



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Listings Coordinator		
Effective Date December 2014	Position Number Generic	Level 4
Division Court and Tribunal Services	Directorate Magistrates Court and Tribunals	Branch Magistrates Court of WA, Perth

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Role Of This Position

Coordinates the physical and human resources for the Listings team within the Magistrates Court of WA, Perth Registry, and provides an advisory service in relation to listing practices and procedures.

In Consultation with the Chief Magistrate prepares and maintains the court roster to meet the listings needs of the Magistrates Court of WA, Perth Registry.

Provides support to magistrates court management and the judiciary in the effective case management of court sittings.

May be required to relieve at any court or participate in job rotation at equivalent level for continued development.

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Responsibilities Of This Position

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*.

Occupational Safety and Health

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.

Judicial and Quasi-Judicial

Perform the functions and duties and exercise the powers associated with the various statutory appointments of the court. Participate in reviews of legislation for its effectiveness and implications on court procedures and resources.

Stakeholder Relationships

Maintain a close working relationship with court management, the judiciary, internal and external stakeholders.

Service Delivery

Ensures delivery of quality advice, interaction and assistance to all internal and external customers of the court and provides support services to the management team and magistrates to achieve customer service outcomes. Services include but are not limited to the following:

- Provides assistance to the Manager on a range of issues, including the Human Resource issues.
- Provides advice on Court practices and procedure to all client groups.
- Deals with more difficult client enquiries and correspondence in relation to Listings.
- In consultation with the Chief Magistrate prepares and maintains the court roster and judicial resources.
- Planning, scheduling and monitoring the workload within the team.
- Maintains timely management and movement of documents and files.
- Collects statistical information as required.
- Ensures appropriate resources are allocated and managed to meet the needs of customers.
- Ensures compliance with relevant legislation, policies and procedures related to Listings management.
- Liaises with court users to ensure the provision of timely, accurate and detailed level of service to customers;
- May be required to relieve at any court or participate in job rotation at equivalent level for continued development.

Resource Management

Assist to manage assets, facilities, technology and systems for a customer service team.

People Management

Administer and manage the human resources for the Court including the building of effective teams. Responsible for recruitment, selection, performance management, training and development of staff.

Financial Management

Assist in the development of the budget for the Court. Monitor and report on the financial management of the Court. Maintain the integrity of court accounting systems in accordance with approved policies, procedures and legislation.

Information and Knowledge Management

Effectively use information, technology, records and knowledge management for the court. Ensure the integrity and propriety of the Court records. Responsible for researching and providing appropriate information for the resolution of complex matters.

Cultural Change

Promote and achieve a positive and innovative organisational culture.

Continuous Improvement

Identify and implement continuous improvement strategies within the Court. Participate in identification of initiatives to continuously improve the services provided within the region.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

Essential Criteria	Context within which criteria will be applied and/or general standard expected
Shapes and Manages Strategy	<ul style="list-style-type: none"> Understands reasons for decisions and how they are related to their work; Understands the work environment; identifies issues that may impact own achievement and contributes to team planning; Draws on information from a range of sources, uses common sense to analyse what information is important; Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.
Achieves Results	<ul style="list-style-type: none"> Monitors progress against performance expectations to ensure deadlines are met; communicate outcomes to supervisor; Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.
Builds Productive Relationships	<ul style="list-style-type: none"> Builds and maintains relationships with team members, other teams, colleagues and clients; Maintains awareness of personalities, motivations, and diverse qualities, treats people with respect and courtesy.
Exemplifies Personal Integrity and Self Awareness	<ul style="list-style-type: none"> Adheres to the Code of Conduct and behaves in an honest, professional and ethical way; Provides accurate information, checks and confirms accuracy prior to release; Takes responsibility for completion of work and seeks guidance when required; takes initiative to progress work when required; Maintains effective performance in challenging situations; Seeks development opportunities, willing to learn new approaches, acquire new capabilities and knowledge.
Communicates and Influences Effectively	<ul style="list-style-type: none"> Structures messages clearly and succinctly orally and in writing; Focuses on gaining a clear understanding of others comments by listening and questioning for clarity, checks own views have been understood; Listens to differing ideas to develop an understanding of the issues.
Court practices and procedures	<ul style="list-style-type: none"> The ability to interpret and apply legislation Practical working knowledge of court practices and procedures

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Reporting Relationships

Title Executive Manager
Classification Level 8

Responsible To

Title Manager Court Operations
Classification Level 7

Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification: L5 Manager Judicial Support L5 Manager, Quasi-Judicial Services L4 Chambers Administrator L4 Senior Aboriginal Liaison Officer

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Supervising Customer Service Officer	L3	2.0

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH, free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	Ray Warnes, Executive Director, Court and Tribunal Services
Signature	
Date	