



Job Description Form

Department of Justice

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

Position Title Manager Court Operations		
Effective Date Dec 2018	Position Number 020290	Level 5
Division Court and Tribunal Services	Directorate Higher Courts	Branch Supreme Court

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

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing

Role Of This Position

Is responsible for managing all the necessary registry services that support the Supreme Court of WA at Perth, which includes effective management of human, financial and physical resources.

The position also develop strategic plans to ensure the efficient and sustainable use of the Supreme Court buildings and facilities.

The Manager Court Operations will ensure the provision of effective services to the judiciary and department, including:

- Providing high-level administrative support direct to the judiciary and other stakeholders
- Supporting the business planning process within the jurisdiction
- Direct input into the management of the jurisdiction's finances, including budget management
- Undertaking analysis and providing high-level advice as to financial, performance and statistical data

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Responsibilities Of This Position

Service Delivery

Provides logistical and administrative support to enable the judiciary to hear and determine cases with special needs. Identifies and makes recommendations on initiatives, improvements to systems and processes and delivery of services. Prepares, obtains approval and coordinates minor works projects and coordinates building/facility management projects. Provides support and assistance to the judiciary as required including relocation and other administration matters. Coordinates external bookings of the Supreme Court facilities including court room hire. Obtaining approval, ensuring resources availability, security and managing special requests. Monitors the adherence to the parking licences, managed usage and bay allocation. Issues security keys and access cards for the Court as required and updates the access card and key registers. In consultation with the Chief Justice, provides a range of advice and support to judges and registrars including judicial systems, accommodation, equipment and other services. Reports maintenance faults and cleaning requirements to the building manager. Assists in the annual stock take of assets of the Court, coordinates the repairs, replacement and disposal of court and maintains the Court's assets register(s) including art work. Assists with the purchasing of consumables and furniture ensuring compliance with government purchasing policies. Manages the accommodation committee including actioning the Committees requests. Facilitates the communication of road closure notification and other facilities communications as required including building shutdowns.

Business Planning, Financial, Resource and Project Management

Researches and prepares advice on financial issues including managing court resources, assets and facilities. Develops and implements business plans and associated policies and contributes to the development of budget and financial management for the Court. Provides timely advice, analysis and reports on financial, human and performance data identifying reasons for results and trends and where appropriate, makes recommendations for further actions. Responsible for managing and reporting on resource management for the Court including facilities and equipment, maintenance and asset management. Manages risks to protect the court. Provides support in the management of identified projects for the Court and assists in small research projects and information gathering as required.

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. Organising ergonomic assessments and assist with fire warden duties. Monitoring and maintaining First Aid boxes, sick rooms and staff facilities.

Stakeholder Relationships

Ensures effective communication through appropriate communication strategies and systems. Liaises and consults with internal and external parties including judiciary, other Court and Tribunal Services personnel, Department staff, contractors and external agencies. Maintain a close working partnership with court management and the judiciary in relation to administrative issues affecting court services. Chair meetings involving internal and external stakeholders. Attends Committee meetings including the Accommodation Committee. Minute taker as required.

Leadership

Provides leadership and support to achieve the outcomes of the team under control. Contributes as a member of the Court Management Team and ensures effective two way communication between management and staff.

Policy & Procedures

Implements organisational policy, procedures and legislation. Contributes to the development of operational level policy, procedures and standards, undertakes research and critical analysis. Ensures compliance with legislation.

Cultural Change and Continuous Improvement

Contributes to and implements strategies to achieve a positive and innovative organisational culture. Contributes to and implements continuous improvement strategies for systems, technology and processes.

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.

