



Duty Statement

Position Title	Senior Member (full time)
Position Reports to	President
Location	Western Australia
Key Responsibilities	
<p>Proceedings and Decisions</p> <ul style="list-style-type: none"> 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>. Conducts hearings, mediations and compulsory conferences and fosters the use of facilitative dispute resolution in appropriate cases. Presides over complex matters and writes decisions that will assist other Members, potential users of the list and the public to understand significant legal and procedural issues. 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>. Assists and instructs Tribunal staff with respect to case management and dealing with parties, including drafting correspondence for signature by the Executive Officer. <p>Service Delivery</p> <ul style="list-style-type: none"> Assists the relevant List Judge to effectively manage the Tribunal's service delivery performance in order to achieve its performance benchmark targets. Continuously reviews and improves listing, case management and hearing practice and procedures in association with management staff to ensure that the Tribunal consistently achieves its statutory objectives to a high standard. Assists the Executive Officer to review and provide advice to the President on proposed new conferrals of jurisdiction to the Tribunal. Leads and delivers projects as assigned by the President or relevant List Judge. <p>Resource Management</p> <ul style="list-style-type: none"> Provides leadership, mentoring and support for Fulltime Ordinary Members and Sessional Members. Works cooperatively with other Members and staff of the Tribunal. Assist the Judicial Members in developing and implementing professional development and training plans for Members. Imparts knowledge to Members and Tribunal staff concerning major developments in applicable law. Prepares and oversees the induction of new Members. 	

Community Engagement and Education

- 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.

Key Competencies

Experience, Knowledge and Qualifications

- Relevant qualification and at least eight years legal experience .
- An effective mediator.
- Possesses detailed, up-to-date knowledge and understanding of the Tribunal's legal framework and jurisdiction as set out in the *State Administrative Tribunal Act 2004* and relevant enabling enactments.
- Possesses detailed knowledge of the Tribunal's practices and procedures and applies them appropriately.

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.
- Ability to lead, motivate and develop individuals and small teams to develop talent and achieve desired outcomes.
- 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)