



FEDERAL COURT OF AUSTRALIA



Position Details

Title:	District Registrar
Registry:	South Australia and Northern Territory
Section:	Executive Management
Classification:	Senior Executive Service Band 1
Salary:	A competitive package will be offered to the successful applicant, depending on the relevant skills, knowledge and experience of the person.
Job Type:	Ongoing, full-time
Location:	Adelaide CBD, South Australia
Position No.:	S001
Reports to:	Chief Executive Officer/Principal Registrar

Overview of Federal Court

The Federal Court of Australia 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, 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

Reporting to the Chief Executive Officer/Principal Registrar of the Federal Court as part of the executive management team, the position of District Registrar leads and manages the operation of the Court in South Australia and the Northern Territory towards the achievement of the Court's objectives and the implementation of change initiatives.

The position also exercises a range of statutory and judge-directed functions according to law, in a prompt, courteous and effective manner in line with Court objectives and requirements.

Major Activities

1. Provide leadership to staff in the SA and NT Registries and more generally as a member of the Court's executive management team.
2. Manage finance, human resources and related devolved corporate functions in the SA and NT Registries in an environment of diminishing resources and increasing service expectations.

3. Respond to the needs of judges, legal practitioners and clients, taking into account diverse cultural backgrounds and differing personal needs and expectations.
4. Exercise statutory and judge-directed functions.
5. Lead and manage the activities of Court staff in administering the Court's jurisdictions in SA and NT and manage the local implementation of new jurisdictions.
6. Balance the need for consistency in policies, practices and procedures in a national court with the need to address emerging local issues.
7. Manage significant and continuous change.

Key Relationships

- Chief Executive Officer/Principal Registrar – report on performance of SA and NT Registries and discuss policy and management matters.
- Judges – to work with having regard to Court objectives, case management, practices and procedures, support requirements, administrative policies and procedures and the performance of Judge Directed Functions.
- District Registrars – work closely as part of the Executive Team to develop and implement new practices and procedures in line with the Court's objectives and requirements.
- Deputy District Registrar/s – manage the performance of legal work and discuss emerging legal issues, case management, practice, procedures and work allocation.
- National Operations Registrar and Deputy National Operations Registrar – liaise with re local case management and allocation issues as necessary.
- External interest groups – consult and liaise on issues of mutual interest.
- Legal profession – liaise on practice and procedure, changes to registry operations and issues of common interest.
- Principal Registry staff – liaise with on resourcing, staffing and policy issues. Negotiate budgets.

Competencies & Attributes

To undertake this role the successful candidate must have:

- an extensive understanding of the jurisdiction and practices and procedures of the Court.
- attained a legal qualification and have a minimum of 5 years of experience in legal practice.
- be experienced in high level case management, including complex mediations.
- the ability to undertake high level analytical and legal work and critically evaluate a large volume of information in a high pressure environment.
- the ability to work autonomously and with the necessary authority and be accountable for the management of NCF-related work but also to work collaboratively as part of a small team.
- the ability to manage multiple tasks and priorities.
- the ability to build and sustain positive relationships with a network of key stakeholders internally (Chief Justice, judges, NOR and chambers and registry staff) and externally (legal profession, public and private agencies and Court users).

Formal Qualifications

Legal qualifications, including admission to practice in Supreme or High Court.

Selection Criteria

1. Shapes Strategic Thinking

Relevant capabilities include:

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and recognises opportunities
- Shows judgement, intelligence and common sense.

2. Achieves Results

Relevant capabilities include:

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results.

3. Exemplifies Personal Drive and Integrity

Relevant capabilities include:

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development.

4. Cultivates Productive Working Relationships

Relevant capabilities include:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people.

5. Communicates with Influence

Relevant capabilities include:

- Communicates clearly
- Listens, understands and adapts to different audiences
- Negotiates persuasively.

6. Legal qualifications and experience

- Legal qualifications, including admission to practice in Supreme or High Court.
- Relevant experience as a mediator.
- Current accreditation as a mediator is desirable.

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, you will need to submit an application through the Federal Court’s website (www.fedcourt.gov.au). Click on the “apply now” button next to the vacancy and follow the steps to submit your application.

For more information please contact Michael Wall, New South Wales District Registrar, by email at Michael.Wall@fedcourt.gov.au or phone 02 9230 8544.