



# 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.

<b>Position Title</b> Associate to the Principal Registrar		
<b>Effective Date</b> July 2016	<b>Position Number</b> 002231	<b>Level</b> 4
<b>Division</b> Court & Tribunal Services	<b>Directorate</b> Higher Courts	<b>Branch</b> Supreme Court

## Divisional Outcomes

To provide modern, responsive and affordable court and tribunal services that meet community and judicial needs.

## Directorate Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing

## Branch Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing

## Role Of This Position

The position is responsible for:

- Providing executive and operational support to the Principal Registrar.
- Under the direction of the Principal Registrar, allocating work among the Registrars.
- Leading and supervising the Registrars' Associates team.

The position performs a number of administrative tasks including file allocation, data input into the Court's case management system, in court recording and responding to the Court's clients. The position also assists the Principal Registrar with research and critical analysis as required.

The position has a number of HR responsibilities and is a member of the General Division management team. It is expected to contribute to and implement process reform in the Supreme Court Registry through review, innovation and strategic thinking.

Note: At the discretion of the Manager General Division, and with the approval of the Principal Registrar, the holder of the position may be rotated through any other position in Supreme Court to meet changing operational needs or staff development needs.

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## Responsibilities Of This Position

### Communicates and Influences Effectively

- Communicates clearly and negotiates confidently.
- Listens, understands and adapts to audience.
- Provides high level assistance to the Manager General Division in staff management, performance management, training and development.

### Achieves Results

- Monitors staff progress against performance expectations to ensure deadlines are met.
- Takes responsibility of tasks to achieve results.
- Identifies and uses resources wisely to develop and implement operational plans.
- Collates statistics to inform the planning process on case management and mediation performance.
- Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures with a view to contributing to the ongoing improvements to achieve best practice and a quality service.

### Builds Productive Relationships

- Builds and maintains relationships with judicial officers, team members, other teams, colleagues and clients.
  - Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
  - Plans, schedules and controls daily work activity.
- Specifically the position:
- Supervises staff including ongoing monitoring of staff performance, delegation of duties, staff development, monitoring of staff welfare and induction of new staff.
  - Trains all members of the team.
  - Ensures the Court's practices, policies and procedures are complied with.
  - Plans and monitors the workload within the team.

### Service Delivery

Provides extensive administrative and strategic support to the Principal Registrar including:

- Attends court as an Associate: calls cases, administers oaths to witnesses, maintains record of proceedings, and produces court orders
- Manages the Principal Registrar's files including letters, reports and preparation for hearings. .
- Inputs data in to the Court's case management system.
- Advises legal practitioners and members of the public on matters before the Principal Registrar
- Maintains the Principal Registrar's library including updating statutes and loose leaf publications.
- Researches and interprets legislation and authorities.
- Prepares court orders for signing and extraction.
- Proofreads the Principal Registrar's papers and judgments as required.
- Allocates files, applications and mediations to Registrars
- Prepares and circulates Registrar duty rosters.

### Leadership - Exemplifies Personal Integrity and Self Awareness

- Demonstrates public service professionalism and probity.
- Provides accurate information, checks and confirms accuracy prior to release.

### 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.

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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**

#### **Communicates and Influences Effectively**

The ability to communicate, both in written and oral form, with a range of people including the judiciary, legal professionals, staff and people in stressful situations, on a variety of issues.

The ability to discuss and negotiate on a range of issues.

High level computing skills and superior keyboarding skills with the ability to perform audio typing in a courtroom environment.

#### **Builds Productive Relationships**

Builds and maintains relationships with team members, other teams, colleagues and clients.

Experience in day-to-day supervision of staff and HR functions.

#### **Achieves Results**

Demonstrated ability to manage varying workloads and tight competing deadlines, at individual and team level.

Demonstrated ability to monitor staff performance and provide support.

#### **Leadership - Exemplifies Personal Integrity and Self Awareness**

Demonstrates persistence and application to meet work objectives and ensure tasks are completed in a timely manner.

The ability to lead work teams, model integrity and maintain a positive, proactive approach.

### **DESIRABLE**

#### **Knowledge**

Knowledge of court operations, protocols, procedures and legal terminology.

The ability to conduct research and analysis on a range of identified issues using a variety of sources.

#### **Qualification**

Possession of or progress towards a relevant post-secondary or tertiary qualification.

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## Reporting Relationships

<b>Title</b> Executive Manager, Supreme Court <b>Classification</b> 8
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Responsible To

<b>Title</b> Principal Registrar	<b>Title</b> Manager Services <b>Classification</b> 6	Judicial
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Responsible To

<b>THIS OFFICE</b>
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Other offices reporting to this office <b>Title and Classification:</b> Principal Associate to the Chief Justice, Level 5 Orderly to Chief Justice, Level 2 Supervising Secretary, Level 4 Executive Assistant, Level 5
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Offices under direct responsibility		
Title	Classification	Number of FTEs Supervised and controlled
Registrars Associate	3	7

<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	<b>LOCATION</b> <b>ACCOMMODATION</b>
<b>ALLOWANCES/SPECIAL CONDITIONS</b> 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.

<b>Position Title of Delegated Authority</b> (as per HR Management Delegations)
<b>Signature</b>
<b>Date</b>