



FEDERAL COURT OF AUSTRALIA

Job Specification

Position Details

Title:	NCF Registrar
Registry:	Principal Registry
Section:	National Operations Team
Classification:	Federal Court Legal 1
Salary:	\$100,626 - \$121,285 plus Superannuation
Job Type:	Ongoing / Full-time
Location:	Melbourne
Position No:	Several
Reports to:	National Operations Registrar

Organisational Context

The Federal Court of Australia is a national court which deals with over 120 Federal Acts of Parliament. 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, bankruptcy, competition, consumer protection, corporations, 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 is in the process of reinvigorating its case management approach through the National Court Framework (NCF). The NCF has four main goals; to:

- organise and manage nationally the whole of the Court's work by reference to the great subject matter areas of the Court's work (National Practice Areas - NPAs);
- organise the Court's resources to meet the demands of the broad range of work done by the Court;
- develop the confidence of the profession and the community, particularly in areas requiring a degree of specialised skill and knowledge; and

- broaden the base of judicial knowledge and experience in the Court.

The National Operations Registrar (NOR) and the National Operations Team are responsible for ensuring the proper implementation of the National Court Framework (NCF) and its ongoing functions. More particularly, the National Operations Team has four key responsibilities as part of the implementation and operations of the NCF:

1. Assisting with the design and implementation of key NCF structures;
2. Allocation, reallocations and workload analysis of all Federal Court judicial work;
3. The coherent operation of the NCF; and
4. Judicial support including case management.

In consultation with the National Operations Registrar, the NCF Registrar is responsible for the management of a critical function of the Court, the allocation and reallocation of work to judges on a national basis across all National Practice Areas (NPAs). It involves providing high level advice and guidance on the application of the National Court Framework (NCF) Allocation Protocols. Overall, it involves supporting 47 Judges nationally, their related staff and Registries, to ensure consistent and appropriate allocations of judge-related matters.

The NCF Registrar also undertakes extensive statistical analysis and assessment of judicial and provides recommendations regarding the management of the Court's judicial workload.

The NCF Registrar also plays a key role in the development of practices and procedures to support the implementation and ongoing operation of the NCF.

Major Activities

National Allocation and Re-allocation of Judicial Matters

- Review all new judge-related matters filed in the Court and promptly assess the nature, urgency and complexity of each matter in accordance with the NCF Allocation Protocols. This work will be undertaken on a national basis across all National Practice Areas.
- Recommend the appropriate allocation of all new judge-related matters and urgent matters across each NPA in accordance with NCF Allocation Protocols.
- Prepare case summaries of all new judge-related matters filed in the Court, including First Instance and Appeal matters.
- Undertake Appeals case management support and analysis, including the preparation of case summaries for Appellate and Full Court filings and the preparation of the case management executive summary for Full Court and Appellate matters.
- Assist National and Registry NPA Co-ordinating Judges and other Judges with the case management of judge-related matters.
- Recommend the appropriate re-allocation of matters, based on the priority of the matter and commitments of judges. This work will be undertaken on a national basis across all National Practice Areas.

Workload Analysis and Monitoring

- Undertake in-depth analysis, reporting and monitoring of judicial workload across the Court in all National Practice Areas. This reporting will include analysing trends in filings (eg. nature, complexity, filing party, location, allocation and resolution of matters across NPAs). This will involve a quality assurance component for the reporting to ensure that the statistical analysis undertaken can be used to support the workload management of the Court.
- Implementation and ongoing management of the NCF Reporting Framework, including preparation, distribution and analysis of NCF Reports.
- Provide recommendations to the Chief Justice and National Operations Registrar regarding the management of the Court's judicial workload.
- In consultation with the Chief Justice, other Judges and the National Operations Registrar, develop national workload management practices to improve consistency in practice and responsiveness.

Judicial & Staff Support

- Facilitate support for Judges in each National Practice Area to better manage caseloads, conflicting commitments and re-allocation of matters.
- Provide guidance and training for staff regarding the implementation and ongoing operation of the National Court Framework.
- Development of practices and procedures to support the successful implementation and ongoing operation of the National Court Framework.

External Liaison

- Undertake extensive liaison with the profession regarding all Judge-related matters, urgent matters and the operation of the National Court Framework.

Statutory Role

- Perform statutory duties, powers and functions of a Registrar pursuant to s35A of the Federal Court of Australia Act 1976 (Cth), as required.

Key Relationships

- **Chief Justice and Judges (including National Consulting Judges, National and Registry NPA Coordinating Judges):** consult and liaise with and provide high level advice in relation to the allocation and reallocation of judge-related matters and the management of judicial workload.
- **National Operations Registrar:** provide high level advice in relation to the allocation and reallocation of judge-related matters and the management of judicial workload.
- **Director of National Operations:** liaise and consult with the Director of National Operations regarding the development of practices and procedures to support the successful implementation and ongoing operation of the National Court Framework.
- **Chambers/ Registry staff:** provide guidance on the practices and procedures for the national allocation of judge-related matters and urgent matters and the operation of the National Court Framework.
- **Legal profession and litigants:** provide guidance on the practices and procedures for the national allocation of judge-related matters and urgent matters and the operation of the National Court Framework.

Competencies & Attributes

To undertake this role the successful candidate must have:

- a sound understanding of the jurisdiction and practices and procedures of the Court or the ability to acquire such knowledge quickly.
- attained a legal qualification.
- the ability to undertake high level analytical and legal work and critically evaluate a large volume of information in a high pressured environment.
- the ability to work autonomously with the necessary authority and accountability to manage work but also work collaboratively as part of a small team.
- the ability to manage multiply tasks and priorities.
- the ability to build and sustain positive relationships with a network of key people internally (Chief Justice, Judges, National Operations Registrar, Chambers and Registry staff) and externally (legal profession and litigants).

Formal Qualifications

This position requires the occupant to perform statutory legal function, as required. Therefore, legal qualifications and admission as a practitioner of the High Court or the Supreme Court of a State or Territory of Australia is essential.

Selection Criteria

1. Demonstrated knowledge of the Federal Court's jurisdiction, practices and procedures, or the ability to acquire such knowledge quickly and the ability to interpret and apply Rules and Regulations.
2. Excellent analytical and conceptual skills and demonstrated achievements in developing and implementing improved and innovative services and processes.
3. Demonstrated ability to critically evaluate information and demonstrate sound judgment in decision making.
4. Highly developed communication skills, including the ability to represent the court at a senior level, interact with the public and legal profession and the ability to influence behaviour and attitudes at all levels.
5. 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>)

Closing date for applications:

- Email **your** application to Andrea Jarratt, Director of National Operations at andrea.jarratt@fedcourt.gov.au by cob 4 December 2015.
- For **more** information contact Andrea Jarratt, Director of National Operations, by email (above) or phone 03 8600 3504.