherwise disadvantaged in their access to legal services.

**Circle Green is looking for an experienced CEO with a passion for social justice and who is dedicated to making an impact.**

As CEO you are responsible for leading and managing a talented, professional, passionate, and highly qualified team through the next phase of Circle Green's period of change, consolidation, and impact.

Competitive candidates will have proven strategic, organisational and management experience. You will understand the importance of ensuring a financially sustainable organisation, possess high level skills to lead change in a compliance business model, and will be transparent and accountable to the Board and other stakeholders for the organisation's performance.

Circle Green is a dynamic environment; we engage with our community to provide holistic support that delivers fair and equitable outcomes. We work hard, are passionate about what we do, and we empower our team to work flexibly in a way that suits their lifestyle.

This role is based in Perth, Western Australia and is a full-time position for a five-year contract term. The ideal candidate will be able to commence February-March 2026.

If this sounds like the right fit for you, we invite you to apply by providing the following to [ceo.recruit@circlegreen.org.au](mailto:ceo.recruit@circlegreen.org.au)

- A covering letter or statement that clearly demonstrates the extent to which you satisfy the selection criteria and requirements of the position.
- A CV providing personal details, qualifications, and work history.
- The names and contact details, (including email addresses) of three referees who may be contacted for a confidential report. Please note: your permission will be sought before referees are contacted.

**Applications close midnight (AWST) on Friday 9<sup>th</sup> January 2026 and candidates should be available for interview in person or online from 16<sup>th</sup>-30<sup>th</sup> January 2026.**

We actively strive for diversity in our teams and strongly encourage Aboriginal and Torres Strait Islander Peoples to apply. Applicants are considered for employment without regard to age, sex, gender identity, religion, national origin, sexual orientation, or disability. Circle Green is an inclusive and flexible environment, and we welcome your application.

We are happy to answer any questions about this role or have a conversation with you before you apply. **Please contact Board Member Sarah Skrgic on 0423 288 601.** We will also work with you to address any access needs you may have and if you require assistance to participate in the application and / or interview process.

## Position Details

The Position	<b>Chief Executive Officer</b>
Reports to	Board of Management
Supervisor	Chairperson, Board of Management
Employment type	Five-year contract
Probation	Six (6) months from the Commencement Date. This period may be extended for a further three to six months at the discretion of the Board of Management.
Salary and Remuneration	Indicative full time base salary \$175,000-\$195, 000 gross per annum (or pro rata). Superannuation and benefits including access to salary packaging.
Pay Period	The Base Salary is paid in equal fortnightly instalments.
Commencement Date	February/March 2026
Direct Reports	Principal Lawyers <sup>1</sup> report to the CEO as employees. People & Culture Manager Finance Manager Executive Support & Projects Officer Others as appointed
Employment location	Ground Floor, 445 Hay St, Perth WA 6000
Hours of work	Full time hours = 37.5 hour/week.

<sup>1</sup> The Principal Lawyer/s have ultimate responsibility for the conduct and supervision of Circle Green's legal practice and its services and is/are accountable to the Board. They are not accountable or report to the CEO in relation to the way they manage the legal practice.

## Our Organisation

### OUR VISION

**Empowered people thriving in a just society.** Our vision reflects a commitment to fostering fairness, dignity and opportunity so every person can flourish in communities supported by systems that uphold equity and remove barriers.

### OUR PURPOSE

**Accessible Justice.** To create a system, place, and space to ensure a safety net of best practice legal advice, education, and advocacy in our specialist fields.

### OUR VALUES

#### **Fairness**

We are fair by embracing inclusion and diversity while working towards equitable access to justice for all.

#### **Excellence**

We strive for excellence through continuous improvement and reflection, sector leadership, and aiming to be the best in our fields.

#### **Compassion**

We care through empathy, support, and understanding for everyone.

#### **Courage**

We champion advocacy, curiosity, and innovation by respectfully challenging norms, speaking up for others, and leading with integrity.

#### **Collaboration**

Our shared purpose thrives on teamwork, trust and open communication.

