



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	320
Position title	Deputy Registrar
Classification	High Court Employee Executive Level 1 (\$128,381 - \$132,232)
Location	Canberra or Sydney
Working arrangements	Full time ongoing (part time ongoing will be considered)
Eligibility	Employees of the High Court are required to be Australian citizens.
Contact officer	Louise Rafferty E: louise.rafferty@hcourt.gov.au
Closing date	Sunday, 16 November 2025, 11:59pm AEDT

About the High Court of Australia

The High 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 functions of the High Court are supported by employees based in Canberra, Melbourne and Sydney. These employees are engaged to work for the High Court under Section 26 of the High Court of Australia Act 1979 (Cth). Terms and conditions of employment (other than substantive SES staff) are set out in the [High Court of Australia Enterprise Agreement 2024-2027](#).

Branch overview

The Registry Branch is comprised of a small team of approximately 15 employees who, with the addition of the Transcript Editors and Court Reporters, play a key role in delivering Registry services to support the performance of the judicial functions of the High Court. The Registry provides the public interface for legal practitioners and litigants without legal representation who wish to commence proceedings in the High Court. It is also an important source of information for the legal profession, the media and for members of the public seeking information about proceedings before the Court and the role and function of the Court. The Registry manages the case-flow of the judicial workload of the Court.

In so doing it performs a wide variety of functions, the primary functions being:

- filing and managing proceedings before the Court in accordance with the High Court Rules, Practice Directions and relevant legislation.
- developing and maintaining a digital case lodgement system.
- arranging and monitoring Court sittings and producing transcript of all hearings.
- providing information concerning the status and disposition of matters before the Court.
- maintaining the federal Register of Legal Practitioners.

What you need to be successful

The Deputy Registrar EL1 is a technical legal position, required to undertake a range of duties, primarily in relation to the filing, preparation and progression 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 (DLS) meets the requirements of the High Court Rules, Practice Directions and relevant legislation. The Deputy Registrar (EL1) reports to a Deputy Registrar (EL2) and works collaboratively with the other Deputy Registrars to ensure the matters before the Court are processed effectively and in accordance with the applicable legal rules and procedures.

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

The ideal candidate will also need to be:

- people oriented, personable and able to work with a diverse range of people including members of the public, legal practitioners and Justices of the High Court of Australia
- able to work as part of the Deputy Registrar team and broader Registry team by being adaptable, supportive and consultative
- able to set a high standard while delivering positive outcomes
- able to deliver outcomes in a fast-paced environment.

Most work of the Registry team requires the ability to work constructively with others, often in challenging circumstances, whilst managing and balancing competing priorities. We have a supportive team culture, and the Deputy Registrar, as a senior role in the Registry, supports the work of others and ensures the Registry team remains a great place for people to work.

The Duties and Responsibilities:

The Deputy Registrar (EL1) is directly involved in the day-to-day operations of the Registry which may include:

- assisting the Senior Registrar and Deputy Registrar (EL2) in the management of cases filed in in the Court's original and appellate jurisdiction
- advising legal practitioners, litigants and members of the public on matters of the jurisdiction, practice and procedure of the Court
- reviewing the form and content of court material lodged in the DLS, issuing court process, settling orders, preparing matters for consideration by the Court, preparing short particulars of cases and taxing bills of costs in accordance with the High Court Rules 2004
- responding to general queries about High Court practice and procedure
- triaging matters for referral to the Court
- supporting the Justices as required in relation to the consideration and hearing of cases
- answering enquiries by legal practitioners concerning their entitlement to practice in federal courts and supervising the entry of practitioners' names in the Register of Legal Practitioners
- attending to correspondence and assisting the Senior Registrar and Deputy Registrar EL2 in the preparation of submissions and special projects
- contributing to building strong, respectful and supportive workplace culture
- supporting the Senior Registrar and Deputy Registrar EL2 with team leadership and general staff development.
- when needed, mentoring other team members, including assisting with performance plan discussions, performance management and counselling, with the Senior Registrar and Deputy Registrar (EL2) responsible for team management.

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 successfully undergo a police record check. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required 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. We uphold the Merit Principle, with our process designed to select the best person for the role.

What are the steps?

Apply

Complete and submit your application — see below (max. 750 words), and a résumé of no more than two 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	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 HR.Officer@hcourt.gov.au by the closing date.

As part of your application, you will need to provide:

- an application cover sheet
- your current résumé
- a maximum 750 words statement of claims against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the HR.Officer@hcourt.gov.au or telephone (02) 6270 6952.

Please note 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/or Federal Court level
- experience in managing competing priorities to produce quality and timely outcomes in a 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 practice as a legal practitioner in the Supreme Court of an Australian State or Territory (a current practicing certificate is not required). Demonstrated experience working in a Court or Legal environment (or equivalent environment).
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Desirable	Experience supervising and leading small teams. A legal background in litigation is desirable but not essential. Experience in court administration is desirable but not essential.
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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.

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 18 months from the date the process is advertised and may be used throughout the year to fill similar non ongoing 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 (HR.Officer@hcourt.gov.au or telephone (02) 6270 6952) 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?