



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.

Position Title Registrar		
Effective Date 25 February 2019	Position Number Generic	Level L6 Specified Calling (L6SC)
Division Court & Tribunal Services	Directorate Higher Courts	Branch Family Court

Divisional Outcomes

Court and Tribunal Services that meet the needs of the judiciary and the community, including victims of crime.

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 a Registrar this position is responsible for the provision of professional services to meet the requirements of the Family Court. In so doing, the position has responsibility for:

- Performing the functions and duties and exercising the powers of a Registrar as provided for in the *Family Court Act 1997 (WA)* and the *Family Law Act 1975 (Clth)* and *Rules and Regulations*, and as directed by the Chief Judge and/or the Principal Registrar.

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Responsibilities Of This Position

1. Professional Services

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.

- Assessing and determining applications for urgent ex-parte court hearings, where children are at risk
- 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 information and guidance on the Courts jurisdiction and procedures to lawyers, clients, other stakeholders and staff
- Providing advice to the Chief Judge and Principal Registrar in relation to the case management of files and support for the management of dockets

2. Continuous Improvement and Service Delivery

Works collaboratively with the Principal Registrar to contribute to the provision of quality and cost effective services and the continuous improvement of services delivered by the Court.

In consultation with the Principal Registrar and other Registrars, contributes to the review and monitoring of litigation outcomes and the development and implementation of operational policies, practices and procedures designed to improve outcomes for Court clients.

3. Policy development and implementation

Manages the development, and implementation of policy relevant to the achievement of efficient and effective Court services.

Contributes to and influences the development and review of legislation.

4. Relationship management and professional development

Represent the Court on external committees and other forums as directed

Ensures effective and appropriate relationships with key groups within and outside the Department.

Ensures the maintenance of his/her professional development through developing and maintaining networks with other professionals and user groups and knowledge in the practice of family law in Western Australia.

5. Other duties as directed by the Chief Judge and the Principal Registrar.

6. 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.

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Work Related Requirements

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

ESSENTIAL

1. Professional experience, knowledge and qualifications

- Legal Practitioner of not less than five years legal experience and eligible to be admitted to practice in Western Australia
- 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.

2. Organisational and problem solving skills

- Highly manage priorities, meet deadlines, manage a heavy workload in a complex environment and achieve client service improvements developed organisational, analytical and problem-solving skills, including the ability to set and.

3. Personal Qualities

- Well developed inter personal skills, including initiative, tact, discretion and judgement
- Ability to represent the Family Court as required, including seminars and presentation on behalf of the Court.
- Capacity to conduct conferences involving significant emotional issues for the parties and to make judgements in that context.

4. Communication Skills

High-level communication and interpersonal skills including the;

- Ability to communicate effectively with a diverse range of people in stressful circumstances
- Ability to quickly and effectively distil issues in difficult cases
- Ability to promote a conciliatory approach between clients.
- Superior ability in dispute resolution
- Sophisticated negotiation and mediation skills.

5. Teamwork

- Ability and willingness to work in and contribute as part of a high performing multi-disciplinary professional team in the delivery of dispute resolution services.

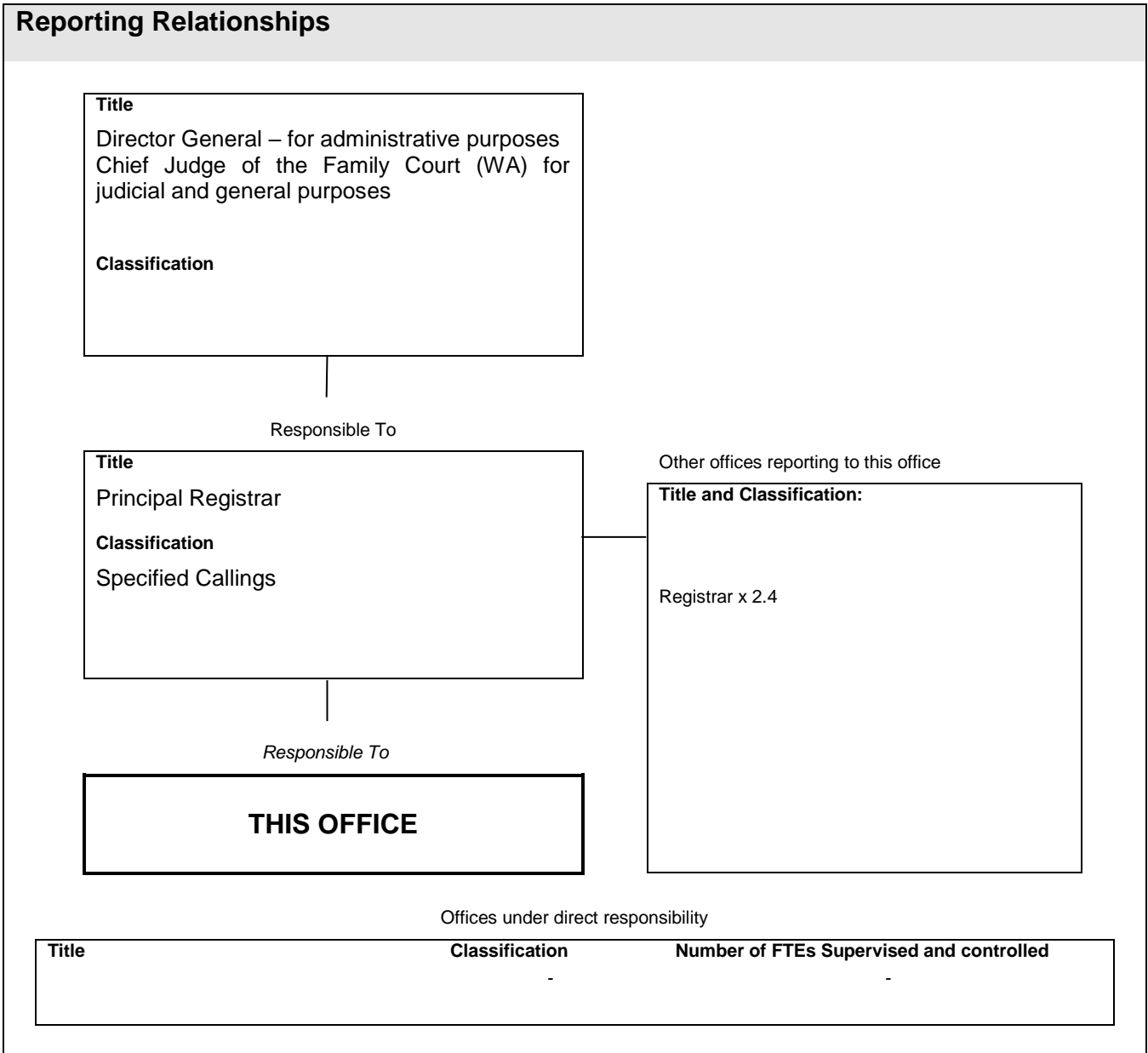
6. Achievement of outcomes

- Commitment to the application of continuous improvement in service delivery.
- An ability to contribute to the development and implementation of policy relevant to the position and its responsibilities.

7. Information Technology

- Well developed Information Technology skills to enable effective operation of the Court's computer based systems

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LOCATION AND ACCOMMODATION	LOCATION N/A
	ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i> .

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	
Signature	
Date	