

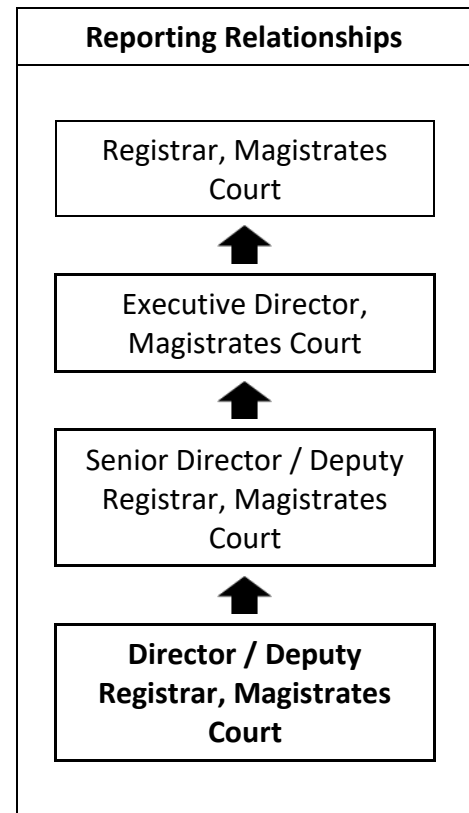


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar's Office, Magistrates Court
Section	Magistrates Court Legal
Position Title	Director / Deputy Registrar
Position Number	P38490
Classification	Legal Officer Grade 1 (LGC1)
Location	Canberra City
Last Reviewed	July 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 | • Minister for Police, Fire and Emergency Services |
| • Attorney-General | • Minister for Corrections |
| • Manager of Government Business | • Minister for Women |
| • Minister for Gaming Reform | • Minister for Prevention of Family and Domestic Violence |
| • Minister for City and Government Services | • Minister for Human Rights |
| • Minister for Night-Time Economy | |

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 primary role of Director / Deputy Registrar is to:

- Exercise the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner's Court and Childrens Court; and
- Provide high level policy and legal advice on questions of law/justice administration, practice and policy on matters affecting the ACT Courts.

The Director / Deputy Registrar is responsible for providing direction and support to ACT courts registry staff in the law and practice relevant to the operations of the court. This includes providing training and advice to staff on legal matters and exercising statutory powers and functions.

The Director / Deputy Registrar will engage with key stakeholders including members of the legal profession, stakeholder and user groups, the Justice and Community Safety Directorate, other Government agencies and members of the community on matters relating to the functions of the ACT Courts.

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

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. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

WHAT YOU WILL DO

Under the general direction of the Senior Director, the Director / Deputy Registrar will:

1. Exercise the jurisdiction of the Registrar to hear and determine matters under the *Court Procedures Rules 2006* and other legislation, civil and criminal case management, interlocutory applications and interim hearings.
2. Provide legal advice to officers (judicial and non-judicial) of ACTCT on a range of matters, including the implications of new policy proposals and options for implementation of legislative amendments.
3. Lead the development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACTCT.
4. Represent the ACT at external operational meetings, including court user groups, professional bodies, the directorate or whole-of-government working groups.
5. Proactively initiate, plan and conduct research projects.
6. Assist to build the capability and professionalism of the organisation.
7. Support the ACTCT in leadership, management and building the capacity and professionalism of the organisation.
8. Maintain records and files in accordance with the *Territories Records Act 2002*.
9. This position **does not** 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 ability to provide legal and policy advice and perform legal research.
2. Demonstrated knowledge and understanding of relevant ACT and Commonwealth legislation and other relevant statutory provisions.

Behavioural Capabilities

1. Well-developed oral and written communication and negotiation skills, including the ability to persuade and influence opinion and exercise sound judgment and display attention to detail.
2. Demonstrated effective self-management and leadership skills and the ability to display resilience and remain professional.
3. Demonstrated ability to assist in the leadership and management of a cooperative, high performing team including building and maintaining networks and relationships with key stakeholders.

Compliance Requirements/Qualifications

1. **Mandatory:** This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification
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 a Working with Vulnerable People registration.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Director / Deputy Registrar (P38490)** 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	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Choose an item.
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Occasionally
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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

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

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

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	Never