****

**HIGH COURT OF AUSTRALIA**

**Canberra**

**Principal Registry Supervisor, HCE Level 6**

**Ongoing, full time, Canberra**

**$79,592pa to $90,506pa**

**plus 15.4% Superannuation**

This position is located in Canberra in the High Court Building in Parkes Place in the Parliamentary Triangle and is a part of the High Court’sRegistry.

The Principal Registry Supervisor supports the operation of the Registry in the efficient administration of Court proceedings and manages the team of Court Reporting staff.

# ABOUT THE JOB

**Details: High Court Employee, Level 6
Ongoing, Full Time.
Salary: $79,592 to $90,506 plus 15.4% Superannuation**

## The Role:

TheHigh Court is the highest court in the Australian judicial system. It was established in 1901 by Section 71 of the Constitution. The functions of the High Court are to interpret and apply the law of Australia; to decide cases of special federal significance including challenges to the constitutional validity of laws and to hear appeals, by special leave, from Federal, State and Territory courts. The Court hears and determines disputes in all areas of law, including constitutional matters. Further information on the Court’s operation is available from [www.hcourt.gov.au](http://www.hcourt.gov.au)

## The Role

The Principal Registry Supervisor will, under limited direction and in accordance with the High Court of Australia Work Level Standards, assist in the management of the processes and supporting systems of the Principal Registry of the High Court of Australia.

**Contact Officer**

After reading the selection documentation:

Emma Will; National Registry Manager

Telephone 02 6270 6874

Email: ewill@hcourt.gov.au

# THE ROLE

Under limited supervision, the successful candidate will:

1. Manage a small team of permanent and casual Court Reporting staff;
2. Co-ordinate and distribute all material for Full Court sittings;
3. Oversee and support the Registry case management system including data entry, data integrity checking and the production of statistical reports;
4. Advise legal practitioners, litigants and members of the public on matters of the jurisdiction, practice and procedure of the Court;
5. Answer inquiries by legal practitioners concerning their entitlement to practise in federal courts and supervising the entry of practitioners’ names in the Register of Practitioners;
6. Support the Justices in relation to the consideration and hearing of cases; and
7. Demonstrate working practices consistent with the High Court Code of Conduct and Workplace Health and Safety arrangements.

**SELECTION CRITERIA**

**Principal Registry Supervisor**

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for this position. Assessment of applicants during this process is based on these criteria. Please provide a brief statement of your claims against each criterion, including examples of your experience relevant to the criterion.

1. Well developed organisational skills, particularly in the areas of Registry business processes, information systems and records management systems.
2. Strong leadership and team-working skills and the ability to manage the Court Reporting team.
3. High level communication skills including:
* demonstrated close attention to detail particularly in relation to the production of Court material;
* the ability to consult and negotiate with key stakeholders; and
* the ability to write in a clear, concise and grammatically correct manner.
1. Computer literacy and experience in the use of electronic case management systems.

***Desirable:***

1. Knowledge of, or the ability to acquire knowledge of:
* court processes and legislative procedures; and
* the use of electronic filing systems.

**HOW TO APPLY**

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

1. an application cover sheet (refer page 7);
2. your current resume;
3. a brief statement of your claims against each criterion, including examples of your experience relevant to the criterion; and
4. the contact details of two current referees.

Preference is for electronic lodgement of applications, as one PDF document, 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 on Monday, 24 September 2018.**

Please note that applicants who do not address the selection criteria will not be considered. Late or incomplete applications will not be accepted.

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.

 Court room 1 front doors

# 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:

* 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.
* 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: | **Principal Registry Supervisor** | Position Classification: | **High Court Employee****Level 6** |

***Personal Details***

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Given Names |  | Date of Birth*(optional)* |  |
| Postal Address |  |
| Contact Phone Number (business hours) |  |
| Email address |  |
| *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 name: | 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: |  |