



FEDERAL CIRCUIT AND FAMILY COURT OF AUSTRALIA

Title	Indigenous Family Liaison Officer
Court(s)	Federal Circuit and Family Court of Australia (Division 1 and Division 2)
Category	Office of the Chief Executive Officer and Principal Registrar
Classification	Australian Public Service Level 5 (APS 5)
Salary	Total Package: \$92,714 - \$101,058 p.a., including 15.4% superannuation) (Base salary \$80,341 - \$87,572 p.a., plus 15.4% superannuation)
Employment type	Non-ongoing, full-time/part-time or casual
Location	Adelaide, Brisbane, Cairns, Sydney, Melbourne, Lismore, Parramatta, Newcastle, Shepparton, Launceston, Hobart, Dubbo, Darwin, Dandenong, Canberra, Albury
Reports to	The local registry Judicial Services Team Leader on a day-to-day basis, more broadly to the Director – Indigenous Operations, Policy & Support and ultimately the Chief Executive Officer and Principal Registrar
The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the <i>Australian Public Service Commissioner's Directions 2022</i>. This vacancy is open only to Aboriginal and/or Torres Strait Islander applicants.	

About the Courts

This role sits within the Federal Circuit and Family Court of Australia (FCFCOA). The FCFCOA comprises Division 1 (which is a continuation of the Family Court) and Division 2 (which is a continuation of the Federal Circuit Court).

The FCFCOA (Division 1) is a superior court of record and a court of law and equity established by Parliament in 1975 under Chapter III of the Constitution. The Court's purpose is to determine the most complex legal family disputes, cover specialised areas in family law, and provide national coverage as the family law appellate court. The Court maintains registries in all Australian States and Territories except Western Australia.

The FCFCOA (Division 2) is a federal court of record and a court of law and equity established by Parliament as an independent federal court under Chapter III of the Constitution. The jurisdiction of the FCFCOA (Division 2) includes family law and child support, which it shares with the FCFCOA (Division 1), and areas of general federal law, which it shares with the Federal Court of Australia. The FCFCOA (Division 2) sits in all capital cities, selected major regional centres, and also circuits to a number of regional locations. All family law proceedings now commence in the FCFCOA (Division 2).

The [FCFCOA Reconciliation Action Plan](#) and Indigenous Lists are part of the Courts' vision for reconciliation for Aboriginal and Torres Strait Islander peoples to enjoy access to justice through engagement with a judicial system that is attuned to their needs, maintains a connection and

collaborates with the community to consider and appreciate broader perspectives.

The Plan recognises that Indigenous Family Liaison Officers provide invaluable assistance to Aboriginal and Torres Strait Islander litigants and children throughout Australia and are the single most critical resource in the Court system to ensure improved access to justice for Aboriginal and Torres Strait Islander peoples. The Plan introduces practical measures to promote reconciliation, including exploring funding opportunities to enable Indigenous Family Liaison Officers to be engaged and to spend dedicated time on education activities and engagement with local Aboriginal and Torres Strait Islander community groups.

See also the 'Agency overview' below.

Purpose of Recruitment

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of an Indigenous Family Liaison Officer.

The Courts have demonstrated commitment to meeting the needs of Aboriginal and Torres Strait Islander people in relation to the Courts' core family law-related business of resolving or determining family disputes. This recruitment is an exciting opportunity to aid the Courts in ensuring improved safety outcomes and access to justice for Aboriginal and Torres Strait Islander litigants and families.

Position overview

The Indigenous Family Liaison Officers will provide in-Court support to Aboriginal and Torres Strait Islander people faced with family breakdown and/or who are accessing various services provided by the Court. The role will specifically support judges who either run Specialist Indigenous Lists or hear a high proportion of matters involving Aboriginal and/or Torres Strait Islander litigants. Indigenous Family Liaison Officers will need to take a positive and collaborative approach to enhance cultural development within the pre-existing Court structure and case management pathway. The position may include opportunities to support the Court, acting as a collaborative and supportive point for conveying cultural change as required.

These roles will be focused on supporting Aboriginal and Torres Strait Islander people to understand the role of the Courts in family law matters, as well as ensuring that litigants attend Court events and provide support when interacting with the Courts' processes. The Indigenous Family Liaison Officers can link Aboriginal and Torres Strait Islander people with key legal and community-based services.

Indigenous Family Liaison Officers are also responsible for representing the Courts to the community. They are responsible for explaining the needs of Aboriginal and Torres Strait Islander peoples to the Court and to other service providers. They are required to develop and maintain collaborative partnerships with local colleagues inside the Courts, as well as establish and maintain external networks.

Depending on the operational needs, the position may be full-time, part-time and/or casual. If casual, successful candidates should be flexible with respect to hours and days of work. Additional hours or days may be required during weeks during which the Courts' lists are conducted, or the Judge requires additional support, whereas fewer hours may be required at other times. It is important that the work hours of successful candidates can support the weeks when the Court is circuiting to regional and remote locations.