## Strategic Plan: Summary Overview 2025 - 2027

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### Our Pillars

#### People Centred

- Invest in our people and support their growth
- Always put our clients at the centre of what we do
- Engage with and strengthen our communities

#### Accountability

- Be transparent and consistent in all we do and how we communicate our impact
- Do what we say we'll do, be clear on expectations, and hold ourselves and each other to account

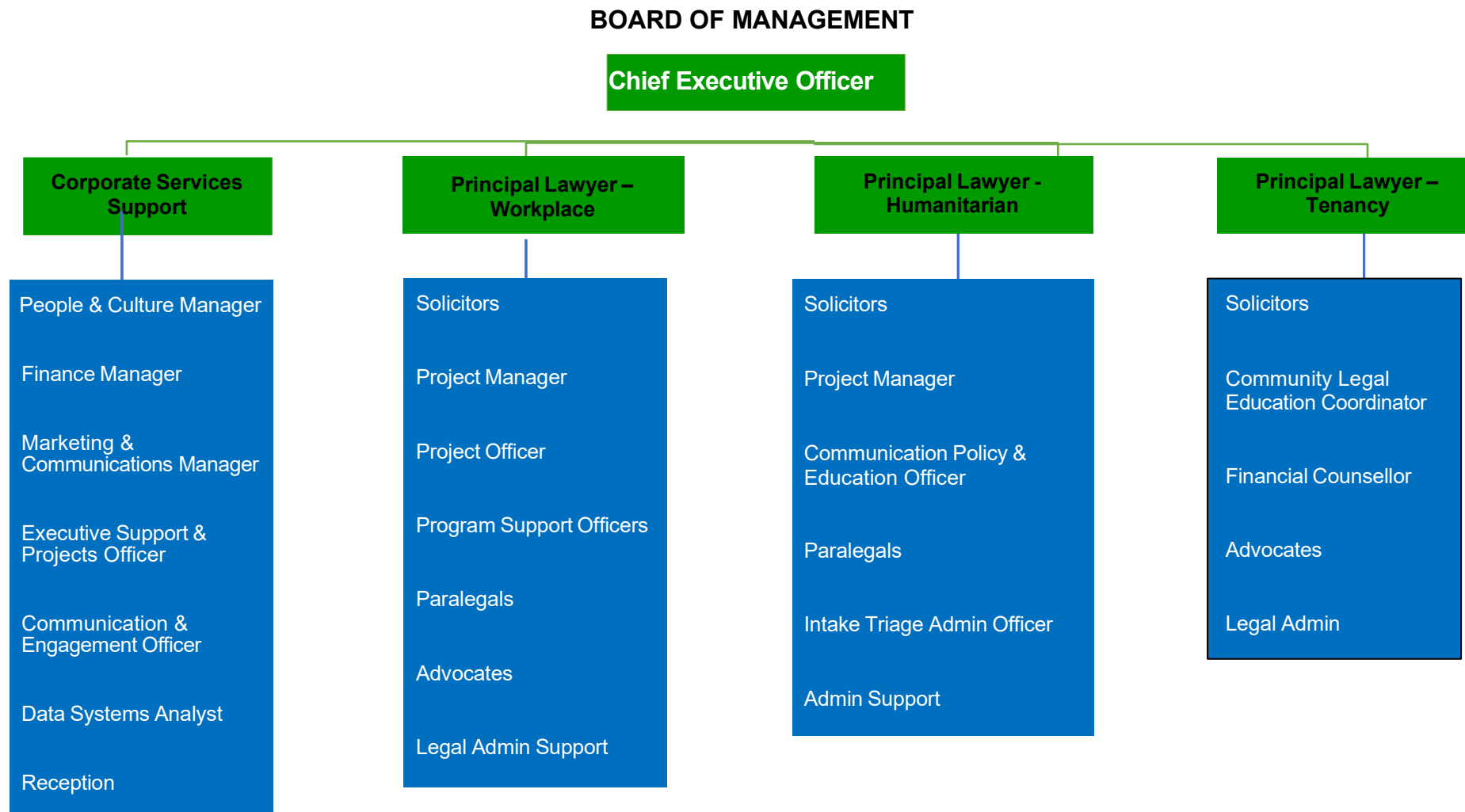
#### Leading Change

- Elevate client voices and experiences in identifying and driving law and systems reform
- Challenge the status quo and drive positive transformation and innovative solutions

#### Strong Systems

- Develop and refine our systems and processes to improve the way we work
- Use data to evidence areas of need, impact, and outcomes

## Our Organisational Structure



## The Role

The **Chief Executive Officer (CEO)** provides leadership to a values driven organisation that provides the highest standards of professional legal, education, advocacy, and support in the practice areas of humanitarian, workplace, and tenancy law.

