



Position vacant

Wellbeing Coordinator

The Law Society of New South Wales is looking to employ a Wellbeing Coordinator in its Executive Unit on a full-time basis, or alternatively part-time (4 days per week). This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Monday 16 September, 2019.

Responsibilities

The Wellbeing Coordinator is responsible for overseeing and championing the implementation of the Law Society's suite of mental health and wellbeing services for the profession, ensuring services and initiatives are well executed and coordinated with appropriate stakeholder support and input.

Key accountabilities

- Implement agreed improvements to the Law Society's suite of mental health and wellbeing services, ensuring all offerings are centrally coordinated and planned with associated stakeholder input and management.
- Provide oversight, strategic direction and plan for opportunities in relation to the provision of mental health and wellbeing workshops, training and continuing professional development.
- Ensure the promotion and communication of mental health and wellbeing offerings across the profession, working closely with other staff and departments for an integrated and synchronised approach.
- Monitor and keep well informed of research and feedback in order to identify opportunities to increase awareness, understanding and acceptance of mental health issues in the profession.
- Contribute to and keep informed of other Law Society projects related to mental health and wellbeing in the profession.
- Champion and represent the Society as directed and required at meetings, conferences and other forums on the services offered.
- Provide briefings, draft papers, research continuous improvements and other correspondence and material for the CEO, President, Council and stakeholders as required.

Requirements

- Completion of a degree in an appropriate field or an equivalent combination of relevant experience and / or education / training.
- Demonstrated experience in:





- researching, analysing and coordinating information and stakeholder input, and developing plans and project timelines.
- Communicating and promoting ideas, services and information.
- high level of computer literacy using the Microsoft Office suite of products.
- Demonstrated ability to:
 - identify, research and critically analyse complex and at times sensitive issues, and to implement practical solutions while maintaining a high level of confidentiality.
 - apply high level written and oral communication skills in the development and delivery of quality correspondence, information and expert advice to internal and external stakeholders.
 - develop effective working relationships and strategic networks
 - be politically astute and work independently under broad direction and be able to apply judgement, diplomacy and initiative.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications via LinkedIn should include a cover letter combined in a single document with your CV for upload, or alternatively, both documents may be emailed to recruitment@lawsociety.com.au.