



Last Updated: April 2025

Position Details

Title	Executive Director Corporate Operations
Division	Corporate Services (Corporate Operations)
Classification	Senior Executive Service Level 2 (SES Band 2)
Salary	SES Band 2 range - \$291,862 - \$359,880 Salary will be negotiated with the successful applicant based on skills and experience.
Employment type	Ongoing, full-time
Location	All locations
Position number	5572
Reports to	Chief Executive Officer and Principal Registrar, Federal Court of Australia

Agency overview

The Federal Court of Australia Entity (the 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 (FCA);
- Federal Circuit and Family Court of Australia (Divisions 1 and 2) (FCFCoA); and
- National Native Title Tribunal (NNTT).

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 2024–2027](#).

Position overview

The Entity is a non-Corporate listed entity for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The Entity supports the operations of the FCA, FCFCoA and the NNTT. The Chief Executive Officer and Principal Registrar is the accountable authority for the Entity having responsibility for the appropriations for the FCA, FCFCoA and NNTT and the provision of corporate services to the Courts and Tribunal.

Corporate services includes financial management, information technology, human resources management, property and facilities management, risk management, contract administration, communications and information management and library services.

The Executive Director Corporate Operations reports directly to the Chief Executive Officer and Principal Registrar of the Federal Court of Australia to support them in their statutory duty under the *Federal*

Court of Australia Act 1976 (Cth) to provide corporate services to the Courts and Tribunal. The Executive Director Corporate Operations is responsible for high-quality delivery of day-to-day operational services, including property, facilities, security, human resources, communications, and library services, to the Courts and Tribunal and leading service improvement, and the delivery of the Entity's strategic and operational objectives and strategic priorities.

The Executive Director Corporate Operations is a multi-faceted position and plays a critical leadership role across the Entity and is a key member of the Entity's Executive Committee. This position will lead multidisciplinary teams, foster a high-performance culture and ensure that corporate operations are future-focused, efficient and aligned with Government priorities and Australian Public Service values.

The successful candidate will be a highly motivated, innovative and experienced executive leader with proven skills in effectively leading, developing and managing corporate operations in large and/or complex environments. You will have a strong understanding of the public sector environment, and possess exceptional influencing and relationship management skills.

Key responsibilities

Lead the delivery of corporate operations:

- Leading the provision of high-quality corporate operations to the Courts and Tribunal.
- Driving operational reform by anticipating, planning and implementing change to achieve efficiencies in the provision of corporate operations.
- Ensuring corporate operations resources are structured and deployed to support the Courts and the Tribunal to achieve their objectives.
- Promoting a culture of innovation, problem solving and continuous improvement among Corporate Services staff, and promoting ongoing learning and career development opportunities.
- Ensuring that the Entity's statutory obligations are met, including, but not limited to, the legislative framework for the Australian Public Service, the *Work Health and Safety Act 2011* (Cth) and the *Fair Work Act 2009* (Cth).
- Designing and leading the implementation of targeted action plans, including for APS Census, wellbeing initiatives, gender equality and the Entity's Reconciliation Action Plan.

Leadership and stakeholder engagement:

- Consulting with key internal stakeholders, including the Heads of Jurisdiction, Judges, Chief Executive Officers and Principal Registrars, Registrars and staff of the Courts and the Tribunal, regarding corporate operations service delivery to achieve their respective outcomes.
- Building and maintaining relationships with key external stakeholders, including Government agencies such as the Attorney-General's Department, Australian Public Service Commission, other courts and tribunals, the legal profession and other stakeholders effecting the operations of the Entity, the Courts and the Tribunal.
- Working collaboratively with other Senior Executives to ensure that corporate operations are delivered effectively and efficiently by fostering a culture of consultation and collaboration.
- Proactively leading and mentoring Corporate Services staff aligned with the delivery of corporate operations through open and collaborative relations.
- Attend meetings and forums to represent the Entity, as required.

Key stakeholders

- *Chief Executive Officer and Principal Registrar of the Federal Court of Australia* – consult, liaise and provide high-level advice in relation to the delivery of corporate operations to support them in their statutory duty under the *Federal Court of Australia Act 1976* (Cth) to provide corporate services to the Courts and Tribunal.
- *Heads of Jurisdiction* – consulting with the Heads of Jurisdiction regarding the delivery of effective and efficient corporate operations to support the achievement of the Courts' and Tribunal's respective purpose and objectives.
- *Chief Executive Officer and Principal Registrar of the Federal Circuit and Family Court of Australia (Divisions 1 and 2)* – consulting with the Chief Executive Officer and Principal Registrar regarding the delivery of effective and efficient corporate operations to support the achievement of the Courts' purpose and objectives.
- *Registrar, National Native Title Tribunal* – consulting with the Tribunal regarding the delivery of effective and efficient corporate operations to support the achievement of the Tribunal's purpose and objectives.
- *Senior Executives, Corporate Services and Court & Tribunal Services* – working collaboratively with the other Senior Executives to determine strategic priorities for the Entity and strategic plans for delivery of those priorities.
- *Corporate Services staff* – leading staff to deliver effective corporate operations and achieve strategic priorities.
- *Contracted services providers* – to negotiate the provision of services and contracts to optimise service delivery for the Entity.
- *External key stakeholders* – to consult and liaise with regarding relevant external issues in the operating context which may impact the operations of the Entity, the Courts and the Tribunal.

Qualifications and experience

The successful applicant will need to be a highly motivated, innovative and transformational leader with a proven experience delivering corporate operational services.

In addition, the successful candidate will have:

- A minimum of 10 years broad Senior Executive leadership experience in complex environments, preferably public sector.
- Relevant tertiary qualifications in business administration, public administration, human resources, law and/or related fields.
- Experience providing services to the judiciary will be highly regarded.

Selection criteria

In addition to the [Integrated Leadership System \(ILS\)](#), candidates will be expected to demonstrate the leadership attributes and qualities outlined in the [Secretaries' Charter of Leadership Behaviours](#), and the SES Capability Framework:

- ***Visionary***: Demonstrated ability to champion the organisation's vision and goals, and promote a shared commitment to the strategic direction, including likely future requirements.
- ***Delivers Results***: Proven ability to lead complex, and collaborative cross-functional corporate operations at a senior executive level. This includes a deep understanding of public sector governance, procurement, security frameworks, and workforce strategy.

- ***Enabling:*** Demonstrated ability to create an environment that empowers diverse individuals and teams to deliver their best for government and court users. This includes setting expectations, being inclusive, nurturing talent and building organisational capability.
- ***Influential:*** Strong capability in building trust, balancing competing interests and finding common ground. An openness to diverse perspectives is critical, as is sustaining collaborative relationships. Ability to negotiate persuasively and represent the court externally.
- ***Self-Awareness:*** Demonstrates resilience and a strong commitment to ethical practices and APS values. High level of personal integrity, emotional intelligence and self-motivation.