

# Sector Sustainability officer

## Fixed term contract (up to full-time)

<b>Position Title:</b>	Sector Sustainability Officer
<b>Status:</b>	Up to full-time, fixed term for 12 months
<b>Hours of work:</b>	up to 38 hours per week (negotiable)
<b>Award coverage:</b>	Level 5-6 of the Social, Community, Home Care and Disability Services Award 2010 (Modern Award)
<b>Salary:</b>	Above award (linked to Queensland Transitional Pay Equity Order [incorporating the QLD Regulation and DIV 2B QCSCA]): \$1,706.88 - \$1,947.12 per week (pro rata for part-time)
<b>Accountable to:</b>	Community Legal Centres Queensland Director
<b>Date Reviewed:</b>	August 2022

### About us

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Queensland's community legal centres provide a diverse range of free legal advice, law reform advocacy, community education and casework services to tens of thousands of disadvantaged Queenslanders each year, and are an important component of Queensland's legal and social infrastructure.

We are the peak body for Queensland's community legal centres, and we work with those centres towards a fair and just Queensland.

We help community legal centres so they can provide effective, high quality services to their communities. We help the network of community legal centres keep informed, united and relevant. We help disadvantaged and vulnerable people in the community to understand their legal and human rights, access legal help, and be heard and respected.

Community Legal Centres Queensland is committed to building a diverse, inclusive, safe, respectful and flexible workplace by supporting equal opportunities across our team. We strongly encourage Aboriginal and/or Torres Strait Islander people, and people from diverse backgrounds, genders, abilities and ages to apply.

Find out more about us at [www.communitylegalqld.org.au](http://www.communitylegalqld.org.au).

### About the role

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Working as part of the Sector Sustainability Team, you will help our 34 community legal centre members to provide effective, high quality services to their communities.

You will contribute to developing and building the organisational capacity of member organisations, including undertaking accreditation processes to support our members' professional standards and through projects and initiatives that promote innovating and collaborative services.

You will contribute to development and delivery of training and development opportunities for members, including our webinar series and annual conference and other events.

You will engage in policy and advocacy work that contributes to the overall effectiveness of the sector in delivering client outcomes, including fostering and developing relationships with a range of key stakeholders.

You will work in parallel with the other Sector Sustainability positions and the focus will be determined by the current projects and deliverables of the organisation and the Director/Management Committee. As such, you will be flexible, able to adapt to change, and confident in working across a range of different domains.

The role is classified at Level 5-6 of the Social, Community, Home Care and Disability Services Award 2010 (Modern Award), commensurate to the experience of the successful candidate. Salary packaging is available and Community Legal Centres Queensland offers above award conditions. The position is based in Brisbane CBD.

## **Selection criteria (About you)**

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1. Qualifications and experience in law, management, business, training and development, or equivalent.
2. Strong organisational and project management skills, including the ability to effectively manage and resolve competing priorities to meet outcomes and reporting requirements.
3. Highly developed communication and interpersonal skills (oral and written), including the ability to work collaboratively with a diverse group of stakeholders.
4. Experience or understanding of strategic thinking and planning, research and evaluation, evidence-based practice, and continuous improvement through quality standards would be highly regarded.
5. Ability to work independently, be flexible, and contribute effectively as part of a small but committed team.
6. Experience in or understanding of the work, context and operations of community organisations, not-for-profit organisations, legal services, or a related field.
7. A demonstrated commitment to social justice and accessible fair community legal services.

## **Applications**

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Applicants should send a written application and a current CV to Director:  
[rosslyn@communitylegalqld.org.au](mailto:rosslyn@communitylegalqld.org.au)



Applications close at **5pm Wednesday 21st September 2022**. Late applications will not be considered.

Shortlisted applicants only will be contacted and interviews will take place in the following week.