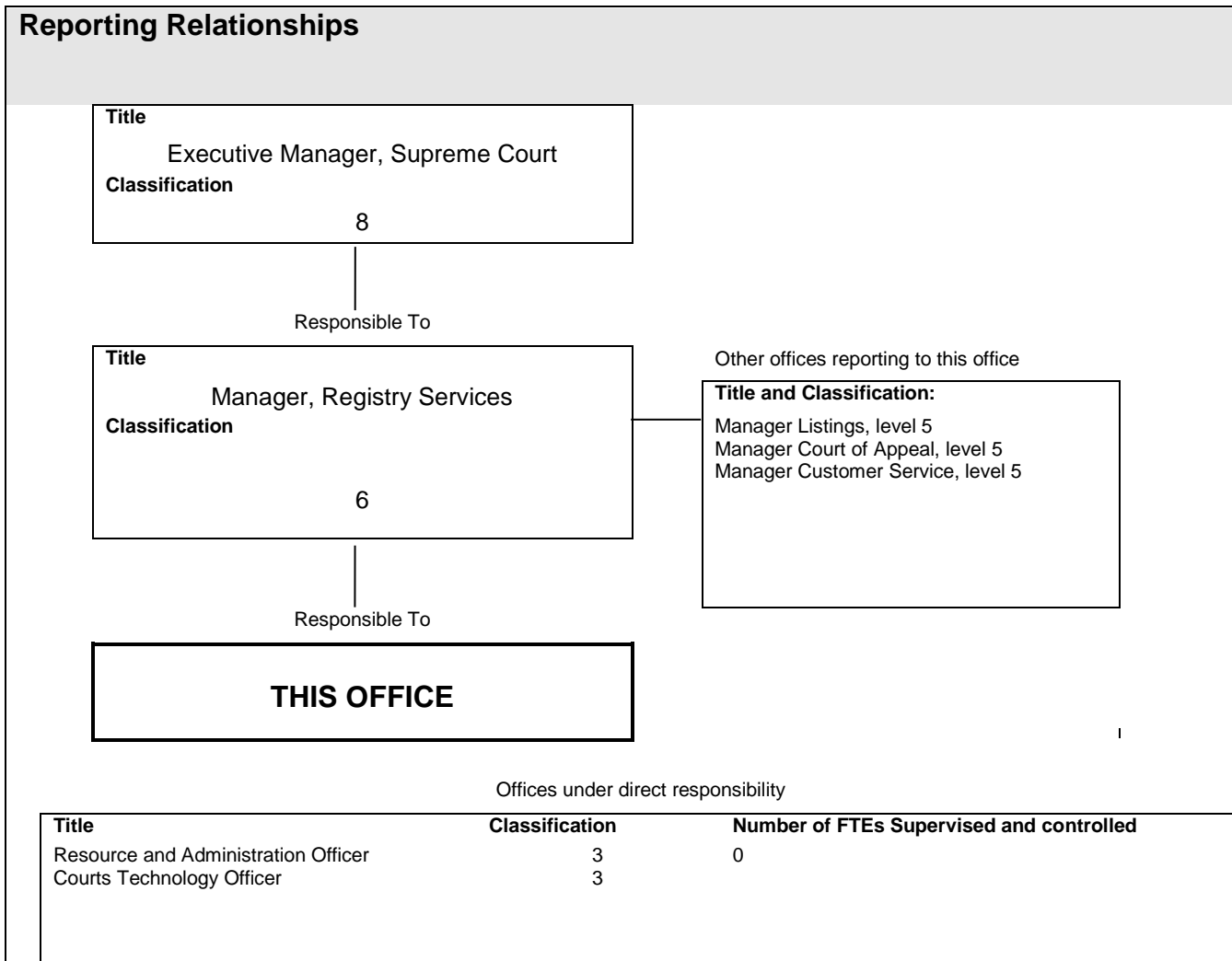
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Work Related Requirements

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 and communicates the reasons for decisions to others; and Draws on information from a range of sources, uses judgment to analyse, works within agreed guidelines to make decisions, and incorporates outcomes into work plans.
Achieves Results	<ul style="list-style-type: none"> Evaluates project performance, identifies needs for change and initiates change when required; and Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.
Leadership and Builds Productive Relationships	<ul style="list-style-type: none"> Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients; and Works with staff to identify development areas, encourages development activities, actively requests coaching from supervisor, identifies learning for self and shares this with others.
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; Takes responsibility for completion of work within timeframes, takes initiative to progress work when required; Maintains a positive outlook and maintains a balanced working environment; and Reflects on own behaviours and work style and understands the impact on others and on performance.
Communicates and Influences Effectively	<ul style="list-style-type: none"> Presents messages confidently and selects the appropriate medium for conveying information to the audiences level of knowledge, skill and experience; and Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.
Desirable	Experience
Qualifications	<ul style="list-style-type: none"> Demonstrated progress of professional development and continued learning.

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LOCATION AND ACCOMMODATION	LOCATION Perth ACCOMMODATION Nil
ALLOWANCES/SPECIAL CONDITIONS	N/A

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	Dr Adam Tomison
Signature	
Date	October 2018