HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	128
Position title	Chief Operating Officer
Classification	SES Band 1
Location	Canberra, ACT
Working arrangements	Full time; Non-Ongoing
Security Clearance	Negative Vetting 1
Contact officer	Richard Glenn Chief Executive & Principal Registry (CE&PR) Tel: 02 6270 6886
Closing date	Tuesday, 1 December 2026, 11:59 pm AEDT

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system.

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 building is one of Australia's National Buildings, and was heritage listed in 2007.

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

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative environment
- receive a generous salary and work conditions
- have access to flexible working arrangements.

Corporate Service Branch

The Corporate Services Branch provides a high standard of support and advice to the Court on Finance, Human Resources, Work Health and Safety, Records Management, Risk and Governance, Information and Communication Technology (ICT), Security 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 Position

The Chief Operating Officer is a key member of the Court's senior management team.

Reporting to the Chief Executive and Principal Registrar, the Chief Operating Officer plays a significant role in the administration of the Court by leading and managing corporate services functions.

The Chief Operating Officer leads the provision of enabling services to the Court, provides strategic, operational and technical advice, and is responsible for driving continuous improvement to the administration of the Court.

Key Responsibilities and Tasks

The Chief Operating Officer will:

1. Provide strategic and operational leadership of the Corporate Services Branch, encompassing finance and procurement; ICT and cyber security; human resources and work health and safely, safety; governance, risk and audit; property and accommodation; security; and heritage management.
2. Ensure the integrated, efficient and resilient delivery of corporate services, establishing priorities, allocating resources and driving improvement and change to meet the Court's current and future operational requirements.
3. Provide authoritative advice to the Chief Executive & Principal Registrar (CE&PR), Court Executive Group and, as appropriate, the Chief Justice and Justices on corporate priorities, emerging issues, organisational risks and opportunities.

4. Maintain effective stewardship and oversight of the Court's corporate operations, including financial management, governance, enterprise risk, business continuity and the responsible use of public resources.
5. Contribute to the leadership of the Court administration and strengthening organisational capability, ensuring the Corporate Services Branch has the people, systems and relationships required to support the Court effectively, and representing the High Court across government and externally.

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 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 **Richard Glenn, Chief Executive & Principal Registrar,** and forwarded to the **HR Officer** by the closing date.

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

- an application cover sheet (template attached)

- your current résumé
- a maximum 750 words pitch 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 HR Officer or telephone (02) 6270 6964.

Please note that late applications will not be accepted.

Selection criteria

The successful candidate will demonstrate the following capabilities and attributes:

1. Shapes strategic thinking

Ability to anticipate organisational needs and emerging opportunities and translate the Court's priorities into clear corporate strategies and direction.

2. Achieves results

A strong record of leading the delivery of enabling services, achieving organisational outcomes and implementing improvement and change while maintaining effective and resilient services.

3. Leads people and builds productive relationships

Ability to lead multidisciplinary teams, build organisational capability and foster trusted and collaborative relationships across the Court and with key stakeholders.

4. Demonstrates judgement, integrity and accountability

Sound judgement, discretion and integrity in managing corporate responsibilities, supported by a strong understanding of governance, risk, accountability and organisational stewardship.

5. Communicates with influence

Highly developed communication skills, including providing clear and authoritative advice, communicating effectively on sensitive matters and representing the High Court with credibility.

Qualifications and experience

Mandatory	This is a designated NV1 security clearance position.
Highly Desirable	Tertiary or professional qualifications in business, commerce, law or related disciplines. Substantial senior leadership experience in the delivery of corporate or enabling services in comparable organisations.

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 if at any stage you are no longer available to be considered for this role.

Application Cover Sheet

Position Title	Chief Operating Officer
Position Classification	SES Band 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?