



Job Description Form

1264 Principal Registrar / Magistrate

General Division Registrars

Position details

Classification Level: Principal Registrar/Magistrate Magistrates Court (PRMMC)

Award/Agreement: Salaries and Allowances Tribunal (SALA) (*Salaries and Allowances*

Act 1975)

Position Status: Permanent

Organisation Unit: Special Acts, Supreme Court Registrars

Physical Location: Supreme Court Perth CBD

Reporting relationships

Responsible to: 4956 Chief Justice - CHJUS

This position: 1264 Principal Registrar / Magistrate - PRMMC

Direct Reports: Various, Registrar - RGSC

Overview of the position

The Supreme Court is accountable for judiciary and judicial support, and case processing.

The Principal Registrar / Magistrate performs and discharges the judicial and quasi-judicial, as well as other legal functions of a Registrar of the Supreme Court, whilst ensuring that impartial, efficient and effective Supreme Court services are provided.

In fulfilling these responsibilities, the Principal Registrar/Magistrate has a dual reporting relationship in that the position reports to:

- The Chief Justice of the Supreme Court - for judicial and general purposes;
- The Director General - for administrative purposes.

Job description

As part of the leadership team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Performs the functions and duties and exercising the powers of the Principal Registrar/Magistrate as provided for in the *Supreme Court Act 1935* and *Rules*, the *Administration Act 1902* and *Rules* and various other Acts and as delegated by the Chief Justice.
- Provide leadership, mentoring and support to Registrars, including the direction and control of the allocation of work, and the monitoring of performance and service standards.
- Manage registrar resources to ensure that the Court's caseload is progressed and finalised in an effective and efficient manner.
- Provides advice on legal and other issues effecting the operations of the Supreme Court, and ensures quality cost effective court services.
- Undertakes case management of civil, criminal and appeal matters in accord with the Court's case management procedures.
- Performs and discharges the duties and functions of the Keeper of the Records of the Supreme Court.
- Prepares draft Practice Directions and common forms of judgments and orders as required.
- Acts temporarily as Master of the Supreme Court if required.
- Sits as a Magistrate in the Stirling Gardens Magistrates Court and assists with the case management of Supreme Court indictable matters prior to committal.
- Hears, presides over and determines a range of hearings including:
 - o Case management hearings;

- o Mediates civil and criminal cases with a view to achieving settlement of the case or issues in dispute;
 - o Determines probate applications;
 - o Interlocutory applications;
 - o Examinations of witnesses;
 - o Taxes and settles bills of costs;
 - o Settles judgments and orders of the Court; and,
 - o Other proceedings ancillary to trial as required.
- In consultation with the Chief Justice and the Executive Officer, reviews and monitors litigation outcomes and develops and implements operational policies, practices and procedures designed to improve outcomes for Court clients.
 - Is an active member of a number of Committees formed by the Chief Justice to increase the efficiency of the Court.
 - Positively promotes change by leading and managing the implementation of change and change strategies within the Supreme Court.
 - Initiates and contributes to the continuous improvement of services delivered by the Court, including the development and review of legislation.
 - Ensures the maintenance of personal professional development through the development of broad networks with other professionals, and the maintenance of up to date knowledge on relevant current trends and issues.
 - Other duties as directed by the Chief Justice, or as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Role Specific Criteria

- Barrister and Solicitor of the Supreme Court of Western Australia or qualified so as to be eligible for admission in Western Australia.
- Minimum 5 years post admission experience.
- A proven record of successful leadership and the promotion of a healthy work culture.
- Legal research and analytical skills of the highest calibre.
- Demonstrated extensive knowledge of, and experience in, the practice and procedure of a superior court.
- High-level communication and interpersonal skills including the ability to manage and communicate effectively with a diverse range of people.

- 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.
- A record of management of physical and financial resources including an understanding of governance issues, accountability frameworks and the processes of government.
- Excellent planning and organisational skills, particularly in relation to work prioritisation.
- Personal integrity, honesty and high ethical standards.

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- Experience as a mediator or with mediations.
- High level knowledge of the general law.
- Experience in advocacy in the civil, criminal jurisdiction and/ or appellate jurisdiction of the Supreme Court.
- Demonstrated commitment to the maintenance and improvement of standards in service delivery in a government environment.
- Demonstrated commitment to personal learning and development.
- Information technology skills.
- Demonstrated ability to work well in a team environment.
- Demonstrated ability to be self-motivated.

Special requirements/equipment

Nil

Certification

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

Director, Higher Courts

Signature: _____ Date: 21 June 2021

HR certification
date: 02 June 2021