



Job Description Form

Registry Manager

Magistrates Court - Broome

Position details

Classification Level:	4
Award/Agreement:	Public Service Award 1992 / Public Sector CSA Agreement (and subsequent agreements)
Position Status:	Permanent
Organisation Unit:	Court and Tribunal Services, Magistrates Court and Tribunals
Physical Location:	Magistrates Court of WA, Broome

Reporting relationships

Responsible to:	023138	Clerk of the Court – Level 6
This position:	017589	Registry Manager – Level 4
Direct reports:	3135	Supervising Customer Service Officer – Level 3
	022294	Judicial Support Officer – Level 3

Overview of the position

The Magistrates Court and Specialist Jurisdictions is accountable for

- 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

The Registry Manager is responsible for assisting with the effective management of the non-judicial functions of the Court and presides over a range of judicial and quasi-judicial proceedings. The position also provides support to the judiciary in the effective case management of court sittings.

Job description

As part of the Magistrates Court of WA - Broome 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

- Oversee Work Health and Safety (WHS) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of WHS requirements with their staff, resolving health and safety hazards in their areas of responsibility, and ensuring the timely reporting of incidents.
- Presides over a range of judicial and quasi-judicial proceedings for this Court. Perform the functions and duties and exercise the powers associated with the various statutory appointments of the court. Participate in reviews of legislation for its effectiveness and implications on court procedures and resources.
- Maintain a close working partnership with court management and the judiciary.
- Ensure appropriate resources are allocated and managed to meet the needs of customers.
- Provides support services to the management team and magistrates to achieve customer service outcomes, which includes;
 - Providing assistance on a range of issues.
 - Providing advice on registry practices and procedures to all client groups.
 - Dealing with more difficult client enquiries and correspondence in relation to the registry; and
 - Liaising with court users to ensure the provision of timely, accurate and detailed level of service to customers.
- Assist to manage assets, facilities, technology, and systems for a customer service team.

- Administers and manages the human resources for the Court including the building of effective teams. Responsible for recruitment, selection, performance management, succession and training and development of staff.
- Contributes to business planning and collates statistics to inform the planning process for the court.
- Assist in the development of the budget for the Court. Monitors and reports on the financial management of the Court. Maintain the integrity of court accounting systems in accordance with approved policies, procedures and legislation.
- Effectively use information, technology, records and knowledge management for the court. Ensure the integrity and propriety of the Court records. Responsible for researching and providing appropriate information for the resolution of complex matters.
- Promote and achieve a positive and innovative organisational culture.
- Identify and implement continuous improvement strategies within the Court.
- Participate in identification of initiatives to continuously improve the services provided within the region.
- 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 role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of other's comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Practical experience in the operation of court practices and procedures.
- Experience in the interpretation and application of procedural law.

Special requirements/equipment

- May be required to perform relieving duties at other court locations.

Certification

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

Executive Director Magistrates Court and Tribunal Services

Signature: _____ Date: February 2026

HR certification date: February 2026