



**Courts  
Administration  
Authority**  
SOUTH AUSTRALIA

## JOB PROFILE

**Position:** Strategic Coordinator  
**Division:** Office of the State Courts Administrator / Chief Executive  
**Classification:** Administration Services Officer – 6  
**Employment Type:** Ongoing  
**Location:** South Australia

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## THE ORGANISATION

The Courts Administration Authority (CAA) is established under the *Courts Administration Authority Act 1993* as an administrative authority independent of executive government. The State Courts Administration Council is responsible for providing courts with the administrative facilities and services necessary for the proper administration of justice.

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

The State Courts Administrator's Office is responsible for providing strategic leadership and operational oversight of the CAA. This includes setting and executing the CAA's vision and goals, making critical decisions and driving innovation and growth. The SCA's office liaises with key stakeholders, including the Attorney Generals Department (AGD), SA Police, and the Department for Human Services (DHS), and external partners ensuring transparent communication and strong relationships. Through adherence to regulatory and ethical standards, the SCA's office ensures the CAA's sustainable growth and long-term success.

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## ROLE PURPOSE

The Strategic Coordinator will be responsible for bridging high-level strategy and operational execution, undertaking research and analysis, project tracking, policy development and stakeholder engagement on CAA matters and initiatives.

The role also leads coordination of the implementation of the CAA response to key recommendations from the Royal Commission into Domestic, Family and Sexual Violence, to ensure safe, high-quality, evidenced-based specialist services across Courts.

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## KEY RESPONSIBILITIES

### Strategic Leadership and Governance

- Support the development and maintenance of the CAA Strategic Plan.

- Advise on justice sector reform initiatives and policy development from a CAA perspective, ensuring the interests of participating Courts are represented.
- Build and maintain strong internal and external relationships with key stakeholders.
- Coordinate CAA submissions and briefings, including support for appearances by the SCA and Chair of Council at key forums (e.g. Parliamentary Estimates briefings, Parliamentary Committee submissions, Incoming Government Briefs, Royal Commissions, National Cabinet, and the Standing Committee of Attorneys-General).
- Deliver and support the delivery of key strategic projects identified by the SCA.
- Lead high-level consultation and engagement to provide high-quality advice to the SCA and ELT.
- Support the SCA in their leadership role by providing strategic advice, high-quality presentations, and practical support.
- Support the ELT to track progress against Strategic Plan priorities through reporting, project tracking, high-level coordination of team efforts, and escalation of issues requiring ELT consideration.
- Act as a central contact point for troubleshooting and problem-solving.
- Report on strategic initiatives and projects to the ELT and, where appropriate, to Council.
- Manage the Operational Leadership Team Forum, including agendas and logistics, and respond to feedback.
- Coordinate the reporting on the delivery of the CAA and Court response to the Royal Commission on Domestic Family and Sexual Violence.

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## KEY RELATIONSHIPS

**Reports to:** State Courts Administrator

**Works closely with:** Executive Leadership Team and the Executive Officer in the SCA Office

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## DECISION-MAKING AUTHORITY

The incumbent:

- Exercises professional judgement, initiative and decision making under limited direction.
- Contributes to decisions with significant implications for procedural integrity, cultural safety and public confidence.
- Provides evidence-based information to executive leadership and Council.

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## SELECTION CRITERIA

### Essential

#### Professional Qualifications and Experience

- Demonstrated experience in leadership within a complex statutory or government environment.

#### Strategic Leadership

- Strategic thinking skills including demonstrated use of high level analytical and problem-solving skills.
- High level of personal drive, ability to self-direct work and demonstrated organisation skills to manage competing priorities to deadline.
- Proven ability to navigate complex service systems with accountability for planning, performance and quality outcomes.

### **Policy and Legislative Knowledge**

- Strong understanding of relevant legislation, Regulations, Rules and court processes and procedures.
- Knowledge and experience in either: policy development or demonstrated understanding of the justice system and experience in working in senior roles within the legal sector.

### **Cultural Capability**

- Ability to demonstrate and promote an inclusive and positive culture.

### **Governance and Risk**

- Demonstrated ability to develop persuasive evidence-based proposals.

### **Stakeholder Engagement**

- High-level communication, negotiation and advisory capability.
- Proven skills as a strong team player, showing a willingness hands on and to be flexible without compromising on quality.
- Highly developed written and oral communication skills
- Strong interpersonal skills including proven ability to consult, liaise, influence, negotiate and work collaboratively with others, including with more senior colleagues and stakeholders.

### **Desirable**

- Ability to understand, interpret and analyse data and use it to inform and support presentations, reports, or proposals.
- Experience in governance frameworks, financial accountability and risk management.

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## **SPECIAL CONDITIONS**

- Appointment is pursuant to the *Courts Administration Authority Act 1993*.
- Employment conditions are governed by the *Public Sector Act 2009*, applicable Commissioner's Determinations and the relevant Enterprise Agreement.
- Intrastate and occasional interstate travel may be required.
- Out-of-hours work may be required in accordance with operational needs, this may necessitate overnight absences.
- The incumbent may be required to work at metropolitan or regional locations.
- May be assigned duties at the same remuneration level in accordance with legislative authority.
- Employment is subject to relevant screening and probity requirements.