HIGH COURT OF AUSTRALIA
CANBERRA

Chief Executive and Principal Registrar

The current holder of the office of Chief Executive and Principal Registrar (CE&PR) of the High Court of Australia will retire on 9 February 2018. Applications are therefore invited for appointment to the office from that date.

The High Court of Australia is the apex court for Australia. It administers its own affairs through powers conferred by the *High Court of Australia Act* 1979. The Act describes the function of the CE&PR as 'acting on behalf of, and assisting, the Justices in the administration of the affairs of the Court'. The office has other functions conferred by the Act and other legislation, or assigned by the Court.

The CE&PR has significant administrative responsibilities, requiring the holder to have leadership and management capabilities of the highest order. The CE&PR also manages, maintains and provides security for the High Court building, ensuring optimum support for Court operations and the provision of highly regarded services for many thousands of visitors each year.

The position of the Court as the apex court for Australia confers national and international dimensions on the duties of the CE&PR. The Chief Justice of Australia chairs the Council of Chief Justices of Australia and New Zealand; and as Secretary of the Council, the CE&PR undertakes liaison, representational and complex organisational responsibilities at the highest levels. The CE&PR also supports the Court in important multilateral and bilateral engagements with overseas judiciaries.

The CE&PR must have professional qualifications in law, extensive experience in positions of authority or responsibility in the law, and have comprehensive knowledge of both court processes and the functioning of the judiciary in Australia. Knowledge of judicial systems overseas and of Australia's international interests is highly desirable.

Remuneration of the office is determined by the Remuneration Tribunal.

Selection Process: The successful applicant will be appointed by the Governor-General of the Commonwealth of Australia upon the nomination of the Court, for a period not exceeding five years and will be eligible for reappointment. Selection will be made by the Justices of the Court on the basis of selection documentation which may be obtained by contacting Ms Jules Mortenson, Manager Executive Support, on (02) 6270 6886 or by email at jules.mortenson@hcourt.gov.au. Further information about the position may be obtained from Mr Andrew Phelan, Chief Executive and Principal Registrar on (02) 6270 6886.

Applications: Applications addressing the selection criteria should be marked "Confidential" and forwarded by Friday, 3 November 2017, to:

Ms Jules Mortenson
Manager Executive Support
Email: jules.mortenson@hcourt.gov.au