



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Reference number	2023/01
Position title	Deputy Registrar
Classification	High Court Employee Executive Level 1 (\$107,090 - \$115,460 pro-rata)
Location	Canberra, Melbourne or Sydney
Working arrangements	Non-ongoing 12-month contract Part-time 22.5 hours per week
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	Carolyn Rogers Senior Registrar Tel: 02 6270 6862
Closing date	Sunday, 19 February 2023 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, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court 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 (Canberra only)
- 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 Registry Branch supports the judicial activities of the Court and is responsible for the management of cases filed in the Court's original and appellate jurisdiction.

Working across three locations, the small Registry team performs a wide variety of functions, the primary functions being:

- management of proceedings before the Court in accordance with the Rules of the High Court and relevant legislation
- developing, enhancing and maintaining computerised case management systems
- providing assistance to legal practitioners, litigants and members of the public on the jurisdiction, practice and procedure of the Court
- arranging and supervising Court sittings
- providing information concerning the status and disposition of matters before the Court
- maintaining the Register of Practitioners entitled to practise in the federal jurisdictions.

What you need to be successful

The Deputy Registrar is required to undertake a range of duties, primarily in relation to the filing, preparation and determination of cases filed in the Court's original and appellate jurisdiction. The Deputy Registrar provides information and assistance to legal practitioners and litigants to ensure the material lodged in the Court's Digital Lodgment System meets the requirements of the rules of court and relevant legislation.

Applicants must be admitted to practise in the Supreme Court of a State or Territory (but need not hold a current practising certificate).

The ideal candidate will also need to be:

- adaptable, supportive, consultative and collaborative
- able to set a high standard while supporting access to justice
- able to deliver outcomes in a fast-paced environment.

The Deputy Registrar is directly involved in the day-to-day operations of the Registry which may include:

- assisting the Senior Registrar in the management of cases filed in the Court
- reviewing the form and content of court material lodged in the Digital Lodgment System, preparing short particulars of cases, issuing court process, settling orders and taxing bills of costs in accordance with the High Court Rules
- advising legal practitioners, litigants and members of the public on matters of the jurisdiction, practice and procedure of the Court
- supporting the High Court Justices as required in relation to the consideration and hearing of cases
- answering inquiries by legal practitioners concerning their entitlement to practise in federal courts and supervise the entry of practitioners' names in the Register of Practitioners
- attending to correspondence and assisting the Senior Registrar in the preparation of submissions and special projects
- contributing to building a strong, respectful, supportive and collaborative workplace culture
- mentoring other team members.

This role is initially for 22.5 hours per week with the possibility of an increase in hours.

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 — see below

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 may 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.
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:

- an application cover sheet
- your current résumé
- a statement of claims (max. 1000 words) against the selection criteria, including relevant examples
- the names and contact details of two referees, preferably one of whom should be a current supervisor
- your preferred location.

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

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 below, including examples of your experience and achievements:

- experience in the conduct of litigation at the Supreme Court and Federal Court level
- experience in managing competing priorities to produce quality and timely outcomes in small team environment
- knowledge of the jurisdiction, practice and procedure of the High Court and, in particular, the appellate jurisdiction and procedures
- high level written and oral communications skills
- computer literacy and experience in the use of electronic case management systems
- ability to work collaboratively as part of a small team.

Qualifications and experience

Mandatory

Admission to practise as a legal practitioner in the Supreme Court of an Australian State or Territory (a current practising certificate is **not** required).

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

Deputy Registrar

Position Classification

High Court Employee Executive Level 1

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

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?