



Chief Judge's Chambers
District Court of Western Australia

LEGAL RESEARCH OFFICER TO THE CHIEF JUDGE
Job Description

(Position No. 001191)

Description

In the context of working with a small team of administrative staff within the Chambers of the Chief Judge, this position requires the ability to be flexible, work collaboratively with others, perform well under pressure in a sensitive work environment.

The key responsibilities of this position are to undertake legal and general research for consideration by the Chief Judge; assist in the preparation of submissions for legislative reform; prepare papers, reports, correspondence, speeches and advice and provide high level secretariat support to a range of Committees.

Outcomes

1. The Chief Judge is provided with a high standard of assistance.
2. Research, advice and preparation of reports and other documents are timely, accurate and supported by well reasoned analysis and consideration.
3. Confidentiality is maintained in undertaking all work performed for and on behalf of the Chief Judge and her Chambers.
4. The Chief Judge and her Chambers are represented in a professional and ethical manner.
5. Appropriate judgment is exercised, ensuring the integrity and standards of the Court are upheld.

Location

District Court of Western Australia, 500 Hay Street, Perth

RESPONSIBILITIES

Under the direction of the Chief Judge, the Legal Research Officer is responsible for:

1. Undertaking legal and general research into a range of matters of varied complexity.
2. Assisting the Chief Judge on matters of legal policy and the prepare submissions on proposals for legislative reform.
3. Preparing correspondence and papers on a range of legislative and legal policy issues.
4. Preparing for the consideration of the Chief Judge:
 - responses to consultation requests on legislative reform matters;
 - practice directions and related documents;
 - correspondence;
 - speeches; and
 - papers and reports.
5. Assisting the Chief Judge on complex legal matters such as drafting orders and court documents and assisting in court proceedings.
6. Analysing legislative and regulatory issues, research reports, submissions and other relevant information and preparing summaries, general advice and reports for consideration by the Chief Judge.
7. Providing advice to the Chief Judge on a range of legal, policy and technical matters, making recommendations where appropriate.
8. Promulgating and facilitating amendments to the District Court Rules.
9. Providing high level secretariat support to a range of Committees, ensuring prompt attention to action and follow up items where appropriate.
10. Developing and maintaining collaborative and effective working relationships with members of the judiciary, the legal profession, Ministerial offices, Court staff and other stakeholders.
11. Providing assistance to other judicial officers as required.
12. Performing other duties as directed by the Chief Judge.

WORK RELATED REQUIREMENTS

In the context of the position, all of the work related requirements must be addressed.

1. Tertiary qualification in law including relevant legal experience.
2. Highly developed communications skills (interpersonal, oral and written) with a proven ability to communicate with people at all levels.
3. Highly developed conceptual and analytical skills with experience in complex legal research.
4. Highly developed organisational skills including the ability to prioritise and meet timeframes.
5. Demonstrated ability to understand and interpret legislation.

Reporting Relationships

CHIEF JUDGE



Responsible to

**THIS OFFICE
(Position No: 501153)**



Offices under direct responsibility

Nil

Certification

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

Executive Manager, District Court of Western Australia Laura Sutton
Date 5 June 2024