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**HIGH COURT OF AUSTRALIA**

**Canberra**

**Casual Court Guide**

***HIGH COURT EMPLOYEE LEVEL 2***

***Public Information Branch***

**Hourly rate inclusive of the 20% casual loading**

**$30.08 - $33.34 plus superannuation**

***Job information pack***

The Public Information Branch involves handling media inquiries, releasing judgment summaries and managing the Court’s public information activities under the direction of the Public Information Committee.

The Court Guides are a part of the Public Information Branch Their role is to welcome visitors to the court, conduct tours and deliver presentations to the public on the role and history of the Court as well as the art and architecture of the High Court.

**Casual Court Guide**

**High Court Employee Level 2**

**Canberra**

**$30.08 – $33.34 per hour inclusive of the 20% casual loading**

**plus Superannuation**

**Description**

The High Court of Australia is the highest court in the Australian judicial system. Established by the Constitution, the Court hears and determines constitutional disputes, as well as appeals from federal, state and territory courts in all areas of law.

Court Guides are the first point of contact for visitors to the High Court. They provide information about the history, role and function of the High Court of Australia. Duties of the position include delivering presentations to educate visitors to the High Court, collecting data, providing administrative support and assisting the Manager, Court Guides in the delivery of education programs. Court Guides are integral to the security of the Court and provide crowd marshal and safety support to the Security Staff.

This recruitment exercise will establish an Employment Register for Casual Court Guides. The Employment Register will be used to fill vacancies arising throughout the year. These vacancies are of a casual nature with hours and working days varying as required, usually from 9:30am to 4:30pm Monday to Friday with an occasional Sunday. The roster provides around 4 days per fortnight however this is subject to change depending on the business of the Court.

The salary rates listed above include a 20% casual loading in lieu of personal and recreation leave.

The High Court of Australia is an equal opportunity employer. This role would particularly suit individuals who:

* are studying and have flexible hours or are transiting to or have retired and are interested in working casually, and;
* have a good knowledge of the Australian legal system and the High Court in particular

**Some evening and weekend work may be required.**

Once you have read the selection documentation further information can be obtained from Karina Edwards, Court Guide Manager on 02 6270 6348 or email [Katrina.edwards@hcourt.gov.au](mailto:Katrina.edwards@hcourt.gov.au)

**HOW TO APPLY**

For your application to be considered, it **must** include the following documents:

1. an application cover sheet
2. a covering letter
3. your current resume
4. a statement addressing each of the selection criteria

**Preference is for electronic lodgement of applications by email to the HR Team,** [hr.officer@hcourt.gov.au](mailto:hr.officer@hcourt.gov.au)

**Applications may be lodged by post, marked "In Confidence" to:**

HR Team

High Court of Australia

PO Box 6309

KINGSTON ACT 2604

**Closing date for applications is 10am Monday 16 February 2015**

**Interviews will be scheduled during the week of 23 February 2015**

*Applicants are advised that late or incomplete applications may not be accepted.*

* Court room 1*

**About the High Court of Australia**

The High Court of Australia is the highest court in the Australian judicial system. The High Court was established in 1901 by section 71 of the Australian Constitution and, to the extent that legislative provision was necessary, was given the power to administer its own affairs by the High Court of Australia Act 1979 which was proclaimed on 26 April 1980.

The constitution confers both an appellate and an original jurisdiction upon the High Court. Appeals from the Supreme Courts of the States and Territories, from the Federal Court of Australia and the Family Court of Australia are heard pursuant to the granting of special leave to appeal by the High Court. The High Court is also the final arbiter upon constitutional questions. These may come on appeal from a lower court or be initiated by an application to the High Court itself.

More information about the activities of the High Court is available at www.hcourt.gov.au.

**Conditions of Engagement**

Employees of the Court are employed under the *High Court of Australia Act 1979,* with theDetermination under s26(4) of the *High Court of Australia Act* 1979 Terms and Conditions of Employment of Employees and, where applicable, the High Court Administration Collective Agreement 2006-2009 governing terms and conditions of employment.

The following pre-employment checks will be conducted prior to the commencement of employment:

1. Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
2. A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
3. A previous employment/reference check.
4. A criminal history check.
5. A pre-employment medical exam.

All employees are subject to a 6 month probationary period, unless their contracted term of employment is 6 months or less.

**Working at the High Court**

**The High Court building is located in Parkes ACT in the Parliamentary Triangle, on the shores of Lake Burley Griffin. It is flanked by the National Gallery of Australia and the National Portrait Gallery, Questacon (Australia’s National Science and Technology Centre), Old Parliament House and the National Library of Australia are a short stride away.**

Structurally, the 40-metre tall building is essentially one of concrete and glass comprising a number of major functional elements, namely a large public hall, three courtrooms, an administrative wing, and Justices chambers.

