



Position title Registrar		Position number 5129
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date November 2024
Division and Directorate Court and Tribunal Services Magistrates Court and Tribunals	Branch Fines Enforcement Registry	Location Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	005874	Level 8	Executive Manager, Specialist Jurisdictions
This position:	5129	Level 7	Registrar
Direct reports:	010870	Level 6	Manager Contact Centre
	020105	Level 6	Manager Collections and Warrants
	022480	Level 3	Resource and Administration Officer

About this position

The Magistrates Court and Tribunals directorate is accountable for:

- Output 1: Judiciary and judicial support
- Output 2: Case processing
- Output 3: Enforcement of criminal and civil court orders
- Output 4: Administration of victim support and counselling services
- Output 5: Enforcement of fines, penalties and infringement notices

The Registrar is responsible for providing strategic leadership and policy development to achieve planned outcomes and is responsible for managing and providing the necessary Fines Enforcement Registry (FER) services to support the Magistrates Court.

Key deliverables – what this position involves

- Provides expert advice and coordinates the development and implementation of projects to facilitate the Directorate’s strategic activities.
- Advises on, develops and manages strategies to improve the relationship between the Department and key stakeholders.
- Identifies opportunities, develops plans, implements and manages projects, ensuring project outcomes are delivered in a timely and effective manner.

- Actively contributes to the decision making for business planning processes and development of strategies, and assists in the preparation, and coordination of the implementation of business plans.
- Develops and builds productive working relationships, which leads to the development and knowledge growth of staff.
- Manages and reports on the service delivery achievements of the Registry's services and ensures appropriate resources are allocated and managed to meet the objectives of the Registry.
- Is responsible for ensuring Registry services meets the needs of stakeholders and customers. Establishes mechanisms to obtain stakeholder and client feedback about services.
- Performs the role of instructing officer in relation to the Fines, Penalties and Infringement Notices Enforcement Act and associated regulations to include provisions required by government and prosecuting authorities.
- Develops initiatives to improve the Registry's service quality utilising innovation and process review.
- Manages resources required by the Registry. This includes financial, asset, buildings, human resources, and contract management required to deliver services to clients.
- Establishes links with other government and private sector organisations to maximise available resources and enhance service delivery cost effectiveness.
- Demonstrate a commitment to adhere to the Department's Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation
- Demonstrates the expected behaviours of the context for this role
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership context – our expectations of you

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 a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#).

Essential selection criteria – what you need to bring to this role	
1 Role specific requirements	<ul style="list-style-type: none"> • Nil.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Considers the impact on others when making decisions. • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> • Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information. • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information. • Identifies potential opportunities to mitigate risk and communicate them upwards.

Essential selection criteria – what you need to bring to this role

<p>4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> • Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience. • Recognises the importance of building professional networks and actively seeks to build relationships. • Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. • Is open minded, explores innovative approaches and develops a culture of continuous improvement. • Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Sets stretch learning opportunities. • Models coaching practices to influence their leaders to focus on people development. • Engages in ongoing performance and feedback conversations. • Identifies capability gaps and actively works to resolve them. • Identifies talent and enables development opportunities.
<p>7 Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> • Demonstrates empathy, compassion, integrity and humility. • Displays insight into how their decisions impact others. • Understands the principles of good corporate governance. • Acts authentically as a leader with personal integrity and promotes respect and operates ethically.
<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> • Seeks feedback from multiple sources and adapts behaviour and approach based on feedback. • Removes obstacles to change and works to achieve buy in. • Develops personal and professional goals. • Seek counsel from internal and external expert sources to fast track own learning.
<p>Desirable selection criteria Not considered essential to perform the role but may contribute to the ability to undertake the role.</p>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> • N/A

Special requirements, licenses, accreditations, and conditions

Nil

HR Certification

Upload date: 1 November 2024