



Position title Executive Manager		Position number 1297
Classification level Level 8	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date May 2024
Division and Directorate Court and Tribunal Services Higher Courts	Branch Family Court of Western Australia	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:	000783	Level 9	Director, Higher Courts
This position:	1297	Level 8	Executive Manager
Direct reports:		Level 6	Manager Customer Services
		Level 6	Manager Listings and Judicial Support
		Level 6	Manager Business Services

About this position

The Family Court of Western Australia is a superior court vested with State and Federal jurisdiction in matters of family law and deals with divorce, property of a marriage or de facto relationship, child related proceedings, adoption and surrogacy matters. The position of Executive Manager provides strategic management, oversight and leadership for the administrative functions of the Family Court of Western Australia jurisdiction, manages overall performance, allocates resources, builds and maintains a productive work environment, manages continuous improvement of services to the court, and manages relationships with the Chief Judge, Commonwealth agencies, Department of the Attorney General and other key stakeholders.

Key deliverables – what this position involves

Corporate citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.
- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness

of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

As a member of the Higher Courts Executive Team within the Court Services Division, the Executive Manager:

- Provides strategic direction and administrative leadership to the state-wide jurisdiction of the Family Court.
- As a member of the Higher Courts Executive Team, contributes to the development and decision making of the Directorate strategic and business planning process.
- In consultation with the Chief Judge, actively contributes to the decision making for business planning process and development of strategies. Prepares and coordinates Family Court Business Plans and ensures Plans are implemented.
- Builds and develops productive working relationships, which leads to the development and knowledge growth of staff.
- On behalf of the Department, State and Commonwealth Governments, consults with the Chief Judge in respect to judicial support issues and other matters affecting the state-wide operation of the Family Court and the wider justice system.
- In consultation with the Chief Judge, establishes performance objectives for the Court's services, and measures, reports and provides advice on agreed objectives.
- Provides advice to the Chief Judge and the State and Commonwealth Governments in respect to the Court's operations and the justice system.
- Provides advice to the Chief Judge and the State and Commonwealth Governments on policy and law reforms as it affects the administration of the Family Court's jurisdiction.
- In consultation with the Chief Judge, designs services that meet the Court's objectives and the needs of stakeholders and customers.
- Develops initiatives to improve quality utilising innovation and process review.
- Develops and maintains relationships with key stakeholders inside and outside the Department of the Attorney General.
- Provides overall management and decision making for resources required by the Family Court. This includes financial, asset, buildings, human resources, and contract management required to deliver state-wide services to clients.
- Establishes links with other government and private sector organisations to maximise available resources and enhance delivery cost effectiveness.
- Ensures the Court meets statutory, policy and other requirements and obligations.

Other

- 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

<p>1 Role specific requirements</p>	<p>Individual Characteristics</p> <ul style="list-style-type: none"> Exhibit a personal commitment to customer service, integrity and personal learning. Working within the value system of the Department of the Attorney General, a proven commitment towards teamwork, continuous improvement, equity and information and knowledge management. <p>Leadership</p> <ul style="list-style-type: none"> Ability to assume an important role in achieving an environment within the Court that provides forward thinking, clearly articulated strategic direction. Demonstrated ability to lead a diverse and complex jurisdiction through organisational and cultural change. <p>People Management</p> <ul style="list-style-type: none"> Ability to promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees. Proven ability to build and maintain key stakeholder relationships. <p>Management of Physical and Financial Resources</p> <ul style="list-style-type: none"> Demonstrated ability to manage resources including financial, physical, technological and information requirements are available to maintain product/service delivery in an environment of restraint. Demonstrated ability to manage the introduction of new technology and facilities across the jurisdiction. <p>Policy and Strategic Development</p> <ul style="list-style-type: none"> Demonstrated ability to recognise opportunities to enhance product/service delivery and capitalise on these through effective change strategies. This includes the provision of advice to key stakeholders and the State and Commonwealth Governments on policy and law reform as it affects the administration and operational areas of the Family Court. The ability to demonstrate conceptual and analytical skills is fundamental to this criterion. <p>Achievement of Outcomes</p> <ul style="list-style-type: none"> Demonstrated ability in the achievement of significant outcomes for business or Government at a senior level.
<p>2 Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<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.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<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.

Essential selection criteria – what you need to bring to this role	
	<ul style="list-style-type: none"> Identifies potential opportunities to mitigate risk and communicate them upwards.
<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.
Desirable selection criteria	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> A qualification in a relevant discipline.

Special requirements, licenses, accreditations, and conditions

Nil.

HR Certification

Upload date: / /