



Courts Administration Authority JOB PROFILE

Position	MANAGER - ASSOCIATES
Division	Higher Courts Division
Remuneration	ASO6

THE COURTS ADMINISTRATION AUTHORITY

The Courts Administration Authority is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

HIGHER COURTS DIVISION

The Higher Courts Division comprises the Supreme Court, the District Court, the Environment, Resources and Development Court and Probate. Staff of the Higher Courts Division are responsible for supporting the participating courts by providing non-judicial administrative functions and support to the business of each Court.

THE ROLE

The Manager - Associates is responsible for providing leadership and management of the District Court Associates and ensuring that Associates deliver a high-quality service to the Court and judiciary.

The role is responsible for coordinating and managing the flow of work and ensuring efficient effective support to Judicial Officers of the District Court.

The role is expected to promote a culture of continuous improvement and service excellence, and to be a key contributor to planning for the future needs of the Higher Courts.

KEY RELATIONSHIPS

Reports to the Principal Registrar of the Higher Courts and is a member of the management team of the Higher Courts Division.

The District Court Associates report to the Manager - Associates.

The role maintains working relationships with:

- the judiciary
- staff of the Courts Administration Authority

- staff of other Government Departments
- the legal profession
- members of the public

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Leadership, Management and Service Delivery

- Provide leadership and direction to the District Court Associates, enabling them to deliver high quality and professional in-court and chambers support.
- Provide training, guidance and mentoring to the District Court Associates in the operations of the court, court practices and matters of complexity.
- Manage and enable the deployment of resources to meet operational requirements.
- Provide expert advice and assistance to the Chief Judge and Principal Registrar on operational and strategic matters affecting the District Court support functions.
- Participate in planning and decision-making processes, ensuring that operational and service delivery influences and impacts are considered.
- Provide the Chief Judge and Principal Registrar with robust, accurate and timely advice and analysis on a broad range of matters relating to the District Court including identifying and reporting on administrative impact of legislative changes.

Relationship/stakeholder engagement

- Maintain and develop collaborative working relationships with the Higher Courts' judiciary, management team, and internal and external stakeholders to achieve common goals, deliver best practice and facilitate business improvements as required.

Continuous Improvement

- Contribute to the development, implementation, review and refinement of policies, procedures, and systems to support and improve the operational efficiency and effectiveness of the Judicial Support services.
- Lead a culture which embraces change and innovation and is committed to continuous development and improvement of service offerings.

SELECTION CRITERIA

Essential

- Proven capacity to lead, motivate and manage a team in a changing environment, including the ability to organise workloads and workflows to meet demanding and conflicting priorities.
- Ability to build trust and credibility and establish and maintain effective working relationships with key internal and external stakeholders at all levels including judicial officers.

- Demonstrated high level research, administrative and organisational skills with the ability to set priorities and meet deadlines with a high attention to detail.
- Thorough analytical capabilities combined with sound independent judgement in the identification and resolution of complex issues in a legal environment.
- Excellent written and oral communications skills, including the preparation and provision of complex briefings and reports.
- Highly developed legal research skills and the ability to read and interpret legislation including the ability to understand and apply the respective Rules of Court.
- Ability to deduce and provide advice on the administrative application of legislation, court rules, practice directions and procedures as they relate to court functions.

Desirable

- Knowledge of legislative framework of the South Australian Courts and in particular the Courts Administration Authority and the Higher Courts.
- A tertiary qualification in management or equivalent experience is highly desirable.
- A tertiary qualification in law is highly desirable.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is dependent upon a current National Police Certificate that the CAA find satisfactory.
- As a justice agency the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.