Position Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Associate to Deputy Chief Justice, Family Court of Australia</th>
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<tbody>
<tr>
<td>Division</td>
<td>Family Court of Australia</td>
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<tr>
<td>Branch</td>
<td>Judicial Support</td>
</tr>
<tr>
<td>Classification</td>
<td>Australian Public Service Level 5 (APS 5)</td>
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<tr>
<td>Salary</td>
<td>$72,938 - $77,339 per annum, plus superannuation</td>
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<tr>
<td>Job Type</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location</td>
<td>Sydney, NSW</td>
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<tr>
<td>Position No.</td>
<td>6175</td>
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<td>Reports to</td>
<td>Judicial Services Team Leader</td>
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Agency Overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 to work in support of one or more of the following courts or Tribunal:

- Federal Court of Australia
- Family Court of Australia
- Federal Circuit Court of Australia, and
- National Native Title Tribunal.

The Courts Administration Legislation Amendment Act 2016 established the Federal Court entity however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence.

Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021.

Jurisdictions

The Family Court of Australia, through its specialist judges and staff, assists Australians to resolve their most complex legal family disputes. The Family Court is a superior court of record established by Parliament in 1975 under Chapter 3 of the Constitution.

The purpose of the Court, as Australia’s superior court in family law, is to:
- determine cases with the most complex law, facts and parties
- cover specialised areas in family law, and
- provide national coverage as the appellate court in family law matters.
The Court maintains registries in all Australian states and territories except Western Australia.

Position Overview

The Associate is part of a discrete team assisting the Deputy Chief Justice in the day-to-day management of Chambers and the Court. The role of the Associate to the Deputy Chief Justice also includes a wide range of research and administrative support relating to the Deputy Chief Justice.

Duties

- Prepare case summaries and conduct legal research; identify and compile authorities and precedents.
- Assist the Deputy Chief Justice in the preparation of Orders and Judgments.
- Use the Court’s case management systems, as required.
- Maintain legal research materials within the Deputy Chief Justice Chambers.
- Prepare and/or coordinate the preparation of legal advice as required by the Deputy Chief Justice, and prepare reports, submission, briefings, and correspondence as required.
- Undertake research and assist in the preparation of conference papers and speeches on behalf of the Deputy Chief Justice.
- Assist with research and developing policy relevant to the court.
- Assist the Deputy Chief Justice with Appeals matters in preparing cases, legal research and Judgements.
- Prepare and assist on committees and working groups that the Deputy Chief Justice is a member of.
- Preparation and compiling of statistics and reports on case management trends.
- Provide administrative support to the Deputy Chief Justice during intrastate and interstate sittings and visits in locations throughout Australia.
- Other duties as required.

Selection Criteria

1. The ability to research primary and secondary legal material, with high-level writing skills (including typing), for drafting conference papers, speeches and policy.
2. Demonstrated high-level organisational skills, including the ability to manage several processes at once; strong attention to detail.
3. High degree of technical knowledge on a range of software such as Microsoft word, excel and Microsoft teams.
4. Strong oral and written communication and liaison skills; the ability to communicate with people at all levels.
5. The ability to work both as part of a team and individually.
6. A client-focussed approach, taking into consideration the needs of the client and the efficiency of the Court.
7. The ability to travel if required.
8. A high-standard of ethical behaviour and discretion.
**Reporting Relationships**

The Associate reports to the Deputy Chief Justice and Judicial Services Team Leader.

**Formal Qualifications**

Completion of Law Degree

**Desirable Qualifications**

It is desirable that candidates have experience in working within a Law Firm, preferably Family Law and/or experience in a Court environment.

**How to Apply**

To apply for this position please click on the “apply now” button on the Federal Court [website](#).

To be considered you will need to:

- enter a statement of claims against the selection criteria
- upload an up to date resume
- upload relevant qualifications

by 11:55pm AEST on **6 October 2020**.

For more information contact Adriana Coutman on phone 02 9217 7339.