



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Manager Quasi-Judicial Services		
Effective Date September 2014	Position Number 3040	Level 5
Division Court and Tribunal Services	Directorate Magistrates Court and Tribunals	Branch Magistrates Court of WA, Perth

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Role Of This Position

The incumbent is responsible for presiding over a range of complex judicial and quasi-judicial proceedings.

The incumbent is also required to provide a specialist support service to staff to increase their knowledge, skills and abilities.

Is responsible for managing all the necessary quasi-judicial services that support the Magistrates Court at Perth.

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Responsibilities Of This Position

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Occupational Safety and Health

Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

Court Services

Presides over a range of more complex quasi-judicial matters that include:

- Pre-trial conferences;
- Judgment summons hearings;
- Taxation and assessment of costs; and
- Objections to jurisdictions.

Policy and Procedures

Implements organisational/local policy and procedures where required.

Contributes to the development of operational level policy.

Ensures compliance with legislation.

Customer Service and Stakeholder Relationships

Ensures effective communication within and outside the team through appropriate communication strategies and systems and liaison and consultation with internal/external parties.

Manages projects in area of operation.

Service Delivery

Is responsible for effective quasi-judicial service delivery within the Perth Registry. Performs the role of Specialist Court Officer as delegated or provided by statute.

People Management

Manages human resources for teams under control by planning schedules and control of daily work activity and building effective teams. Is responsible for recruitment, selection, performance management and training and development of staff. Manages FTE resources including back up or relief/leave management for quasi-judicial services.

Information and Knowledge Management

Contributes to the effective use of information and knowledge for teams within Court and Tribunal Services.

Informs and contributes to the development of strategies for information and knowledge management.

Cultural Change

Contributes to an effective, committed workplace team that supports a positive and innovative organisational culture.

Contributes to the management and implementation of change.

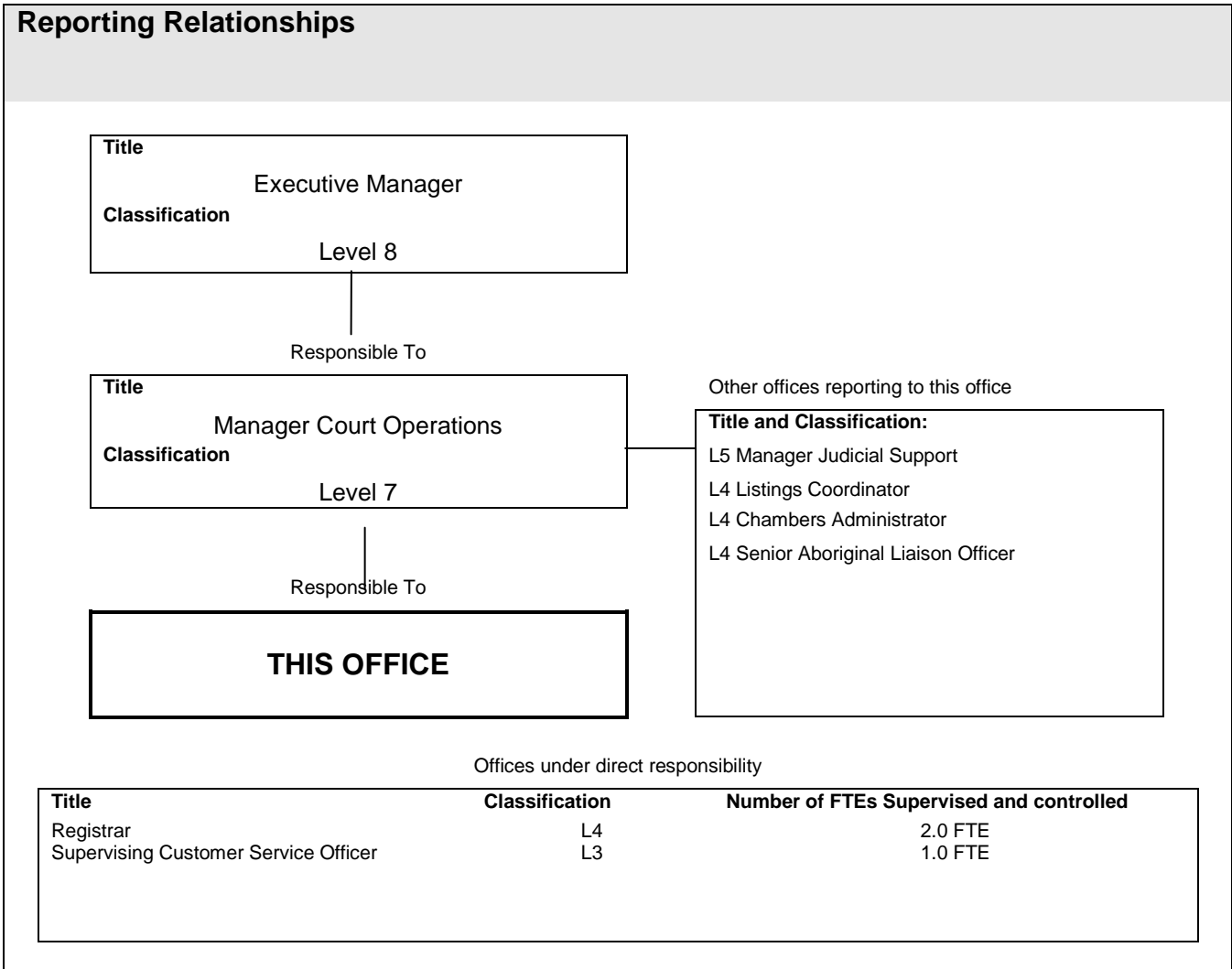
Continuous Improvement

Identifies and implements opportunities for continuous improvement within the Court and Tribunal Services Division. Reviews and improves processes, environment and systems in conjunction with team members.

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Work Related Requirements	
<i>The following work related requirements may be assessed at different stages of the selection process.</i>	
Essential Criteria	Context within which criteria will be applied and/or general standard expected
Shapes and Manages Strategy	<ul style="list-style-type: none"> Understands and communicates the reasons for decisions to others; Draws on information from a range of sources, uses judgment to analyse, works within agreed guidelines to make decisions, and incorporates outcomes into work plans.
Achieves Results	<ul style="list-style-type: none"> Evaluates project performance, identifies needs for change and initiates change when required; Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.
Builds Productive Relationships	<ul style="list-style-type: none"> Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients; Works with staff to identify development areas, encourages development activities, actively requests coaching from supervisor, identifies learning for self and shares this with others.
Exemplifies Personal Integrity and Self Awareness	<ul style="list-style-type: none"> Adheres to the Code of Conduct and behaves in an honest, professional and ethical way; Listens when own ideas are challenged, takes responsibility for mistakes and learns from them; Takes responsibility for completion of work within timeframes, takes initiative to progress work when required; Maintains a positive outlook and maintains a balanced working environment; Reflects on own behaviours and work style and understands the impact o others and on performance.
Communicates and Influences Effectively	<ul style="list-style-type: none"> Presents messages confidently and selects the appropriate medium for conveying information to the audiences level of knowledge, skill and experience; Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.
Court practices and procedures	<ul style="list-style-type: none"> Experience in a court, tribunal or legal environment. Comprehensive knowledge of the operations of courts.
Desirable	Experience
Qualifications	<ul style="list-style-type: none"> Demonstrated progress of professional development and continued learning

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH, free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	Ray Warnes, Executive Director, Court and Tribunal Services
Signature	
Date	