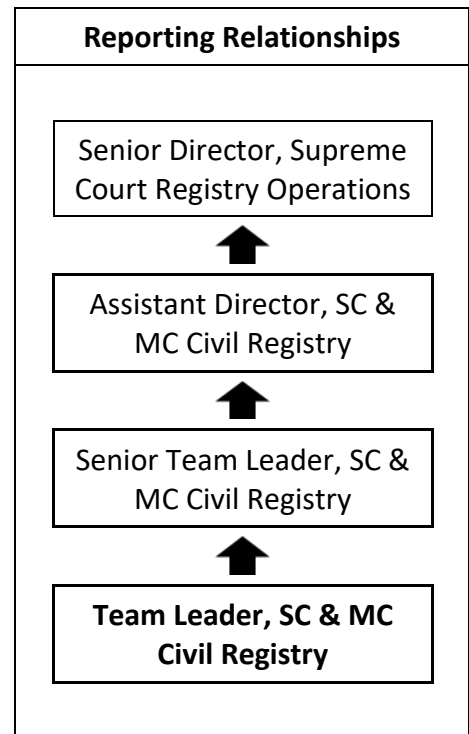




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar’s Office, Magistrates Court (MC) and Registrar’s Office, Supreme Court (SC)
Section	MC and SC Registry Operations
Position Title	Team Leader Listings, SC & MC Civil Registry
Position Number	P42396
Classification	Administrative Services Officer 5 (ASO5)
Location	Canberra City
Last Reviewed	May 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) and Registrar's Office (Supreme Court) provides support to the Magistrates and Supreme Courts and the judiciary including exercising statutory powers of a registrar of the court and providing legal, policy and procedural advice. The Magistrates and Supreme 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.

MC Registry Operations consists of the following areas:

- Circle Sentencing Court
- Criminal Registry (which includes the Bail Office)
- Family Violence and Protection (which includes Children's Care & Protection)
- Registry Listings
- Registry Services and Support which is a shared registry services team supporting both Supreme and Magistrates Courts and the ACAT

SC Registry Operations consists of the following areas:

- Criminal Registry.
- Listings and Admissions.
- Civil Registry which provides support to Magistrates and Supreme Court.

The registry functions include accepting documents for filing, arranging conferences and hearings, maintaining court files, managing the bail office, issuing subpoenas, collecting court fees, entering data in the case management system, generating court documents and providing general advice about court rules, practices and procedures.

POSITION OVERVIEW

The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Team Leader in the Supreme Court & Magistrates Court Civil Registry, Listings Unit.

The Team Leader's primary role is to provide support to the Civil Listing Unit including allocating work and supervising the staff of the sub-unit. Leading and coordinating in-court support, recording subpoena/exhibit material, preparing, quality assuring and processing court orders, awards, defences and other miscellaneous documentation provided for under appropriate legislation and practice directions of the jurisdiction and implementing sustainable quality assurance systems (including using the Integrated Courts Management System ICMS) for all court outcomes and related matters. The position liaises with the senior team leaders about urgent or complex matters. The position is also required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols, with maturity, sensitivity and compassion.

The Team Leader will need to embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all activities.

WHAT YOU WILL DO

Under the direction of the Registry Team Leader, SC & MC Civil Registry, the Team Leader, SC & MC Civil Registry will:

1. Assist Senior Team Leaders and Assistant Director, SC & MC Civil Registry by providing support for the Civil Listing/Outcome Unit. As well as Deputy Registrars and Legal Officers to support daily proceedings.
2. Liaise with court staff, legal practitioners, relevant government agencies and members of the public regarding general enquiries.
3. Provide, accurate and timely advice and information to clients and relevant agencies, where appropriate, regarding court practices and procedures.
4. Participate in meetings and discussions to assist with the development, implementation and review of policies, practices, systems, and processes.
5. Collect and process documentation in accordance with legislation and practice directions relevant to the ACT Courts including the preparation and distribution of the fortnightly In-Court Support.
6. Develop and contribute to positive relationships by working collegiately with team leaders, all staff, and users of the ACTCT.
7. Organise and prioritise own workload, assist other officers within the Branch and be willing to act as a member of a team.
8. Exercise statutory appointment as Deputy Registrar under the direction of the Registrar, as required.
9. Maintain records in accordance with the *Territory Records Act 2002*.
10. 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. Demonstrated ability to analyse client needs, develop, review and promote client services.
2. Demonstrated effective communicate skills and handle confidential material with discretion and sensitivity.
3. Demonstrated ability to use Microsoft Office and learn ICT systems that support court operations.

Behavioural Capabilities

1. Demonstrated ability to develop and maintain effective relationships and the ability to engage, collaborate and negotiate with a wide range of stakeholders.
2. Demonstrated ability to work independently and lead a team to achieve results.
3. Demonstrated ability to manage tight deadlines while maintaining a very high level of accuracy and attention to detail.

Compliance Requirements/Qualifications

1. 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.
2. 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.
3. The successful candidate will be required to undergo a National Criminal History check.
4. This position **does not** require a Working with Vulnerable People registration.
5. This position **does not** require a pre-employment medical.
6. Experience working in a court environment is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Team Leader, SC & MC Civil Registry (P42396)** and indicates how frequently each of these requirements would be performed. Please note that the 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	Frequently
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	Occasionally
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
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Frequently
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	Never
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