



Job Description Form

REGISTRAR

SPECIFIED CALLING LEVEL 8 (02203802)

KEY RESPONSIBILITIES

- Exercise statutory functions in accordance with the provisions of the *Workers Compensation and Injury Management Act 2023*.
- Lead the Workers Compensation Arbitration Service.

STATEMENT OF DUTIES

Lead

- Lead a team of Arbitrators in the delivery of a high performing dispute resolution service.
- Provide guidance, mentoring and coaching to ensure the consistency and quality of decision-making and service provision by Arbitrators.

Manage

- Manage the Arbitration Service of WorkCover WA to ensure performance targets are met.
- Engage in effective consultation with stakeholders for the development and review of the Arbitration Rules and practice directions/guidelines.
- Allocate and monitor caseloads of Arbitrators.
- Monitor and report on the performance of the Arbitration Service.

Arbitrate

- Perform other statutory functions of the Registrar, Arbitration and an Arbitrator as set out in the *Workers Compensation and Injury Management Act 2023*.

Other

- Participate in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Work with the General Manager Conciliation and Arbitration Services in identifying and implementing improvements to the Arbitration Service and to manage resources and performance of the Conciliation and Arbitration Services Division.
- Comply with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, WHS and Records Management.
- Promote equity and diversity principles and practices, raise staff awareness of diversity, and encourage participation and contribution to activities that recognise and celebrate diversity.
- Participate in and oversee the continuing professional development regime for Arbitrators; and
- Perform other duties as directed.

PERSONAL CHARACTERISTICS

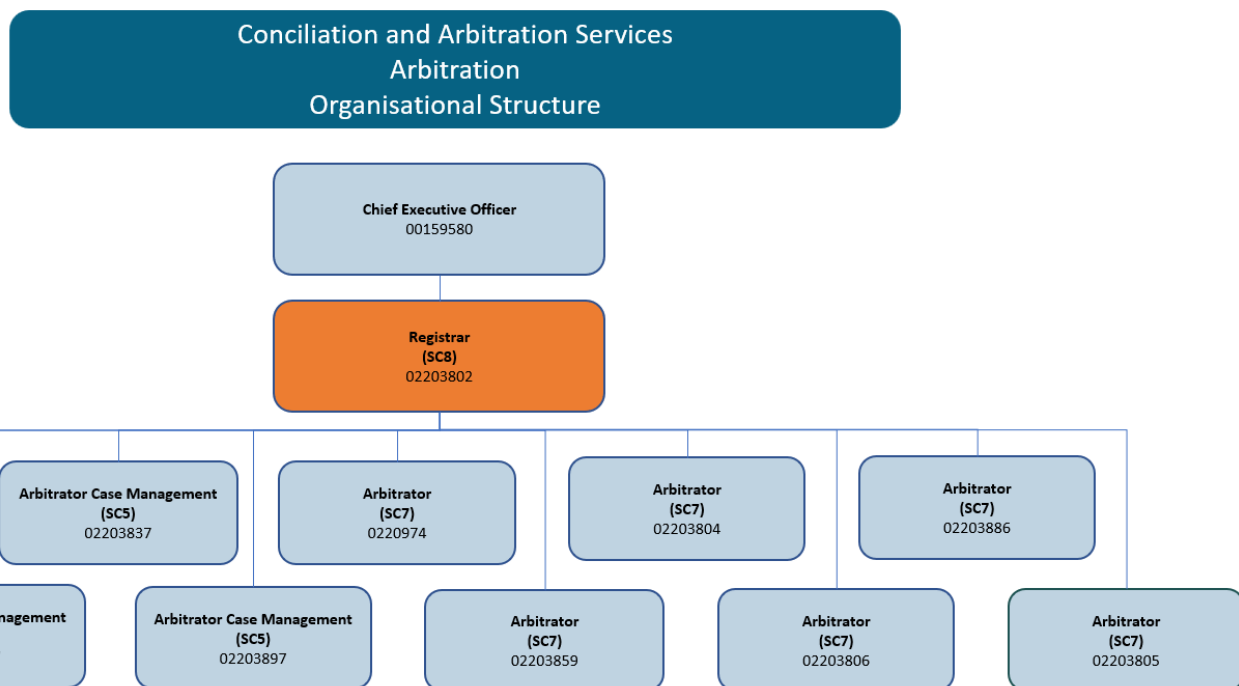
- Committed to a strong work ethic and self-improvement
- Customer focused
- Exhibits personal integrity and professionalism
- Innovative.

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted Leadership Expectations which provides common understanding of the mindsets and expected behaviours required of our employees and the public sector.

The leadership context for this role is **Leading Others**.

REPORTING RELATIONSHIPS



SELECTION CRITERIA

Qualifications/Experience (Essential)

1. Australian legal practitioner of not less than five years standing as defined in the *Legal Profession Uniform Law Application Act 2022*, with relevant post-admission experience in a legal role. Eligible to obtain a current practicing certificate prior to appointment.

Essential work-related criteria

2. High level analytical skills, statutory interpretation skills and the capacity for impartial judgement.
3. Understanding of, and experience in, effective contemporary case management.
4. Demonstrated high level written and verbal communication skills.
5. Time, organisation and people management skills.
6. Ability to lead a team of legal practitioners and support staff to provide a harmonious, high performing work environment and quality service.

Highly Desirable

1. Knowledge of the *Workers Compensation and Injury Management Act 2023* and associated case law.
2. Ability to operate within an electronic environment, including proficiency in the use of Microsoft Office 365 suite programs such as Word, Outlook and Teams.
3. Previous management or decision-making experience.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at March 2026.



Chief Executive Officer