

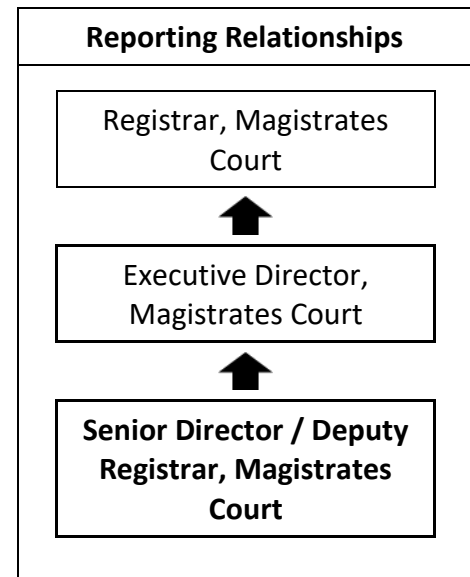


ACT
Government

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	Senior Director / Deputy Registrar
Position Number	P42375, P61820, Several
Classification	Legal Officer Grade 2 (LGC2)
Location	Canberra City



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 primary role of the Senior 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 Senior Director, Legal also has responsibility for providing direction and support to ACT Courts registry staff in the law and practice relevant to the operations of the ACT Courts. This includes providing training and advice to staff on legal matters and the exercise of statutory powers and functions.

The Senior Director, Legal 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 limited direction of the Executive Director, Legal (MC) the Senior Director, Legal will:

1. Exercise the complex 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 senior officers (judicial and non-judicial) of ACTCT on a range of matters, not limited to the implications of new policy proposals and options for implementation of complex or significant legislative amendments.

3. Lead development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACTCT.
4. Represent the ACTCT at external operational meetings, including court user groups, professional bodies and the directorate or whole-of-government working groups.
5. Lead a team of professionals and non-professionals to deliver ACTCT priorities.
6. Manage budgets including the assessment and resolution of any resourcing issues that may arise.
7. Proactively initiate, plan and conduct complex research projects.
8. Assist in leading, managing and building the capability and professionalism of the organisation.
9. Lead capability building initiatives and opportunities, including developing and implementing training for legal officers and registry staff who are engaged in a significant function or group of activities, continuously monitoring their output and managing performance.
10. Act as a consultant or mentor to legal and registry staff.
11. Maintain records and files in accordance with the *Territory Records Act 2002*.
12. 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 knowledge and understanding of relevant ACT and Commonwealth legislation and the ability to exercise the jurisdiction of the Registrar of the Magistrates Court.

Behavioural Capabilities

1. High level oral and written communication and negotiation skills, including the ability to persuade and influence opinion and exercise sound judgment and attention to detail.
2. Demonstrated effective self-management and leadership skills and ability to display resilience and remain professional when faced with difficulties.
3. An ability to show leadership in leading teams, building and maintaining effective stakeholder relationships with a wide range of internal and external stakeholders and members of the community.

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. Experience working in a court environment is highly desirable.

4. 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.
5. 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.
6. The successful candidate will be required to undergo a National Criminal History check.
7. This position does not require a Working with Vulnerable People Check.
8. 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 **Senior Director / Deputy Registrar (P42375 P50010 P59262 P61820)** 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	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	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)	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	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently

Exposure to potentially distressing case material	Frequently
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never