

Job Description Form

 2495 - **Executive Manager**

# Supreme Court of Western Australia

## Position details

Classification Level: 8

Award/Agreement: Public Service Award 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Higher Courts

Physical Location: Perth CBD

## Reporting relationships

Responsible to: 000783, Director Higher Courts, Level 9

**This position**: **2495, Executive Manager - Level 8**

Direct reports: 001236, Manager, Registry Services Level 6
 011261, Manager Court Services Level 6
 020285, Manager Judicial Services Level 6

## Overview of the position

The Higher Courts Directorate is accountable for Judiciary and Judicial Support; Case Processing.

The Executive Manager is responsible for managing the administrative functions of the Supreme Court of Western Australia which is the State’s highest court. The Supreme Court has jurisdiction for both criminal and civil matters, including probate. It is the main appeal court in Western Australia.

The position of Executive Manager works closely with the Chief Justice of Western Australia and the Principal Registrar in management of the court registry and judicial support services and provides strategic direction and leadership for the administrative functions of the Supreme Court jurisdiction.

## Job description

As part of the leadership team, the successful applicant will be expected to:

Work to improve communication and model integrity and respect in all interactions

Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity

Operate within the chain of command to coordinate activities required to meet the Department’s strategic objectives

Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate

Facilitate cultural and management reforms within the Department through leadership and engagement

Represent the Department’s interest on committees and working groups as required.

##  Role specific responsibilities

On behalf of the Department, the Executive Manager is responsible for management of the administrative functions of a complex and multi-faceted court registry, including front counter, case management, listings and judicial support services.

On behalf of the Department and Government, consults with the Chief Justice in respect of judicial support issues, issues affecting the state wide operation of the Court and the wider justice system.

Ensures all requirements are in place for management and conduct of civil and criminal trials, including, technological and audio visual, interpreters and other services. Negotiates with judiciary and other jurisdictions for the use of hearing rooms.

Overall management and decision making for resources required by the Supreme Court. This includes financial, asset, buildings, human resources, and contract management required to deliver state wide services to clients. The Supreme Court currently operates out of three sites, including the management of the 1903 Stirling Gardens heritage building complex.

In consultation with the Chief Justice, actively contributes in the decision making for business planning processes and development of strategies. Prepares and coordinates Supreme Court Business Plans and ensures all plans are implemented.

Establishes, measures and monitors performance for the court.

Develops initiatives to improve service quality utilising innovation and process review.

Provides advice to the Chief Justice and to Government on policy and law reform as it affects the administration of the Supreme Court jurisdiction.

Provides advice to the Chief Justice and to Government in respect of the Court’s operations and the justice system.

Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

**Shapes and Manages Strategy**

The ability to; understand the Department’s objectives and links between the business unit, departmental and whole of government agenda, translate strategy into operational goals, source and apply information on best practice approaches adopted in both the private and public sector, undertake objective, critical analysis and distil the core issues, present logical arguments and draw accurate conclusions, anticipate and seek to minimise risk, weigh options to identify solutions.

**Achieve Results**

The ability to; procure and administer contracts judiciously, value specialist expertise and capitalise on the knowledge within the organisation as well as consulting externally as appropriate, contribute personal expertise to achieve outcomes, evaluate ongoing performance, identify critical success factors, share information with others and assist them, commit to achieving quality outcomes and ensures documented procedures are maintained.

**Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and The capacity to; build and sustain relationships with a network of key people internally and externally, anticipate and be responsive to internal and external client needs, work towards mutually beneficial outcomes, find opportunity to share information, keep others informed of issues, foster team work, resolve conflict using appropriate strategies.

**Exemplifies Personal Integrity and Self-Awareness**

A demonstrated; high level of self-awareness and resilience when faced with challenges, openness to feedback, commitment to professionalism, probity and personal development, ability to provide impartial and forthright advice, challenge issues constructively, stand by your position and support others when required, seek guidance and advice when required. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and identifying solutions. Actively supports staff, identifies and manages risk issues escalating as required.

**Communicates and Influences Effectively**

The ability to; confidently present messages in a clear concise and articulate way, translate information for others, focusing on key points and using appropriate unambiguous language, anticipate reactions and be prepared to respond, approach negotiations with a strong grasp of the key issues, understand the desired objectives and associated strength and weaknesses, encourage debate and identify common ground to facilitate agreement and acceptance of mutually beneficial outcomes.

# Role Specific Criteria

**Extensive Knowledge and Experience relevant to the position**

Working knowledge of court registry practices, procedures and processes.

DESIRABLE

**Qualification**

A qualification in a management or legal discipline.

## Special requirements/equipment

Nil

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director, Court and Tribunal Services

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| Signature: |  | Date: |  |
| HR certification date: |  |