



Job Description Form

Registrar

Family Court

Position details

Classification Level: L6 Specified Calling

Award/Agreement: PSA 1992 / Public Service CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020382 – Principal Registrar Family Court

This position: Registrar (Generic)

Overview of the position

The position is responsible for the provision of judicial and quasi-judicial services to meet the requirements of the Family Court. In so doing, the position has responsibility for:

- Performing the functions and duties and exercising the powers of a Registrar as provided for in the *Family Court Act 1997 (WA)* and the *Family Law Act 1975 (Cth)* and associated *Rules and Regulations*, and as directed by the Chief Judge and/or the Principal Registrar.

Job description

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

- Work to ensure effective and appropriate relationships with key groups within and outside the Department and model integrity and respect in all interactions.
- Subject to the requirements of the Family Court, operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.

- Work collaboratively with the Principal Registrar to contribute to the provision of quality and cost-effective services and the continuous improvement of services delivered by the Court.
- In consultation with the Principal Registrar and other Registrars, contribute to the review and monitoring of litigation outcomes and the development and implementation of operational policies, practices and procedures designed to improve outcomes for Court clients.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Court and Department's interest on committees and working groups as required.

Role specific responsibilities

Performs the functions and duties and exercises the powers of a Registrar as provided for in the *Family Court Act 1997 (WA)* and the *Family Law Act 1975 (Cth)* and as delegated by the Chief Judge.

- Assesses and determines the listing of applications for urgent ex-parte court hearings, where children are at risk
- Undertakes case management in accord with the Court's case management procedures including conducting readiness hearings, procedural and conciliation conferences, Pre Trial conferences and contravention conferences
- Hears and determines interlocutory applications
- Hears and determines divorce applications
- Hears and determines subpoena applications
- Make orders by consent
- Conducts costs assessment conferences
- Undertakes research and analysis of legal and operational issues
- Undertakes administrative tasks assigned to Registrars under the rules and procedures applicable to the Court
- Performs other such judicial functions as may be delegated to a Registrar from time to time
- Provides information and guidance on the Court's jurisdiction and procedures to lawyers, clients, other stakeholders and staff
- Provides advice to the Chief Judge and Principal Registrar in relation to the case management of files and support for the management of dockets

Role Specific Criteria

Professional experience, knowledge, and qualifications

- Legal Practitioner of not less than five years legal experience and eligible to be admitted to practice in Western Australia
- Demonstrated experience in and a detailed knowledge and understanding of the *Family Law Act 1975*, *Family Court Act 1997*, Rules, Regulations and jurisdiction including court case management and the functions and objectives of the Family Court
- Demonstrated experience in the provision of dispute resolution services, in particular mediation

Organisational and problem-solving skills

- Highly manage priorities, meet deadlines, manage a heavy workload in a complex environment and achieve client service improvements
- Developed organisational, analytical and problem-solving skills, including the ability to set and achieve goals

Personal Qualities

- Well-developed interpersonal skills, including initiative, tact, discretion and judgement
- Ability to represent the Family Court as required, including seminars and presentation on behalf of the Court
- Capacity to conduct conferences involving significant emotional issues for the parties and to make judgements in that context

Communication Skills

High-level communication and interpersonal skills including:

- the ability to communicate effectively with a diverse range of people in stressful circumstances
- the ability to distil issues quickly and effectively in difficult cases
- the ability to promote a conciliatory approach between clients
- sophisticated negotiation and mediation skills

Teamwork

- Ability and willingness to work in and contribute as part of a high performing multi-disciplinary professional team in the delivery of dispute resolution services.

Achievement of outcomes

- Commitment to the application of continuous improvement in service delivery.
- An ability to contribute to the development and implementation of policy relevant to the position and its responsibilities

Information Technology

- Well-developed Information Technology skills to enable effective operation of the Court's computer-based systems

Certification

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

Director General, Department of Justice

Signature: _____ Date: _____

HR certification date: May 2023