High Court Canberra

Personal Assistant to a High Court Justice

High Court Employee Level 6

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

Full-time Non ongoing

SYDNEY

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.

This position is located in Sydney in the Law Courts Building in Queens Square

ABOUT THE JOB

The Court is seeking to fill the role of Personal Assistant to a High Court Justice.

This is a key position working to provide administrative and personal support to the Justice. This role is ideal for a highly 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.

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 **5pm** on **Friday 13 March 2015.** A copy of the selection documentation can be obtained from the High Court's website www.hcourt.gov.au/employment

THE ROLE

This is a key position working to provide administrative and personal support to the Justice. This role is ideal for a highly 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.

This is an exciting opportunity in a varied and interesting role within this high profile and unique organisation. There is a requirement to travel interstate on a regular basis.

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 to Justice Gageler 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 Gageler

Please limit your reply to 300 words per criterion.

1. Demonstrates high level administrative and organisational skills with the ability to set priorities and meet deadlines.
2. Demonstrates 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. Demonstrates sound communication and interpersonal skills with an ability to communicate sensitively and effectively.
4. Demonstrates ability to exercise sound judgement, maintain discretion and respond flexibly to changing requirements.
5. Demonstrates attention to detail.
6. Qualifications and experience:
   Mandatory:
   - Nil.

   Desirable:
   - Experience working in a legal 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 5pm 13 March 2015.

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

Interviews may be held during March and April 2015.

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

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 the Determination 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:

- Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- 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.
- A previous employment/reference check.
- A criminal history check – Police check.
- 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

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/no
Are you an Australian citizen? *(Please circle or delete)* YES / NO
Do 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	
Name:	
Title:	
Organisation:	
Phone No:	

Referee 2 Details	
Name:	
Title:	
Organisation:	
Phone No:	