



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Reference number	2024/09
Position title	Payroll and Administration Officer
Classification	High Court Employee Level 5 (\$79,657 - \$84,467)
Location	Canberra, ACT
Working arrangements	Full time Ongoing
Eligibility	Employees of the High Court are required to be Australian citizens. This position requires the ability to obtain and maintain a Baseline security clearance.
Contact officer	John Kearns Chief Finance Officer Tel: (02) 6270 6846
Closing date	Wednesday, 15 May 2024 at 11:55pm AEDT

About the High Court of Australia

The High Court of Australia (the 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 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
- to hear appeals, by special leave, from Federal, State and Territory courts.

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Melbourne and Sydney, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building in Canberra was heritage listed in 2007. 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.

The Court has approximately 75 full-time equivalent ongoing and casual employees supporting the Chief Justice and Justices, most of whom are located in Canberra.

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative environment
- have access to reasonably priced undercover car parking (in Canberra)
- be 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.

Role overview

The Corporate Services Branch provides a high standard of support and guidance to the Court on general day-to-day requirements. This includes the Administration, Finance, Records Management, Risk and Governance, Information and Communication Technology (ICT) and Building Operations functions which support the operation of the Court.

Each of these key supporting areas of the Court play a pivotal role, ensuring all employees of the Court are able to successfully undertake the duties of their role within a safe, secure and suitable environment.

The Finance Team is a small dedicated and vital group of skilled professionals, undertaking a key role in support of the Court's operations. The Finance Team is responsible for managing the payroll function for the Court, as well as a range of financial and management accounting areas including budgeting, reporting, treasury, procurement, and taxation compliance.

What you need to be successful

The Corporate Services Payroll and Administrative Officer provides a critical function in the day-to-day operations of the Court. We are seeking candidates who are self-motivated and have a desire for providing exceptional customer service to our staff.

Our ideal candidate will be confident and approachable with excellent communication skills and the ability to build rapport. Your payroll, administrative and organisational skills, along with your attention to detail will ensure Corporate Services achieves its deliverables.

The duties and responsibilities for this role include:

- assisting with the preparation, collation and transmission of fortnightly payroll variations to the outsourced payroll provider including:
 - the checking of payroll processing on a fortnightly basis and obtaining signatures and approvals
 - undertaking moderately complex payroll services, under limited direction
 - developing a good understanding of and complying with relevant legislation and policy requirements
 - providing administrative support, including processing, checking and maintaining accurate payroll data
 - providing advice to a range of stakeholders on pay related matters
- managing the following on behalf of the Court:
 - recruitment – collating applications and coordinating interviews
 - onboarding new employees
 - organising workstation assessments and ordering ergonomic equipment
 - stationery and purchasing requests
 - car parking arrangements for High Court staff
 - ordering uniforms / robes for Associates and Court Guides
- providing general support to the Corporate Services Branch as required.

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to undergo a police record check and be able to obtain and maintain a Baseline security clearance. The successful candidate will also need to complete a pre-employment medical examination. Candidates must be willing to disclose all relevant and required information. The Court's [Privacy Policy](#) provides further information on how the Court manages personal information.

Successful applicants engaged by the Court will be subject to a probation period.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. Our selection processes are based on the merit principle and are designed to select the best person for the role.

What are the steps?

Apply	Complete and submit your application and a résumé of no more than three pages.
Shortlist	Applicants for this process will be assessed on their written application against the selection criteria.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
Referees	Referees will be contacted for further assessment of suitability. 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. One referee should be a current supervisor.

Process Complete

After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the contact officer and forwarded to the [HR Officer](#) by the closing date.

As part of your application you will need to provide:

- a completed application cover sheet (template attached)
- your current résumé (max 3 pages)
- a statement of claims (max 750 words) against the selection criteria, including relevant examples.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6842.

Please note that late applications will not be accepted.

Selection criteria

Our ideal candidate should be able to demonstrate the following:

- demonstrated payroll experience with the ability to problem solve, provide accurate advice and foster effective working relationships with a range of stakeholders
- well-developed organisational skills, including the ability to manage competing priorities in a fast-paced environment
- the ability to communicate with influence including listening actively and clearly articulating your message in verbal and written forms to provide high-quality customer service
- demonstrated ability to work as an effective team member that works collaboratively.

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role. Your written application should specifically address each of the selection criteria and include examples of your experience and achievements.

Qualifications and experience

Highly Desirable

A working knowledge of payroll services within a Commonwealth Government environment

Desirable

Experience using Aurion for payroll purposes and Tech One for finance and invoicing.

Preparing your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and qualifications for the position.

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 12 months from the date the process is advertised and may be used throughout the year to fill similar positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.



Application Cover Sheet

Position Title

Payroll and Administration Officer

Position Classification

High Court Employee Level 5

Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth, APS or State government employee?

Department name

AGS No

Substantive level

Ongoing /Non-ongoing

Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months?

Referee Details

Referee No 1 - Name

Title / Organisation

Contact No

Email

Is this person your current supervisor?

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?