



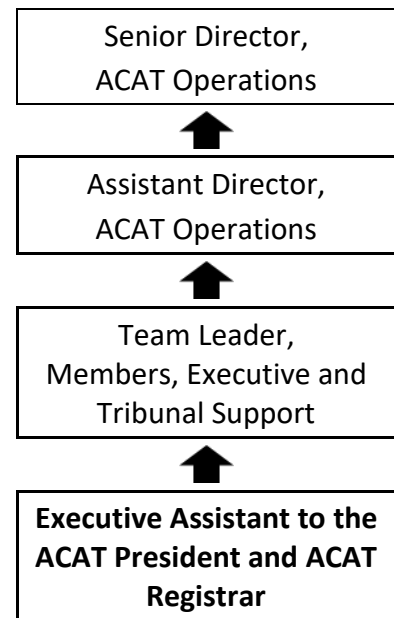
ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	ACT Civil and Administrative Tribunal
Position Title	Executive Assistant to the ACAT President and ACAT Registrar
Position Number	P63256
Classification	Administrative Services Officer 5 (ASO5)
Location	Canberra City
Last Reviewed	September 2026

Reporting Relationships



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:

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| • 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 (ACAT) provides support to the ACT Civil and Administrative Tribunal including exercising statutory and quasi-judicial powers and providing legal, administrative, policy and procedural advice and assistance.

The ACAT Registry provides high level administrative support to Tribunal Members and the ACAT Registrar in the performance of their roles, and to Tribunal users. The ACAT Registry performs a range of functions including accepting documents for filing, arranging conferences and hearings, maintaining case files, issuing subpoenas, collecting fees, entering data in the case management system, generating tribunal documents and providing general advice about tribunal rules, practices and procedures.

POSITION OVERVIEW

The Executive Assistant to the ACAT President and ACAT Registrar works within the Members, Executive and Tribunal Support (METS) Team. The position is primarily responsible for providing high-level executive and administrative support to the ACAT President and ACAT Registrar. This includes maintaining effective administrative systems and procedures, managing diaries and records, preparing high-level correspondence, coordinating meetings and monitoring priorities and outstanding actions. The Executive Assistant may also provide administrative support to the wider tribunal and its members and undertake a range of ACAT registry functions, including providing general technological assistance to members, reviewing and editing decisions, and undertaking general administration.

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

WHAT YOU WILL DO

Under the general direction of the ACAT President, ACAT Registrar, and the Team Leader, the Executive Assistant will:

1. Provide high-level, confidential administrative and practical executive support to the ACAT President and ACAT Registrar, including:
 - Providing executive support for in-person and virtual meetings, including preparing agendas, taking minutes and monitoring action items
 - Monitoring commitments, priorities and outstanding actions, and supporting their timely completion
 - Managing diaries, including scheduling appointments, travel, court and tribunal lists, and preparation time
 - Screening, classifying and appropriately directing incoming enquiries
2. Prepare correspondence, reports, presentations and statistical information in a timely manner, including drafting, proofreading, dispatching and filing documents by or on behalf of the ACAT President and ACAT Registrar. This includes:
 - Preparing and managing tribunal and administrative files

- Creating and editing documents, agreements, presentations, and spreadsheets
 - Liaising with the registry and other relevant areas regarding tribunal and file workflows
3. Assist the ACAT President and ACAT Registrar with relevant human resource matters, including rostering and coordinating recruitment panels and associated documentation.
 4. Maintain effective liaison with the wider ACT Courts and Tribunal organisation, relevant areas of the ACT Justice and Community Safety Directorate, other directorates, external organisations, stakeholders and members of the legal profession, as instructed by the ACAT President and ACAT Registrar.
 5. Support the wider METS Team and ACAT Registry with its core functions, including:
 - Editing and publishing members' decisions
 - Coordinating member availability and rostering
 - Providing administrative and technological assistance to members
 - Providing general registry support across ACAT
 6. Undertake information technology administration relating to ACAT's electronic case management system, electronic records, SharePoint and website, including publishing ACAT decisions.
 7. Maintain records in accordance with the *Territory Records Act 2002*.
 8. 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. Demonstrated experience in providing executive support to senior executive staff including well-developed administrative skills, high attention to detail and strong organisational skills.
2. Proficiency in the use of Information Technology programs, including Microsoft Office Suite, Adobe, electronic record keeping, the ACAT's electronic case management system and in the use of technology used in a hearing room or the demonstrated ability to quickly learn new systems.
3. Demonstrated knowledge and understanding of the role of the ACAT in the ACT community and of ACAT practices, procedures and related legislation, or the ability to quickly acquire this knowledge.

Behavioural Capabilities

1. **Delivers Service** – You have the ability to contribute to and deliver a high standard of client and stakeholder focused service, and have the ability to align the actions, advice, and information you provide, with the organisation's priorities and stakeholder needs.
2. **Teamwork** – You have the ability to work effectively and cooperatively with others, contributing to a positive work environment and a shared focus on achieving the best outcomes for clients. You openly share information and knowledge to support collaboration and collective success. You demonstrate respect for individual and cultural diversity through courteous, inclusive and non-discriminatory behaviour in all aspects of your work.

3. **Thinking and Innovation** – You have the ability to be flexible when priorities change and question current ways of working to improve efficiency and effectiveness and use your skills to identify and help implement positive change to the work environment. You ensure you have the information needed to make sound work decisions and document your work decisions appropriately.

Compliance Requirements/Qualifications

1. Computer literacy skills are relevant to this role as you will use several computer software programs to undertake the tasks of this role.
2. 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.
3. 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.
4. The successful candidate will be required to undergo a National Criminal History check.
5. This position **does not** require a Working with Vulnerable People Check.
6. 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 the **Executive Assistant to the ACAT President and ACAT Registrar (P63256)** 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)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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	Never
Working directly with the public	Occasionally
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
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	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never