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High Court Canberra



**Personal Assistant to a High Court Justice**

**High Court Employee Level 6**

**Salary $81,401-$92,562 pa plus Superannuation**

**Full-time Non ongoing**

Applications are sought for the position of Personal Assistant to a Justice of the High Court of Australia.

**ABOUT THE JOB**

This is a key position working to provide administrative and personal support to the Justice. This role is ideal for a proactive and adaptable individual with previous experience as an EA/PA at a senior level. You will have a positive and professional manner, highly developed interpersonal skills and the ability to maintain confidentiality and discretion. Previous experience in a legal/court environment would be highly regarded.

Applications are invited from persons able to work in either Brisbane City or at the High Court in Canberra.

**Contact Officer**

If you have any questions please contact the HR Team.

Telephone: 02 6270 6841 or 02 6270 6842

Email: hr.officer@hcourt.gov.au

***NOTE: This position is for the duration of the appointment of the Justice as a High Court Judge and is considered a non-ongoing role***

Applications for the position must address the selection criteria and close at **5.00 pm** on **Friday 1 May 2015.**

**THE ROLE**

This is a key position working to provide administrative and personal support to the Justice. This role is ideal for a proactive and adaptable individual with previous experience as an EA/PA at a senior level. You will have a positive and professional manner, highly developed interpersonal skills and the ability to maintain confidentiality and discretion. Previous experience in a legal/court environment would be highly regarded.

You must be comfortable working in a fast paced setting, adaptable to change and accustomed to high energy deadline driven environments.

There is a requirement to travel interstate as necessary.

***NOTE: This position is for the duration of the appointment of a Justice as a High Court Judge and is considered a non-ongoing role***

**Duties:**

1. Provide confidential administrative and personal support including managing Chambers, making appointments, maintaining appropriate records, screening telephone calls and arranging travel.
2. Prepare judgments, correspondence and other documents from oral, written or audio recorded instructions.
3. Liaise with Court staff in relation to administrative and other matters.
4. Other duties as directed.
5. Demonstrate working practices consistent with the High Court Code of Conduct and Workplace Health and Safety Arrangements.

**SELECTION CRITERIA**

**Personal Assistant to the**

**Honourable Justice Kiefel**

**Please limit your reply to 300 words per criterion**

1. Demonstrated high level administrative and organisational skills with the ability to set priorities and meet deadlines.
2. Demonstrated capacity to provide high level support services to a High Court Justice including the management of appointments and records, and the preparation of documents using a range of software applications.
3. Sound communication and interpersonal skills including in a small office environment with some supervisory role and with an ability to communicate sensitively and effectively.
4. Ability to exercise sound judgment, maintain discretion and respond flexibly to changing requirements.
5. Demonstrated attention to detail.
6. Demonstrated experience in a legal working environment.

**HOW TO APPLY**

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

1. an application cover sheet (refer page 7);
2. a covering letter;
3. your current resume; and
4. a statement addressing the selection criteria.

Preference is for electronic lodgement of applications by email to the HR Manager, hr.officer@hcourt.gov.au . If you do not have email access, a hard copy application may be lodged by post to:

HR Manager
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

**The closing date for applications is 5.00 pm, 1 May 2015.**

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

*Interviews will be held during May 2015.*

**Unsuccessful applications:**

*The High Court does not send out letters to unsuccessful applicants; however all interviewees will be advised of the outcome of their interview and offered feedback.*

**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.

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 – Police check.
5. A pre-employment medical exam.

All employees are subject to a 6 month probationary period.

**Commonwealth/APS/State Government Employment**

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



**HIGH COURT OF AUSTRALIA
APPLICATION COVER SHEET**

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| --- | --- | --- | --- |
| Position Title: | **Justice Personal Assistant** | Position Classification: | **HCE Level 6 Non-Ongoing** |

***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.*Do you have any restrictions that may prevent your employment with the High Court? Yes/noAre you an Australian citizen? *(Please circle or delete)* YES / NODo you require assistance in attending an interview? Yes/No if yes please advise your requirements |

|  |  |
| --- | --- |
| Are you currently a Commonwealth, APS or State government employee? *(Please circle)* Department/Agency name: | YES / NO |
| AGS number |  |
| Nominal Level |  | Actual Level |  |
| Ongoing Employee | Yes/No | Non-ongoing employee | Yes/No |
| 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: |  |