**Opened in 1980, the High Court building is one of Australia’s National Buildings, and was heritage listed in 2007. In 2009 there were over 130,000 visitors to the building.**

The Court has some 100 staff members, most of which are located in Canberra. Staff are engaged under the *High Court of Australia Act 1979,* and the terms and conditions of employment are similar to those of the Australian Public Service.

Staff work in the environs of one of Australia’s most beautiful and iconic buildings, and additionally enjoy secure undercover parking.

**The Selection Process**

The selection process ensures applicants with the appropriate skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making.

A Selection Advisory Committee (SAC) will be convened to consider applications for the advertised vacancy.

# On the basis of written applications the SAC will short-list applicants for further assessment. Written applications should provide examples of how you meet each of the selection criteria.

# Interviews will be conducted. The selected applicants will be notified of the time and location of their interview. Interviews can consist of questions, practical assessments and presentations, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

# Referee comments will be sought after the interview. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.

# At the completion of the selection process a report will be written for the Delegate’s approval. This may include an Order of Merit of suitable applicants. Applicants will be notified of the outcome of their application in writing and will be given the opportunity for post-assessment feedback.



HIGH COURT OF AUSTRALIA

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**DUTY STATEMENT**

|  |  |
| --- | --- |
| Date: | January 2015 |
| Position No: | Several |
| Classification: | High Court Employee Level 2 |
| Local Designation: | Casual Court Guide |
| Branch: | Public Information |
| Location: | Canberra |
| Immediate Supervisor: | Court Guide Manager, Position No 223 |
| No.of subordinates: | Nil. |
| Highest Subordinate: | N/A |

**Description:**

In accordance with the High Court of Australia Work Level Standards, under routine direction and in a team environment, the occupant of this position will provide public information and educational services to visitors to the High Court building in Canberra.

## Duties:

1. Deliver presentations to inform and educate visitors and school groups on the history, role and function of the High Court of Australia.
2. Support the Court’s Security team by providing crowd marshal and safety support to the Security Staff.
3. Assist with identifying ways to improve the delivery of education programs, including assisting with reviewing and updating the Court’s current educational presentations and on-line resources.
4. Maintain knowledge of the High Court of Australia and keep up to date with different methods of delivery
5. Assist the Senior Court Guides and the Manager, Court Guides

**Some evening and weekend work may be required**.



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**SELECTION CRITERIA**

**Please limit your reply to 300 words per criteria.**

1. Well developed communication skills, both oral and written, including:

* Proven experience in providing information services to the general public, such as public and educational presentations;

1. Adept in understanding the diverse needs of a variety of cultural backgrounds;
2. Demonstrated excellent customer service skills including an understanding of the security and safety requirements of public spaces within national institutions;
3. Proven ability to work collaboratively and in a team environment;
4. Highly organised; ability to think on your feet, and the ability to adapt to changing circumstance that occur with the handling of a large number of visitors and school groups;
5. Demonstrated working knowledge of standard desktop software applications.

Qualifications and experience:

*Mandatory:*

* + Nil.

*Desirable:*

* Experience in working with staff in the provision of public information and educational services.
* General knowledge of the Australian legal system, and in particular the role of the High Court of Australia



**HIGH COURT OF AUSTRALIA**

**APPLICATION COVER SHEET**

***Vacancy Details***

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title: | **Casual Court Guide** | Position Classification: | **Several** |

***Personal Details***

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Given Names |  | Date of Birth  *(optional)* |  |
| Postal Address |  | | |
| Contact Phone No (business hours) |  | | |
| Mobile Phone No |  | | |
| *You must be an Australian citizen to be eligible for employment at the High Court of Australia.*  Please declare if there are any reason that would prevent your employment at the High Court  Are you an Australian citizen? *(Please circle or delete)* YES / NO | | | |

***Commonwealth/APS/State Government Employment***

*The High Court of Australia is not an APS employer, however will recognise prior service with qualifying government employers.*

|  |  |  |  |
| --- | --- | --- | --- |
| Are you currently a Commonwealth, APS or State government employee? *(Please circle)* | | | YES / NO |
| AGS number |  | | |
| Nominal Level |  | Actual Level |  |
| Ongoing Employee |  | Non-ongoing employee |  |
| Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? *(Please circle or delete)* | | | YES / NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Referee 1 Details*** | |  | ***Referee 2 Details*** | |
| Name: |  |  | Name: |  |
| Title: |  |  | Title: |  |
| Organisation: |  |  | Organisation: |  |
| Phone No: |  |  | Phone No: |  |
| Mobile No |  |  | Mobile No: |  |