

Chief Operations Officer - Role Description

Position Title	Chief Operations Officer
Worker Status	Volunteer
Commencement	Immediate
Benefits	<ul style="list-style-type: none"> • Play a key role in the direction of a not-for-profit organisation • Develop confidence in applying organisational, leadership and governance skills • Contribute to working for justice for UWA students • Located on UWA's Crawley campus • Make connections in the legal profession and among the not-for-profit sector • Build experience for use in applications to prospective employers • Work with a great team
Commitment	<p>Approximately 8 hours per week, spread out across the week (some periods busier than others)</p> <p>Periodic meetings</p> <p>Ideally for a minimum period of 12 months</p>

About us

Student Legal Advice Centre (**SLAC**) is a not-for-profit organisation that aims to provide justice to all UWA students by partnering with volunteer solicitors supported by UWA law students to provide pro bono legal advice to UWA students.

SLAC aims to increase accessibility to legal advice for vulnerable students and is a student-tailored service with a narrowed focus on tenancy, employment and workplace discrimination and sexual harassment issues. SLAC aims to reduce the overall burden on students and improve their overall quality of life.

SLAC currently has a partnership with Circle Green Community Legal (**Circle Green**) to facilitate legal advice appointments on campus at UWA with Circle Green lawyers.

Purpose of the role

The key word in the title chief operating officer is 'operating', because the COO responsible for making sure the day-to-day operations of the organisation run smoothly. The purpose of the COO role is to execute SLAC's vision by ensuring the proper and efficient operation of SLAC's service.

The COO must have a strong awareness of service requirements, including identifying the resources necessary to achieve SLAC's goals. The COO can determine which projects SLAC is best placed to pursue, making effective decisions regarding the operations.

As a relatively new organisation, the COO role is broad and adaptable, with discretion to prioritise and delegate tasks as necessary. The COO should work to identify areas of need where SLAC's service may expand beyond providing legal advice on employment and tenancy, and information and referrals for other legal problems.

Key responsibilities

- Implement and review SLAC's Service Guide, workplace policies and procedures
- Oversee volunteer work and provide and communicate feedback to volunteers
- Attend regular meetings with the SLAC Executive team
- Work closely alongside partnering organisations, such as Circle Green, and their lawyers to not only continue SLAC's current services but seek to grow and expand SLAC's service offerings
- Conduct legal research in relation to SLAC's governance and services
- Create and contribute to a supportive working environment
- Ensure that SLAC, its mission and services, are consistently presented with a strong positive image to the community at large and the wider legal profession

Selection Criteria

Essential	Strong organisational and management skills including coordinating training days, rostering, prioritising and delegation of tasks
	Genuine commitment to justice and the values of SLAC
	Ability to commit to at least one day per week
	Strong communication skills and ability to work in a team towards common goals
	Creative thinking, problem solving and initiative with tasks and problems
Desirable	Studying a law, management or social work degree at UWA
	Sound analytical skills and ability to work with discretion
	Some understanding of workplace and/or tenancy law
	Previous experience in the not-for-profit sector

Application Process

1. Please email recruitment@slac.com.au with a CV, cover letter, and academic transcript (please note this does not need to be a formal transcript, a screenshot will be sufficient). Ensure that your cover letter covers all essential selection criteria.
2. You will receive an email or phone call from the SLAC Executive. They will confirm the status of your application for the role and may schedule an interview with you.
3. Following your interview, you will receive an email or phone call confirming the results of the interview.

If you have any questions about the above information or application process, please email recruitment@slac.com.au or visit our website at www.slac.com.au/recruitment.