

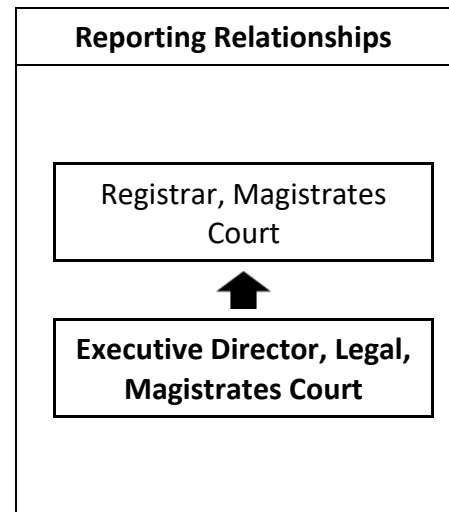


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar's Office, Magistrates Court
Section	Legal
Position Title	Executive Director, Legal, Magistrates Court
Position Number	P52333
Classification	ACT Courts & Tribunal Legal 3
Location	Canberra City
Last Reviewed	September 2026



The Australian Capital Territory Public Service (**ACTPS**) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as demonstrate the related signature behaviours.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

The ACTPS is committed to the principles of Reasonable Adjustment to ensure everyone has equitable employment opportunities.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and supports a democratic society
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (**ACTCT**) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (**ACAT**) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Chief Executive Officer (CEO) appointed under the *Court Procedures Act 2004* and has the following branches:

- Executive
- Registrar's Office Supreme Court which includes Supreme Court Registry Operations and Sheriff's Office
- Registrar's Office Magistrates Court which includes Magistrates Court Registry Operations and the Forensic Medicine Centre
- Registrar's Office ACAT which includes ACAT Registry Operations
- Corporate and Strategic Services.

NOTE: The nature of the organisation is such that staff may be exposed to occupational violence, vicarious trauma, sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

The Registrar's Office, Magistrates Court provides support to the Magistrates Court and the judiciary including exercising statutory powers of a registrar of the court and providing legal, policy and procedural advice. The Magistrates Court registry provides high level administrative support to the

judiciary in the performance of their roles, and to the parties and legal representatives who appear in the courts.

The Registrar's Office, Magistrates Court consists of the following sections:

- Coroners (including Coroner's Court and Forensic Medicine Centre)
- Judiciary Staff (Associates to Judicial Officers)
- Legal
- Registry Operations

POSITION OVERVIEW

The Executive Director, Legal (MC) is responsible for supporting the work of the Magistrates Court Registrar. This includes hearing matters, managing staff, representing the Registrar at meetings and supporting the consideration and implementation of amendments to legislation, policies and procedures as well as exercising the most complex jurisdiction of the Registrar to hear and determine matters.

Important: This position may be exposed to sensitive and/or traumatic situations and material. Please speak with the contact officer to discuss the interactions and/or material you might be exposed to.

Flexible Working/Hybrid Options: Due to the operational requirements of the role, hybrid working arrangements are not suitable for this position.

WHAT YOU WILL DO

Under the limited direction of the Registrar of the Magistrate Court, the Executive Director, Legal, Magistrates Court will:

1. Provide legal advice and support to the Chief Magistrate, Registrar and Senior Executive of ACTCT on the implications of new legislation, policy proposals and options for implementation on complex or significant legislative amendments.
2. Exercise the most complex jurisdiction of the Registrar to hear and determine matters under the Court Procedures Rules 2006 and other legislation.
3. Drive development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACT Magistrates Court and the ACTCT.
4. Represent the ACT Magistrates Court and the ACTCT at sensitive and/or strategic external meetings including court user groups, professional bodies and the Directorate or Whole-of-Government working groups.
5. Lead a number of small teams of professionals and non-professionals to deliver ACTCT priorities across jurisdictions.
6. Develop and manage budgets within a jurisdiction of the ACTCT including the assessment and resolution of any resourcing issues that may arise.
7. Proactively initiate, plan and conduct legal research projects of extensive breadth, complexity or significance, and as appropriate, direct legal and other staff involved in legal research.

8. This position **does** involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Proven high level ability to provide complex legal and policy advice and perform legal research.
2. Demonstrated extensive knowledge and understanding of relevant ACT and Commonwealth legislation and other relevant statutory provisions.

Behavioural Capabilities

1. Extensive leadership and management skills and experience including the ability to manage staff performance, motivate, encourage and support the development of staff, to lead and manage organisational change and to articulate vision and strategic direction.
2. High level of oral and written communication and negotiation skills, including the ability to persuade and influence opinion and exercise sound judgment and attention to detail.
3. Exercise an extensive degree of independence to analyse highly complex legal, policy and legislative proposals and to provide high level strategic, resourcing, procedural and budgeting advice to the Heads of Jurisdiction and to the Senior Executive of ACTCT.
4. Proven ability to develop and manage relationships with internal and external stakeholders, to achieve outcomes.

Compliance Requirements/Qualifications

1. **Mandatory:** This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office.
2. **Mandatory:** This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
3. To be eligible for permanent or temporary employment within the ACT Public Service you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.
5. The successful candidate will be required to undergo a National Criminal History check.
6. This position **does not** require Working with Vulnerable People registration.
7. This position **does not** require a pre-employment medical.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Executive Director, Legal, Magistrates Court (P52333)** and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties (SOGA/B positions only)	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Occasionally
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
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Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally