



Position vacant

Manager, Strategy & Projects

The Law Society of New South Wales is looking to employ a Manager, Strategy & Projects within its Executive Unit on a full-time or part-time basis. The position will be advertised internally and externally. If any staff member is interested in applying, or requires further information, please contact the HR Department no later than Monday, 19 July 2021.

Accountabilities

This pivotal position provides high level advice and briefing in relation to cross-functional special project and strategic work to the Chief Executive Officer (CEO), President, Senior Management Group (“SMG”) and Law Society staff. This role works closely with the CEO, President and SMG as a trusted advisor and thought leader, to achieve the Society’s strategic plan.

Responsibilities

- Own a variety of cross-functional special projects on behalf of the CEO.
- Oversee and contribute to the Society’s strategic plan as well as manage the reporting to Council arrangements on strategic plan delivery.
- Coordination, contribution and quality control of key CEO output documents including CEO Council, Council of Australian Law Societies and national stakeholder meetings.
- Manage the program and strategic coordination of the annual Council planning Conference.
- Manage the flow of information and administer the operation of the SMG and to work with the CEO in entrenching its collegiate and developmental role
- Advise and participate in negotiations and discussions with key segment leaders such as Law Firms Australia and Australian Corporate Council.
- Support the CEO in their extra-organisational responsibilities as required, undertaking research and stakeholder liaison including but not limited to Law Cover and national stakeholder liaison.
- Administer the Law Society’s research programs in relation to the profile of the legal profession and associated Law Society surveys and provide strategic support of research.
- Establish and maintain effective working relationships with internal and external stakeholders and keep abreast of issues relating to the Society issues pertaining to designated areas of responsibility.
- Act as a liaison point on behalf of the LSNSW with international stakeholders.



Requirements

The successful candidate will be a proven and skilful influencer, with exemplary communication and interpersonal skills. Impress with:

- Relevant tertiary qualifications (legal qualifications highly desirable).
- Experience managing multiple and diverse projects simultaneously.
- Experience in the development of submissions, papers, and solid business cases/recommendations in designated areas of responsibility.
- Knowledge of the legal profession and demonstrated commitment to regularly keeping abreast of recent developments in this area.
- An ability to articulate complex matters to all levels within the organisation.
- Strong management and organisational skills.
- Strong organisational and time management skills
- Strategic thinker and ability to take 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, including a cover letter outlining your motivation for this position and a brief resume, should be addressed to: recruitment@lawsociety.com.au