



# Job Description Form

## Department of Justice Purpose

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

<b>Position Title</b> <b>Principal Registrar</b>		
<b>Effective Date</b> 25 February 2019	<b>Position Number</b> 020382	<b>Level</b> L9 Specified Calling (L9SC)
<b>Division</b> Court & Tribunal Services	<b>Directorate</b> Higher Courts	<b>Branch</b> Family 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

***As the Principal Registrar this position has responsibility to ensure that efficient and effective Family Court services are provided. In so doing, the position has specific responsibility for:***

### ***Resource Management and Service Delivery***

- Providing professional leadership and mentoring to Registrars and support to Magistrates
- Controlling and managing Registrars/Magistrates resources to ensure that the Court's caseload is progressed and finalised in an effective and efficient manner.
- Ensuring quality and cost effective court services and Contributing to continuous improvement in these services

### ***Professional Services by***

- Performing the functions and duties and exercising the powers of Principal Registrar/Magistrate as provided for in the *Family Court Act 1997 (WA)*, the *Family Law Act 1975 (Cth)*, and *Child Support (Assessment) Act 1989* and as delegated by the Chief Judge; and
- Providing advice on legal and other issues affecting the operations of the Family Court.
- Leads the development and implementation of key policy priorities across State and Commonwealth jurisdictions

### ***Relationship Management***

- Develops relationships and forms collaborative partnerships at State and Commonwealth levels and communicates with key groups within and outside the Department.

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## Responsibilities Of This Position

### 1. Strategic leadership and management

- Strategically leads the management of Family Court services statewide
- Provides professional leadership and mentoring to Registrars and support to Magistrates
- Controls and manages Registrar/Magistrate resources to ensure that the Court's caseload is progressed and finalised in an effective and efficient manner.
- Directs and controls the allocation of work to Registrars/Magistrates.
- Ensures workforce effectiveness through empowering, motivating and developing people within the position's area of responsibility.
- Sets and monitors performance and service standards for Registrars and court processes, including managing the ongoing performance of MOUs
- Positively promotes change and leads and manages the implementation of change and change strategies within the Family Court.

### 2. Judicial and Legal Expertise

Performs the functions and duties and exercises the powers Registrar as provided for in the *Family Court Act 1997 (WA)* and the *Family Law Act 1975 (Cth)* and as delegated by the Chief Judge.

- Undertakes case management in accord with the courts case management procedures including conducting readiness hearings, procedural and conciliation conferences
- Hears and determines interlocutory applications;
- Hears and determines divorce applications;
- Hears and determines subpoena applications;
- Make orders by consent
- Assessment of costs
- Undertakes research and analysis of legal and operational issues
- Undertakes administrative tasks assigned to Registrars under the rules and procedures applicable to the Court
- Performing other such judicial functions as may be delegated to a Registrar from time to time
- Provides advice on legal and other issues affecting operations of the Family Court
- Formulating high level advice to the Attorney General for consideration in relation to Family Law that has a broader impact across the sector and the jurisdiction

### 3. Continuous Improvement and Service Delivery

- Ensures quality and cost effective court services.
- Initiates and contributes to the continuous improvement of services delivered by the Court.
- In consultation with the Chief Judge and the Executive Manager, reviews and monitors litigation outcomes and develops and implements operational policies, practices and procedures designed to improve outcomes for Court clients.

### 4. Policy and strategic development

- Initiates and leads the development and implementation of key policy priorities and programs across the portfolio and relevant State and Commonwealth jurisdictions
- Develops and implements policy relevant to the achievement of efficient and effective Court services.
- Contributes to the development and review of legislation.  
Leading changes and providing high level advice in relation to proposed amendments to legislation that impact on the Family Court, including amendments to *Family Court Act 1997 (WA)*, associated regulations and rules

### 5. Relationship management and professional development

- Represents the Family Court on external forums on behalf of the Chief Judge
- Develops relationships and forms collaborative partnerships at State and Commonwealth levels and communicates with key groups within and outside the Department.
- Ensures the maintenance of his/her professional development through:
  - developing and maintaining broad networks with other professionals and user groups; and
  - maintaining up to date knowledge of current trends and issues in policy and administration of courts and tribunals.

### 6. Other duties as directed by the Chief Judge

### 7. Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department's 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,

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## Work Related Requirements

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

### ESSENTIAL

#### 1. Professional experience, knowledge and qualifications

- Legal Practitioner of not less than five years standing as defined in the *Legal Profession Act 2008*, with relevant post-admission experience in a legal role.
- Demonstrated experience in and a detailed knowledge and understanding of the *Family Law Act 1975*, *Family Court Act 1997*, Rules, Regulations and jurisdiction including court case management and the functions and objectives of the Family Court.
- Experience as an advocate.
- Legal research and analytical skills.
- Knowledge of trends and issues in policy and administration of courts and tribunals.

#### 2. Personal Qualities

- Personal integrity, honesty and high ethical standards.
- Personal commitment to the Court and the administration of justice.
- Personal commitment to customer service, integrity and personal learning.
- Significant intellectual and conceptual ability to enable success in dealing with high levels of complexity and ambiguity, conflicting priorities and to develop creative solutions to issues and problems.

#### 3. Leadership Abilities

- A proven record of successful leadership demonstrating a commitment to motivating and developing a team of appropriately skilled professionals.
- High-level communication and interpersonal skills including the ability to communicate effectively with a diverse range of people.
- Change management leadership and implementation skills.

#### 4. Achievement of outcomes

- Ability to ensure effective caseload management, including the ability to distribute work according to needs and available resources, and the effective and efficient finalisation of cases.
- Demonstrated ability to manage the development and specification of performance standards.
- Commitment to, and demonstration of, the application of continuous improvement in service delivery.

#### 6. Policy and strategic development

- Demonstrated strategic management skills
- Demonstrated achievement in policy development and implementation including the ability to review and develop appropriate legislation.

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## Reporting Relationships

<b>Title</b> Attorney General for the State of Western Australia <b>Classification</b>
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Responsible To

<b>Title</b> Director General – for administrative purposes Chief Judge of the Family Court (WA) for judicial and general purposes <b>Classification</b>
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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> Various
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Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Registrar x 2.4	-	-

<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/GROH free/rental, etc.	<b>LOCATION</b> Perth <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.

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

<b>Delegated Authorities Name</b>	Michael Cardy, Acting Director Higher Courts
<b>Signature</b>	
<b>Date</b>	