



<b>Position Title</b>	<b>Ordinary Member (full time)</b>
<b>Position Reports to</b>	<b>President</b>
<b>Location</b>	<b>Western Australia</b>
<b>Key Responsibilities</b>	
<p><b>Proceedings and Decisions</b></p> <ul style="list-style-type: none"> <li>Hears and determines matters in the Tribunal's jurisdiction in accordance with the Tribunal's statutory objectives as prescribed under s. 9 of the <i>State Administrative Tribunal Act 2004</i>.</li> <li>Conducts hearings, mediations and compulsory conferences and fosters the use of facilitative dispute resolution in appropriate cases.</li> <li>Ensures that reserved decisions are given in a timely manner and generally well within the statutory time limit of 90 days pursuant to s.76 of the <i>State Administrative Tribunal Act 2004</i>.</li> <li>Assists and instructs Tribunal staff with respect to case management and dealing with parties, including drafting correspondence for signature by the Executive Officer.</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Assists the relevant List Judge to effectively manage the Tribunal's service delivery performance in order to achieve its performance benchmark targets.</li> <li>Leads and delivers projects as assigned by the President or relevant List Judge.</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>Provides mentoring and support for Sessional Members.</li> <li>Works cooperatively with other Members and staff of the Tribunal.</li> <li>Imparts knowledge to Members and Tribunal staff concerning major developments in applicable law.</li> </ul> <p><b>Community Engagement and Education</b></p> <ul style="list-style-type: none"> <li>Engages with relevant industry and community stakeholders to provide up to date information concerning the operation of the Tribunal, new initiatives or emerging issues and to receive feedback.</li> </ul>	
<b>Key Competencies</b>	
<p><b>Experience, Knowledge and Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant qualification and at least five years legal experience.</li> <li>An effective mediator.</li> <li>Possesses detailed, up-to-date knowledge and understanding of the Tribunal's legal framework and jurisdiction as set out in the <i>State Administrative Tribunal Act 2004</i> and relevant enabling enactments.</li> <li>Possesses detailed knowledge of the Tribunal's practices and procedures and applies them appropriately.</li> </ul>	

### **Proceedings and Decisions**

- Ability to conduct and control complex hearings and mediations effectively to facilitate the fair and timely resolution of disputes in adversarial situations.
- Able to weigh relevant issues and matters of law to formulate reasoned and coherent decisions under pressure.
- Ability to deliver decisions orally at hearings with minimal preparation time.
- Decision writing skills of the highest calibre.

### **Leadership and Interpersonal Skills**

- Strong interpersonal skills including the ability to communicate effectively with a diverse range of people.
- Contributes effectively in a team situation and demonstrates self-awareness in interacting with others.

### **Achieves Results**

- Able to work in isolation and under pressure to consistently deliver substantial output in a timely manner and to a high standard.
- Disciplined and highly organised in managing own workload and providing mentoring and instruction to others.
- Able to initiate, drive and deliver change and continuous improvement.

### **Values and Behaviours**

Members of the Tribunal are to conduct themselves in accordance with the Code of Conduct for Non-Judicial Members of the Tribunal established under s.121 of *the State Administrative Tribunal Act 2004* and by their conduct are to demonstrate commitment to the values of:

- Respect for the law
- Fairness
- Independence
- Respect for persons
- Diligence and efficiency
- Integrity
- Accountability and transparency

(Refer to the Code of Conduct for Non-Judicial Members of the Tribunal for greater detail)