



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Reference number	2023/14
Position title	Chief of Staff – Chief Justice’s Chambers
Classification	High Court Employee Executive Level 2 (\$136,447 - \$154,231)
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 Negative Vetting 1 security clearance.
Contact officer	Katrina Hargreaves Tel: (02) 6270 6841
Closing date	Wednesday, 4 October 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, 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, most of whom are located in Canberra, supporting the Chief Justice and Justices.

As an employee of the Court, you will:

- have access to reasonably priced undercover car parking
- 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

As a member of the Chief Justice's Chambers the role of the EL2 Chief of Staff is to provide high level support to the Chief Justice of the High Court of Australia. The EL2 Chief of Staff position is a key position providing administrative and legal support to the Chief Justice and assisting with higher level chambers correspondence and relations.

The EL2 Chief of Staff will be a liaison point for internal and external stakeholders.

What you need to be successful

To be successful in this role, the EL2 Chief of Staff will need to establish effective working relationships that enable a collaborative and respectful working environment with staff across the Court and be able to problem solve, balance multiple priorities, competing deadlines and ensure all timeframes are met.

The duties and responsibilities of the EL2 Chief of Staff include:

- researching and preparing papers, briefings and speeches for the Chief Justice
- supporting national and international engagement
- coordinating the judgment production process including the preparation of judgment summaries and catchwords
- coordinating chambers administration, correspondence and relations
- liaising with Court staff in relation to Court matters.

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 Negative Vetting 1 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 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	All shortlisted 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 (max 3 pages)
- a succinct statement of claims against each selection criteria, including relevant examples
- the names and contact details of two referees.

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:

- exercise sound judgment and show a high degree of initiative, integrity and discretion with dealing with confidential and sensitive matters
- experience in the conduct of litigation at the Supreme Court and Federal Court level
- knowledge of the jurisdiction, practice and procedure of the High Court
- demonstrated interpersonal skills with the ability to build strong working relationships with a wide range of stakeholders
- high-level organisational and administrative skills and experience including the ability to manage competing priorities and deliver a very high standard of work.

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)
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Desirable	Post graduate qualifications in law
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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.

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

Chief of Staff

Position Classification

High Court Employee Executive Level 2

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?