Key responsibilities and duties

The Indigenous Family Liaison Officer role is fundamentally a support role to assist Aboriginal and Torres Strait Islander families through the Court system. There are two primary elements to the Indigenous Family Liaison Officer role:

1. Providing support to Aboriginal and Torres Strait Islander identifying litigants in family law matters by way of:
 - explaining the importance of attending and participating in Court hearings to litigants;
 - attending Court hearings and explaining court processes and requirements to litigants;
 - assisting litigants to file documents;
 - attending Court Children's Service events and providing assistance to ensure that litigants and other significant persons are able to fully participate in these events;
 - attending dispute resolution events or any other events in the Courts' case management pathway to ensure that litigants and other significant persons are able to fully participate in these events;
 - addressing the Judge during Court events to explain the practical difficulties which a litigant may be facing in a matter;
 - connecting Aboriginal and Torres Strait Islander litigants to legal and other community-based services;
 - reporting to the Courts' Committees for Aboriginal and Torres Strait Islander litigants; and
 - liaising with Independent Children's Lawyers (where appointed in a matter).
2. Engaging with the local Aboriginal and Torres Strait Islander community and support agencies to raise awareness of the role of the Courts in family law matters and its connection with various governmental departments.

Additionally, Indigenous Family Liaison Officers will need to be effective at:

- Maintaining positive working relationships within the Court, and with local support services which may assist Aboriginal and Torres Strait Islander litigants.
- Working with the local Judge(s) and Registrar(s) to organise and promote engagement events with local communities.
- Under the guidance of the National Coordinator Indigenous Family Liaison Officers and Director – National Registrar Operations, appropriately educating the Courts' staff on the needs and circumstances of Aboriginal and Torres Strait Islander peoples to assist them to fully participate in Court proceedings.

Candidates with particular skills and experience may have the opportunity to work in additional areas within the Courts, subject to the operational need of the Courts.

Reporting lines and key relationships

The position of Indigenous Family Liaison Officer reports to the local registry Judicial Services Team Leader and National Coordinator – Indigenous Family Liaison Officers on day-to-day basis for assistance

with leave and other administrative needs. For the purpose of Court obligations and responsibilities within the service delivery of the role, staff will report to the National Coordinator – Indigenous Family Liaison Officers and the Director – National Registrar Operations, and ultimately to the CEO/PR.

Indigenous Family Liaison Officers will engage with the local judges who hear matters involving Aboriginal and/or Torres Strait Islander parties, and local Senior Judicial Registrars and Judicial Registrars, Court Child Experts and registry staff. They will also engage with local support services and the local Aboriginal and Torres Strait Islander community to raise awareness about the role of the Courts in family law matters.

Competencies and Attributes

To undertake the role of the Indigenous Family Liaison Officer, the successful applicants will need to have:

- the ability to provide information to the Aboriginal and Torres Strait Islanders communities about how the Courts work and how to access their services;
- an understanding of the family law system;
- experience providing support to highly vulnerable parties and children;
- an understanding of the impartiality of the Courts and the ability to provide support to litigants with that in mind; and
- proven ability to work effectively and autonomously with guidance from more senior members of the Courts.

While Court experience is preferred it is not essential.

Special Requirements

- Certain positions may require travel to local communities or circuit locations if required; and
- Subject to operational the needs of the Courts, some positions may be based remotely, requiring successful candidates to have an adequate workspace at home.

Selection Criteria

The successful applicants will need to have:

1. Have an understanding of Aboriginal and Torres Strait Islander court-user needs especially in the area of family conflict.
2. Demonstrated ability to work in a positive, effective and culturally appropriate manner with Aboriginal and Torres Strait Islander people, and a positive and effective way with all key stakeholders internally within the Court (such as judges and staff) and externally (such as key organisations).
3. Demonstrated ability to be able to learn about the Court and to be able to pass on this information to Aboriginal and Torres Strait Islander people effectively.
4. Ability to work with Judges and Court staff including Judicial Registrars, lawyers, Court Child Experts, and administrative staff in assisting Aboriginal and Torres Strait Islander people to fully access all the services provided by the Court.
5. Demonstrated experience in the engagement with, and strong links to, Aboriginal and Torres Strait

Islander communities, such as experience with: not for profit organisations or Aboriginal Controlled Community Organisations (ACCOs) or service delivery of Commonwealth and/or State Government initiatives relevant to improving outcomes for Aboriginal and Torres Strait Islander peoples, with the ability to provide information about the Courts, which will allow the Courts and the community to work together. Demonstrated ability to make recommendations about the changes needed to procedures and policies to ensure Aboriginal and Torres Strait Islanders people can access the Court and use their services effectively.

6. Have appropriate oral and written communication skills and a willingness to participate collaboratively and positively in further education.
7. Have an understanding of language and cultural needs of Aboriginal and Torres Strait Islander people and an ability to access and use interpreter services.

Successful applicants are required to have knowledge and understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people (criteria 1 & 2 above).

Successful applicants should provide a reference from a referee of Aboriginal and/or Torres Strait Islander background, where possible, to confirm they can meet the above requirements.

Agency Overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the *Public Service Act 1999* to work in roles sitting in one or more of the following courts or Tribunal: FCFCOA (Division 1); FCFCOA (Division 2); Federal Court of Australia, and the 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 engaged by the entity and working in roles in the FCFCOA are covered by the [Federal Court of Australia Enterprise Agreement 2024-2027](#).

Recruitment Process

To apply, please complete the application form on the Court's [careers portal](#). If you have any issues with applying please email recruitment@fedcourt.gov.au

Contact Officer

For more information, confidential enquiries can be made to Kirsty Maylin, Director – Indigenous Operations, Policy & Support at kirsty.maylin@fcfcoa.gov.au.