Seeking a Chief Operating Officer

Sydney or Melbourne location

About us

Prolegis is an incorporated legal practice and not-for-profit social enterprise. We work with charities, not-for-profits and philanthropists for the common good. Our advice is expert, timely, practical and generous. We value trust, humility and teamwork.

We have offices in Melbourne and Sydney. We work as one team.

Position purpose

The Chief Operating Officer (COO) is the senior non-legal executive responsible for the day-to-day business operations of the firm. Working closely with the CEO and as a core member of the Prolegis Leadership Team (PLT), the COO oversees the firm's administrative functions.

The COO ensures the firm's people, financial, technology, facilities, onboarding, risk and other administrative functions operate efficiently, cost-effectively and in support of the firm's strategic objectives.

The COO translates strategy set by the CEO and PLT into operational plans and holds oversight of all business support functions so that partners and fee-earners can focus on client and legal work.

Key relationships

- Reports directly to: CEO
- Works closely with: Practice Leads, Partners, Directors
- External: landlords, suppliers, professional advisors, insurers, banking partners, regulators and industry bodies

Key responsibilities

Summary

- Provide overall leadership and management of the firm's business operations and non-legal staff
- Partner with the CEO and PLT to develop and implement the firm's strategic plan
- Ensure the firm's operational functions are efficient, well-resourced and aligned with objectives
- Manage and develop direct reports
- Own firm-wide budgeting, financial reporting and performance monitoring
- Ensure compliance with legal, regulatory and professional obligations across all business operations
- Identify and lead continuous improvement, efficiency and technology initiatives across the firm
- Represent the firm externally with suppliers, landlords, industry bodies and professional networks as required

Experience and qualifications

- Significant experience in a general manager, COO, practice manager or senior operations leadership role, ideally within a professional services or legal environment
- Demonstrated practical hands on experience leading multiple business functions (finance, HR, IT, facilities, marketing) at a senior level
- Relevant tertiary qualification in business, commerce, law or a related discipline (postgraduate qualification such as an MBA highly regarded)
- Experience working with, or reporting to, partners/owners in a partnership or professional services structure is highly desirable

Capabilities

- Strong commercial acumen and financial literacy
- Proven ability to lead and influence at an executive level, including working effectively with partners/owners
- Excellent people leadership, communication and stakeholder management skills
- High level of judgement, discretion and integrity, given exposure to confidential and sensitive information
- Strong project management skills and a track record of delivering organisational change
- Ability to balance strategic thinking with hands-on operational delivery

Please note that some travel between Melbourne and Sydney will be required regardless of location.

What our people say

'There is a genuine commitment to developing subject matter experts here. I've consistently felt supported in my growth, with colleagues investing time and care in helping me build both technical skills and confidence as a practitioner.' - Luke

'I could not imagine a better place to learn and grow in my technical and interpersonal skills than at Prolegis. The team is approachable, encouraging, generous with their time, deeply passionate and committed to excellence.' - Georgia

What our clients say

'… professional, considered and a great source of not only accurate and timely legal advice but also tempered with deep understanding of people and life experience. … someone I would trust absolutely in future.'

'Prolegis Lawyers have undertaken some outstanding work for us in the establishment of the foundation. Their work … has been of an outstandingly high professional standard, of which we are truly appreciative.'

Does this sound like you?

Please email your CV and cover letter outlining your suitability for this role and fit for our team; addressed to **Tanya Fletcher**, CEO and Managing Partner to admin@prolegis.com.au

Applications close Friday 27 November 2026.