



Position Details

Title:	Judicial Registrar
Registry:	Principal Registry
Section:	National Operations Team
Classification:	Federal Court Legal 2
Salary:	\$140,503 – \$146,011 plus 15.4% superannuation
Job Type:	Ongoing / Full-time
Location:	Capital city (depends on the location of the successful applicant)
Position No:	
Reports to:	Principal Judicial Registrar & National Operations Registrar

Organisational Context

The Federal Court of Australia (**FCA**) was created by the *Federal Court of Australia Act 1976* (Cth) as a superior court of record and a court of law and equity. Its overarching goal is to contribute to the social and economic development and wellbeing of all Australians by applying and upholding the rule of law. It sits in all capital cities and elsewhere in Australia when necessary. The Court has jurisdiction in relation to almost all civil matters and some summary and indictable criminal matters arising under Australian federal law. The Court is able to hear cases in relation to admiralty, commercial and insolvency (including corporations and bankruptcy), competition, consumer protection, Fair Work, human rights, intellectual property and native title. It also has the power to review some Federal Government decisions in areas such as social security, immigration and taxation.

Position Overview

The Court has successfully implemented a number of important reforms through the National Court Framework (**NCF**). The NCF is a fundamental reform of the Court and the way it operates. The key purpose of the NCF is to reinvigorate the Court's approach to case management by further modernising the Court's operations so that the Court is better placed to meet the demands of litigants and can operate as a truly national and international Court. The NCF reforms have focused on matters relevant to the work undertaken by the judges of the Court, including the allocation of case work to judges on a national basis, the organisation and management of the Court's work nationally through the introduction of nine National Practice Areas (**NPA**s), the introduction of a national duty system and the reform of the Court's practice and procedure through the introduction of a suite of new practice notes, including the Central Practice Note. The Court is now extending the NCF (and its core principles) to other broader and related areas of judicial and registrar work across both the FCA and the Federal Circuit Court (**FCC**) (general federal law), in its aim to ensure an

efficient, effective and nationally consistent approach to the allocation and management of that work and to create opportunities for the advancement and career development of Judicial Registrars.

Judicial Registrars are registrars of the FCA and FCC and undertake a diverse range of work. In the FCA, Judicial Registrars undertake work across all nine NPAs and sub-areas, primarily by conducting mediations, as well as case management support, such as conducting expert conferences. They also carry out delegated judicial functions in the area of corporations law, presiding in Court over winding up and other corporations insolvency cases. In the FCC, Judicial Registrars undertake similar work, including conducting mediations and presiding in Court over bankruptcy and migration cases. In addition, some Judicial Registrars have separate appointments requiring them to undertake specific work with various Courts or Tribunals such as the Registrar of the Australian Competition Tribunal and the Supreme Court of Norfolk Island.

The Principal Judicial Registrar & National Operations Registrar (**PJR**) and the National Operations Team are responsible for ensuring the proper implementation of the NCF and its ongoing functions. More particularly, the National Operations Team has a number of key responsibilities as part of the implementation and operations of the NCF, including:

- assisting with the design and coherent operation of the NCF (across first instance and appellate work);
- the national allocation, management and workload analysis of all judicial and registrar general federal law work; and
- judicial support, including mediation and high level case management support.

The Judicial Registrar (**JR**) is a new national role and two key areas of focus in support of the work undertaken by the PJR and the National Operations Team. The first area of focus involves a close liaison with key stakeholders in the FCC with a view to understanding the nature of the legal work, and how that work is undertaken, in the FCC (general federal law). Part of this aspect of the role will involve building close working relationships on behalf of the PJR with key stakeholders within the FCC, including judges and registrars.

The second area of focus involves performing delegated judicial functions at a national level, as required, such as conducting mediations and case management conferences and registrar Court lists in Federal Court and FCC proceedings.

Major Activities

Understanding and building relationships with the FCC

- Understanding the work of the FCC (general federal law), including:
 - understanding the interface between the FCC and Federal Court work generally;
 - analysing the nature of general federal law work in the FCC in all practice areas, including insolvency, Fair Work and migration work. This will include analysing trends in filings (eg. nature, complexity, filing party, location etc); and
 - understanding the ways in which FCC matters are managed and allocated in all practice areas.
- Building relationships with key FCC stakeholders, including judges and registrars of the FCC so as to better understand the nature of their work and their workload.

Performing delegated judicial functions

The JR will perform statutory duties, powers and functions of a registrar pursuant to the *Federal Court of Australia Act 1976* (Cth) and other legislative instruments, as required.

The JR will perform delegated judicial functions nationally, including:

- conducting mediations, including in complex and multi-party matters in support of judges;
- carrying out case management support for judges, such as expert witness conferences and case management;
- carrying out delegated judicial functions by way of presiding over Court hearings in the area of corporations, bankruptcy and migration law and return of subpoenas; and
- carrying out other judicial registrar practice, including substituted service applications, costs and duty registrar practice.

Key Relationships

- *Internal:* provide advice to the Chief Justice, the PJR and the National Operations Team in relation to FCC general federal law legal work generally.
- *External (FCC):* building relationships with judges and registrars of the FCC (general federal law).
- *Legal profession and litigants:* preside over Court hearings involving litigants and liaise with the profession and Court users when undertaking duty registrar practice.

Competencies & Attributes

To undertake this role the successful applicant must have:

- considerable experience in civil litigation in superior Courts of Australia;
- a thorough understanding of how case management and mediations are undertaken;
- a detailed understanding of the jurisdiction and practices and procedures of the Federal Court and the FCC;
- a proven ability to:
 - work autonomously and with the necessary authority and accountability;
 - manage multiple responsibilities effectively and prioritise matters appropriately; and
 - build and sustain positive relationships with a network of key stakeholders internally and externally.

Formal Qualifications

This position requires the occupant to perform statutory legal functions, as required, including presiding in Court and conducting case management and mediations. Therefore, legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

Special Requirements

NIL

Selection Criteria

1. Demonstrated experience in general federal law litigation and practice in superior courts of Australia.
2. Demonstrated experience and understanding, or ability to acquire such knowledge quickly, of the jurisdiction and practices and procedures of general federal law work in the Federal Court and FCC.
3. The ability to critically evaluate information and demonstrate sound judgment in decision-making.
4. Highly developed communication skills, including the ability to represent the Court when interacting with the public and legal profession, and the ability to influence behaviour and attitudes.
5. Excellent analytical and conceptual skills and demonstrated achievements in developing and implementing improved and innovative services and processes.
6. Legal qualifications and admission as a practitioner of the High Court or the Supreme Court of a State or Territory of Australia.

Eligibility

Employment with the Court is subject to the conditions prescribed in the *Public Service Act 1999*, specifically:

- Australian citizenship – the successful applicant must hold Australian citizenship;
- Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
- Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

How to Apply

To apply for this position please submit the following documents:

- **An up-to-date Curriculum Vitae (Resume)** providing a summary of personal contact details, qualifications and employment history. Please include the names and contact details for two referees, with one preferably being your current or most recent supervisor/manager. (Please note: your referees will not be contacted unless you are in contention for the role, and you will be advised prior to your referees being contacted).
- **Written statements of claims against the selection criteria above** outlining how your skills and experience meet the selection criteria and requirements of the job. (For guidance on how to write claims against selection criteria, please refer to the Australian Public Service Commission's publication *Cracking the Code* available at: <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>)