Reporting to the Board of Management, the CEO will have overall strategic and operational responsibility for Circle Green's staff, partnerships, relationships with external stakeholders, programs, expansion, and execution of its purpose.

## Key Responsibilities

- Guided by Circle Green's values and purpose, lead and embed the tone and culture of the organisation for all stakeholders including the Board, staff, volunteers, secondees, contractors, partners, and community engagement.
- Lead, facilitate, and implement the Circle Green strategic and business plans ensuring they respond to community legal needs and trends, expectations, and desired outcomes.
- Champion diversity, inclusion, equity and allyship at and on behalf of Circle Green and continue to move the organisation forward in this area.
- Lead and generate innovative, responsive ideas for service delivery, education, advocacy, and partnerships that exhibit and extend the purpose of the organisation's purpose and are impact driven.
- Oversee effective organisational evaluation, outcomes, and impact measurement strategies. Ensure organisational understanding of the role Circle Green plays in changing lives (delivering advice and support) and the systems that hold them back (advocacy).
- Develop a strong leadership team and consider and create succession opportunities throughout the organisation.
- Lead, mentor, develop and retain a high performing, talented leadership, staff, and volunteer team to ensure service delivery and operations are aligned with the organisation's strategy, culture, values and are managed effectively, and efficiently.
- Develop and promote brand and communications consistency; positively promoting Circle Green's purpose, its activities, and its participating communities to stakeholders and community.
- Foster external partnerships generating new ideas and approaches for collaboration.
- Advise, negotiate, and build relationships to create opportunities for policy input, influence, and advice to government to maintain and grow our presence in influencing policy change.
- Ensure responsible management and ongoing development of the organisation's financial standing and build opportunities for broadening the financial base in line with Circle Green's purpose and strategy and develop that strategy over time.
- Identify and manage operational, corporate, and legal risks for the organisation.
- Provide timely, accurate and complete reports on the agencies operating, strategic, financial, staffing, and risk performance to the Board and funding bodies as required.
- Ensure effective governance, legal and compliance controls and reporting of Circle Green through timely policy development, review, and implementation.

We are seeking a values driven leader committed to social justice who can create an environment that provides a safe and secure safety net of best practice legal services, education, advocacy and support.

As CEO you will lead and manage a talented, passionate, and highly qualified team during a period of change, consolidation, and impact. Reporting directly to the Board, the role requires a leader with exceptional strategic capability, organisational oversight, and demonstrated experience guiding change within a compliance based operating environment.

The successful candidate understands the importance of maintaining a financially sustainable organisation, possesses capability in leading organisational transformation and demonstrates transparency, accountability and strong governance in all interactions with the Board and key stakeholders.

You will have an eye for detail along with other demonstrated qualities, including:

### **Essential Criteria**

- Strong capability to lead and embed organisational tone and culture, aligned with organisational values and purpose.
- Proven strategic leadership experience, including planning, implementing, overseeing, and evaluating organisational change.
- Demonstrated ability to ensure financial sustainability and organisational accountability, whilst being conscious of staffing levels and funding constraints.
- A proven track record of working collaboratively with compassion, thoughtfulness, curiosity, and vigour through a period of complex growth and change.
- Proven experience planning, implementing, overseeing, and evaluating organisational change.
- Exceptional advisory, negotiation, communication, and relationship building skills, and experience in the leadership of specialist teams, including in the development of people and teams.
- A sound understanding of government direction and economic drivers, and an appreciation of the complexities of the public sector environment and the requirement to comply with government policies and processes.
- Demonstrated understanding of the unique context of providing highly regulated legal and other professional services.
- Experience in fostering external partnerships including generating new ideas and approaches for collaboration.
- Demonstrated ability to seek and create opportunities for policy input, influence, and advice to government.
- Experience reporting to a board or have board governance experience.
- Relevant tertiary qualifications (e.g., finance, law, public policy, social impact, business, management, or governance) or extensive relevant experience.

### **Desirable Criteria**

- Formal governance training (e.g., AICD Company Directors Course) or willingness to undertake governance development.