Position Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Legal Case Manager (Native Title)</th>
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<tbody>
<tr>
<td>Division</td>
<td>Federal Court of Australia</td>
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<tr>
<td>Branch</td>
<td>Native Title</td>
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<tr>
<td>Classification</td>
<td>Australian Public Service Level 5 (APS 5)</td>
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<tr>
<td>Salary</td>
<td>$72,938 to $77,339 per annum, plus superannuation</td>
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<tr>
<td>Employment type</td>
<td>Non-ongoing, full-time with possible extensions and with the possibility to become ongoing.</td>
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<tr>
<td>Location</td>
<td>Perth, WA</td>
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<tr>
<td>Reports to</td>
<td>National Judicial Registrar (Native Title)</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.

Position Overview

The Legal Case Manager (Native Title) is a key member of a team supporting Judges, Registrars, parties and legal practitioners to manage designated native title claims to resolution through litigation and/or associated alternative dispute resolution. The Legal Case Manager (Native Title) also provides high-level administrative support to the Court in relation to native title claims generally. The Legal Case Manager (Native Title) reports to the relevant Senior Legal Case Manager (Native Title) Judicial Registrars and the National Judicial Registrar.

The position involves the following functions:-

- Arranging listings and associated logistical arrangements for case management hearings, hearing and remote hearings either on direction from a Senior Legal Case Manager (Native Title) or Judicial Registrar or as required on designated files.
- Assists Registrars, mediators and Senior Legal Case Manager (Native Title) in the case management of native title claims including in implementation of claim specific case management strategies.
• Preparation for, attendance at and take responsibility for tasks arising from case management hearings and mediations on designated files.
• Has a key responsibility for developing and maintaining positive relationships with Court users, liaising with parties to progress matters and being responsive to stakeholder needs.
• Maintaining a well-developed knowledge of commonly used legislation and Court procedures in order to providing timely and accurate information about the jurisdiction, relevant legislation and the procedures of the Court to parties, stakeholders and members of the public.
• Competently using Court applications and associated documentation, accurately entering and maintaining information on Court databases, entering and disseminating listing information, and managing Court records.
• Assist with and contribute to special projects as required, including the drafting of moderately complex reports and services delivery improvements.

Major Activities

Provide Quality Client Services

• Provide information and respond to enquiries about Native Title processes and procedures from legal practitioners and parties, including unrepresented litigants.
• Liaise with chambers, supervising Registrars and parties regarding listing Native Title matters and publishing orders.
• Update calendars and timetables with listing details and provide NOR calendar updates as required.
• Communicate with the National Native Title Tribunal about designated native title files in accordance with the Native Title Act 1993.
• Maintain caseload information and statistics on SharePoint, case management systems internal reports and case management tools.
• Maintain a high level of technical expertise in managing native title matters within the Court.
• Assist with arrangements for stakeholder forums

Assist in the efficient case management of matters in the Native Title Practice Area

• On designated files, develop agendas and draft outcomes for mediation and case management conferences within agreed timeframes.
• Prepare draft mediation reports to the Court on designated files.
• Maintain accurate electronic records necessary to support the case management and listing of native title matters and the statistical reporting for the native title practice area.
• Generate correspondence advising parties of listings or as required by the Senior Native Title Case Manager or Registrar.
• Ensure logistical arrangements for designated files are in place for mediations, conferences and hearings including booking venues and any associated travel and accommodation.
• Assist with acquittal of travel following the event.

Document Processing

• Promptly process documents and case related material, including documents that are e-lodged and referred for consideration following any necessary consultation with the Registrar.
• Ensure designated native title files are maintained in accordance with filing protocols.
Monitor filed materials to identify any compliance or technical issues and liaise with general registry staff as required to ensure prompt provision of native title information to the native title team and management of court processes on native title files.

- Apply any innovations and process changes in a responsive manner.
- Manage exhibits, subpoenaed and confidential documents in accordance with the Federal Court Rules and registry procedures.

**Contribute as a Member of a Work Based Team**

- Pro-actively assist team members and other colleagues whenever the need arise.
- Perform a number of roles within the team environment.
- Assist with the training of new staff and assist client service officers to ensure they attain an appropriate knowledge base.
- Identify potential business improvements and implement practices to improve court procedures.

**Other duties as required.**

**Key Relationships**

- National Judicial Registrar (Native Title)
- Judicial Registrars– assist with management of workload and seek advice on more complex matters as required, report on progress, approve work as required
- Senior Legal Case Manager (Native Title) may be direct supervisor or allocate tasks.
- Native Title team members – to negotiate work allocations and ensure work flows smoothly
- External users (including Aboriginal and Torres Strait Islander parties in native title matters) – provide information about Court practices and procedures
- Internal users – meet the requirements of Judges, Associates, Executive Assistants, Registrars and other staff.

**Competencies & Attributes**

Other important attributes include:

- Apply initiative and professional accountability to ensure that the Registrar’s docket is run efficiently and effectively
- Anticipate Registrar’s needs and manage tasks and projects to ensure agreed outcomes are delivered
- Contribute to the reputation of the court and the Registrar by delivering high level service to clients in the registry and in the courtroom, assisting with making the Court experience a positive one.
- Maintain good relationships with all key stakeholders
- Provide high quality support services to all internal clients
- Provide technical advice, including training and support, to colleagues
- Contribute to an effective and enjoyable teamwork environment in a multi-skilled work team
- Ensure data quality is maintained and files are kept in good order
- Contribute to continuous improvements in work practices and processes
- Model high standard of professional behaviour and comply with the policies of the Court and the Australian Public Service.
Formal Qualifications

Legal work experience and qualifications are highly regarded.
Previous native title experience or experience working with Indigenous issues preferred.

Special Requirements

Flexibility to travel as required and an open driver’s license.

Selection Criteria

1. Ability to provide high-level case management and administrative support to Registrars (or a similar professional group), including demonstrated commitment to excellence in service delivery, attention to detail and strong research ability.
2. Ability to manage time effectively, assisting the work of the Registrar as well as manage own workload.
3. Strong oral, written and interpersonal communication skills, with proven ability to present develop and maintain positive professional relationships. Be able to exercise tact and discretion, act impartially and maintain confidentiality.
4. Demonstrated proficiency with technology, particularly ability to quickly learn and use the court’s case management data base (Casetrack), SharePoint, Microsoft office and other records management systems.
5. Demonstrated ability to think organisationally and work effectively as a member of a team by being flexible and adaptable to support others in delivering strategic and operational outcomes.
6. Demonstrate an understanding of the jurisdiction of the Federal Court and its practical application, in particular the Native Title jurisdiction.

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 concise response outlining your suitability for the role (maximum 2 pages/1000 words)
- upload an up to date resume
- upload relevant qualifications

by 11:55pm AEST on 5 October 2020.

For more information contact Shannon Hayes on 08 9268 7122.