



# THE LAW SOCIETY OF SOUTH AUSTRALIA

## POSITION DESCRIPTION

*A more detailed document setting out the specific duties of the role and key performance indicators will be provided to candidates at interview, however the information below is provided as a guide.*

**Position Title:** Executive Director

### **Preamble:**

The Law Society of South Australia was established in 1879 as an unincorporated association. Since its establishment, the Society has functioned as an active and integral part of the South Australian Legal Profession.

The Society is one of few professional associations recognised by, and given powers under statute - the *Legal Practitioners Act 1981*. Sections 7 to 14 of the Act detail various powers and requirements of the Society. Various other sections (particularly s 44 and s 45) give important functions to the Society. Section 8(2) of the Act provides that “there will be an Executive Director” of the Law Society.

The controlling body of the Society is its Council – a body comprised of elected representatives and ex-officio Members. Council has delegated many functions to an Executive of some seven Members. The Executive Director will have a close day-to-day working relationship with the President, the General Manager and also with Executive Members. The Executive Director is the Chief Executive Officer of the Society and, through the President, is responsible to the Council.

### **Position Summary:**

The Executive Director of the Law Society will

- provide strong, strategic leadership, working with the President, Executive and Council and the management team to establish, implement and oversee long range goals, strategies, plans and policies in accordance with the Society’s Objects and Mission, and regulatory requirements; and
- manage effective relationships and communication with Members, the profession, community and Government leaders and agencies, the Law Council, the media and the public.

**Responsible to:** The President, Executive and Council

**Salary, Term of Appointment:**

To be determined by the Council, however a base salary in the range \$160,000 - \$190,000 together with superannuation (paid at 15.4%) and a car park is provided as an indication.

**Required Qualifications/Experience:**

- Demonstrated effective leadership style and record.
- A sound understanding of, and demonstrated commitment to, the principles of good corporate governance.
- Experience in a regulatory role, demonstrating superior knowledge of a regime of regulatory compliance.
- Provision of leadership, advice and guidance to a governing Board or entity.
- Extensive management/administrative experience at senior executive level with a demonstrated and proactive outlook.
- Strong organisational skills.
- Demonstrated strategic marketing, media and public relations skills.
- Ability to foster and maintain positive relationships with Members, the legal profession, the Courts, government, agencies, professional associates, the Law Council and community groups.
- Appropriate tertiary (or higher) qualifications in an area such as Administration, Law, Education, Business Studies or similar.
- Demonstrated ability to contribute to the development of a strategic plan, to ensure initiatives under a strategic plan are actioned in a timely manner and that appropriate reports are prepared and presented.

**Desirable skills/experience**

- Experience in management of not-for-profit organisations or similar.
- An understanding of the composition and issues of interest to the legal profession, and of its relationship with other professions, government and the community.

- An appreciation of the basic principles that underpin an effective justice system.
- Skill/experience in preparation of media releases, dealing with the media or an editorial role.
- Marketing skills/interests.
- Skills in office technology.
- An appreciation of the role of a company secretary.
- An understanding of financial information, practices and reporting requirements.
- An appreciation of the role of a professional standards regulator, compliance monitor and a provider of professional indemnity insurance.

## **SUMMARY OF DUTIES**

### **1 Governance**

Communicate in a timely way with the Executive/Council on material matters affecting the Society.

Provide advisory and executive support to, and communicate regularly with the President and the Executive/Council and ensure they are being provided with the information necessary to fulfill their duties and responsibilities.

Ensure that properly maintained and up-to-date records and procedures are maintained and followed in respect of the Society itself, entities it owns, committees and nominated representative.

### **2 Leadership**

Provide leadership to ensure the Society achieves its Objects and Mission and serves the best interests of its Members.

Drive the Society to achieve its financial and non-financial objectives.

### **3 Management of the professional and regulatory activities of the Society**

Undertake a strong and direct involvement in the regulatory roles of the Society

Monitor, advise and provide leadership on matters such as policy development, new directions and organisational change.

Foster and maintain Society links with identified organisations and agencies.

Oversee the development of appropriate services to members; develop and direct major social activities of the Society.

Prepare briefing papers on professional developments.

Working with Society Committees, draft responses to requests for comment with respect to major inquiries, proposed legislative change or other political, educational or industrial developments.

Provide assistance to members of the legal profession with enquiries regarding professional conduct, ethical and practice issues.

**4 Strategic communication, marketing, public relations with Members, the legal community and the public; and the media related activities of the Society**

Develop a marketing and communication plan.

Implement the provisions of the Media Strategy.

Maintain/foster positive relationships between the Society, its Members, the profession, the Courts, Parliament and other public institutions.

Undertake special projects as required from time to time by the Executive/Council.

**5 Management of the administration of the Law Society**

*Together with the General Manager*

Supervise the administration and operation of all sections of the Society.

Maintain appropriate records of all matters relating to the administration of the Society.

Oversee the development and implementation of the Strategic Plan for the Society.