

FEDERAL COURT OF AUSTRALIA - ROLE STATEMENT

POSITION TITLE: Deputy District Registrar	DIVISION: Victoria	DATE: February 2015
REPORTS TO: District Registrar (SES)	ROLES REPORTING TO THIS ONE: Legal Case Manager	
PRIMARY OBJECTIVES: <ol style="list-style-type: none"> 1. Perform the functions of Deputy District Registrar as prescribed in legislation and Court Rules 2. Perform delegated judicial functions in relation to matters before the Court 3. Perform the function of case manager and consulting Registrar 		
KEY CHALLENGES: <ul style="list-style-type: none"> • Providing leadership and motivation. • Taking a lead role in steering and implementing innovative and progressive case management and work practices to facilitate timely and effective resolution of cases in the Victorian Court. • Responding to the needs of judges, staff, legal practitioners and clients, taking into account diverse cultural backgrounds and differing personal needs and expectations. • Exercise statutory and judge-directed functions and mediation according to law, in a prompt, courteous and effective manner and in line with Court objectives and requirements. 		
KEY RELATIONSHIPS/INTERACTIONS: <ul style="list-style-type: none"> • Victoria District Registrar – to undertake projects and discuss policy and management matters • Judges – to perform mediations and Judge delegated functions • External stakeholders and clients – to advise and liaise on Court procedures with the profession, litigants, visiting delegations, etc • Chambers and registry staff – to provide advice, assistance and training as required 		
FREEDOM TO ACT: Acts independently in the exercise of Judge delegated functions and when conducting mediations Acts independently in the equitable allocation of work on an ongoing basis in changing circumstances	FINANCIAL INFORMATION: Direct Staff Reports: Nil Indirect Staff Reports: 1 Operating Expenditure: Nil (staff expenditure, capital expenditure, fees/revenue)	

KEY ACCOUNTABILITIES

KEY OUTCOME AREA	MAJOR ACTIVITIES	PERFORMANCE MEASURES
1. Judicial and statutory support	<ul style="list-style-type: none"> • Perform Judge Directed functions, including undertaking legal research and producing reasons for decision • Provide case management support to Judges and provide a lead role in implementing innovative and progressive case management and work practices to facilitate timely and effective resolution of cases. • Conduct mediations to provide a cost effective alternative to litigation. • Perform duties as Deputy Registrar in public examinations, taxation of costs and indexes. 	<ul style="list-style-type: none"> • Judicial functions performed efficiently, appropriate demeanour exhibited and cogent reasons delivered • Assigned docket Judges are satisfied that assistance provided is of a high quality • Number of cases successfully concluded without recourse to hearing by a Judge • Performance standards maintained for administrative functions
2. Communication of Court Procedure and practice	<ul style="list-style-type: none"> • Provide advice to the profession and the public in relation to practice and procedure to assist the Court in operating more efficiently and ensure a high level of community satisfaction with the Court. • Highly developed negotiation and interpersonal skills to deal with a range of individuals and situations and represent the Court in a variety of forums and settings. • High ethical and professional standards to apply the law in an equitable, impartial manner with appropriate sensitivity to the circumstances. 	<ul style="list-style-type: none"> • Stakeholders are provided with timely information and the opportunity to discuss issues and provide input as appropriate • Client and community perceptions of the Court are positive
3. Strategic planning and policy	<ul style="list-style-type: none"> • Participate in projects allocated by the District Registrar • Assist in the development of strategic and business plans for the registry consistent with Court's Strategic Plan 	<ul style="list-style-type: none"> • Level of satisfaction of District Registrar with work performed

SELECTION CRITERIA (Federal Court Legal 2) The Selection Criteria are the foundation of the selection process.	Important	Less Important
<p>Job Knowledge and Skills <i>(Identifies the knowledge and skills that the occupant of this position should possess in order to efficiently perform the duties)</i></p> <ol style="list-style-type: none"> 1. Familiarity with Federal Court Jurisdiction and with the statutes which give jurisdiction to the court. 2. Litigation experience sufficient to indicate an ability to effectively perform the duties. 3. Extensive alternative dispute resolution experience, ideally as a mediator, or as a participant in mediations. 4. Demonstrated knowledge and application of the Principles of Work Place Diversity including knowledge of Equal Employment Opportunity. 	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p>Personal Attributes <i>(Identifies the personal qualities that the occupant of this Position should possess in order to efficiently perform the duties)</i></p> <ol style="list-style-type: none"> 5. Initiative & analytical ability. 6. Highly developed interpersonal skills, including the ability to communicate effectively at all levels. 7. Mature and confident with the ability to apply sound judgement. 	<p>X</p> <p>X</p> <p>X</p>	
<p>Other Requirements:</p> <ul style="list-style-type: none"> • Legal qualifications. Admission as a practitioner, however described, of the High Court or Supreme Court of an Australian State or Territory. 		
<p>APPROVED</p> <p>Tim Luxton Acting District Registrar 12 February 2015</p>		