



CHIEF EXECUTIVE OFFICER

JOB SPECIFICATION

JANUARY 2025



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POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: MANAGING PARTNER & PARTNERS

EMPLOYMENT STATUS: FIXED TERM CONTRACT TO BE NEGOTIATED

Broad scope

The Chief Executive Officer (CEO) is responsible to the Partners for providing leadership in implementing Mellor Olsson's strategies, policies and decisions, managing the various functions and activities of the business, overseeing finances, assets, operations, human resources, marketing and communications, information technology and key strategic projects.

Key responsibilities

- developing and driving strategy for the Partnership and its business;
- ensuring that all business decisions are implemented and reasonable action is taken in a timely and effective manner;
- assisting and advising the Partnership in developing initiatives for business improvement, effectiveness and growth;
- working closely with the Partners and senior management to craft, communicate and implement the overall strategic and business plans for Mellor Olsson;
- ensuring that Mellor Olsson's human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets client needs and business requirements;
- finding and developing talent to assist with business growth and progression;
- representing the firm in external forums and networking events as required.

Key result areas

1. Leadership, strategic planning and communication
2. Human Resources
3. Finance
4. Operations
5. Information Technology
6. Performance Improvement
7. Compliance



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1. Leadership, strategic planning and communication

- 1.1 effectively communicating and exemplifying Mellor Olsson's vision, mission, objectives, values and strategies to its staff and where relevant key stakeholders;
- 1.2 performing the pivotal leadership role for Mellor Olsson's administration;
- 1.3 working closely with the Partnership to ensure strategic plans are prepared, implemented and communicated effectively;
- 1.4 maintaining a continuous review of Mellor Olsson's progress in attaining the objectives and strategies of the corporate, strategic and business plans;
- 1.5 identifying and mitigating risks and developing appropriate strategies to manage risk;
- 1.6 working with the Partnership to identify, measure and deliver on agreed annual key performance indicators;
- 1.7 ensuring effective communication and transparency with the Partnership;
- 1.8 develop and monitor individual, team and organisational KPIs;
- 1.9 facilitate (Chair) Partnership meetings and coordinate the preparation of agendas, papers, minutes and record keeping.

2. Human resource management

- 2.1 leading, developing, motivating and managing the human resources of Mellor Olsson;
- 2.2 regularly reviewing the organisational structure (including area management) to ensure it is flexible and appropriate;
- 2.3 ensuring recruitment is undertaken in line with effective workforce planning strategies and in line with contemporary and equal opportunity principles and practices;
- 2.4 ensuring professional development and training opportunities are available to employees;
- 2.5 identifying attraction, retention, induction, remuneration and succession planning strategies for Partners;
- 2.6 ensuring a harmonious and participative employee relations culture and providing appropriate conflict management;
- 2.7 monitoring and proactively managing Partner entry and exit strategy and implementation;
- 2.8 creating and maintaining a positive, constructive and productive staff culture towards positioning Mellor Olsson as an employer of choice;
- 2.9 ensuring that Mellor Olsson complies with all statutory and legal obligations including but not limited to all relevant work health and safety obligations;
- 2.10 ensuring accountability for productivity outcomes.

3. Financial & asset management and corporate compliance

- 3.1 providing financial oversight regarding business and partnership accounts, service and other trusts, bank tenders, bank facilities, audits and financial forecasts;
- 3.2 building a profitable and sustainable business, by ensuring annual and long term financial plans and budgets are prepared, monitored and controlled;
- 3.3 identifying and implementing cost savings and driving financial efficiency;
- 3.4 ensuring the Partners are provided with timely and accurate management and financial reports to aid key decision making;



- 3.5 effectively managing and monitoring Mellor Olsson's operating revenue and expenditure, maintaining a focus on net operating profit;
- 3.6 lead and manage the budget and remuneration processes;
- 3.7 ensuring long term asset management plans are in place and closely monitored;
- 3.8 overseeing capital works and other property related projects to ensure they are managed and delivered within agreed budgetary and time constraints;
- 3.9 ensuring Mellor Olsson meets all its statutory, legal, governance and reporting obligations within contemporary partnership frameworks;
- 3.10 monitoring and controlling cashflow.

4. Operations management & major projects/innovation

- 4.1 providing an overview of the various operational areas of the business and reporting to the Partners on a regular basis regarding improvement initiatives;
- 4.2 ensuring major projects are completed in line with time and budgetary constraints and project status regularly monitored and communicated.

5. Information Technology

- 5.1 identify, implement and review Mellor Olsson's IT systems to ensure effective operation and security of commercial data;
- 5.2 ensure Mellor Olsson has appropriate IT infrastructure that enables the business to achieve its strategic objectives;
- 5.3 deliver an annual IT plan to the Partners that balances Mellor Olsson's requirements for stable flexible and effective IT platforms within appropriate risk and financial constraints.

6. Performance Improvement

- 6.1 drive the execution of key performance improvement projects to deliver measurable benefits across the business. This includes managing key resources and process improvement budgets and to regularly report to the Partners on the status of projects as defined by annual business plans.
- 6.2 a key responsibility of the CEO is to ensure Mellor Olsson is operating efficiently by:
 - a) critically analysing each key legal and operational business process;
 - b) re-designing key business processes to produce more efficient and effective outcomes;
 - c) providing the legal team with the tools, technology and other resources to meet client objectives as efficiently and as effectively possible; and
 - d) help the Partners to ensure that the business focuses with absolute discipline on its key objectives.

7. Compliance

- 7.1 The CEO is responsible for ensuring Mellor Olsson's statutory and legal obligations are met. This includes monitoring and enforcing internal policies, managing key risks and ensuring adequate insurance is in place to protect the assets of Mellor Olsson.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.