



Courts Administration Authority JOB PROFILE

Position	Supervising Registrar
Division	CourtSA – Magistrates Court
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.

SINGLE REGISTRY BRANCH

Registry Services are provided for the Supreme, District, ERD and Magistrates Court across Civil and Criminal jurisdictions. The registries play a key role in supporting court operations through assisting with the administration of the court, including recording, managing and maintaining data and related documents for all court matters. Registries are the principal point of reference for enquiries from the legal profession and the public. Registries are located across the State.

Court administrators are led by the Principal Registrar of the Magistrates Court and the Chief Operating Officer who provide managerial and administrative support to the Magistracy, which includes strategic and operational business planning, registry operations, human resource management, financial management and management of facilities.

THE ROLE

The Supervising Registrar reports to the Registry Services Manager and is responsible for the leadership and management of a group of Magistrate Court Registries. They are also responsible for the provision of statutory, administrative, judicial and quasi-judicial functions, which ensure the overall achievement of the efficient and effective operation of the Magistrates Court and the provision of high service standards.

The Supervising Registrar is responsible for the operations and management of the Magistrates Courts encompassing Christies Beach and Murray Bridge Registries and associated circuits. The Registrar at Murray Bridge reports directly to the Supervising Registrar at Christies Beach.

KEY RELATIONSHIPS

This position reports to the Registry Services Manager, based in Adelaide.

- This position maintains key working relationships with:
 - o Principal Registrar of the Magistrates Court
 - o Chief Operating Officer
 - o Regional Managing Magistrates and other Magistrates
 - o The Sheriff
 - o Other Registrars and Supervising Registrars
 - o Police Prosecution Services
 - o The Legal Profession and Members of the Public

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Provision of effective leadership and direction to a group of registries or work units.
- Provision and promotion of a high level of service, which preserves dignity, self-determination and confidentiality by:
 - o Ensuring the efficient and accurate processing of all documents/transactions lodged at the Court or produced in the registry in a timely manner.
 - o Ensuring service is delivered in accordance with the Magistrates Court Service Standards.
 - o Resolving court user queries within the authority delegated for decision-making.
 - o Ensuring the provision of service and advice to all court users within established practice and procedure, and uniformity of court processes.
 - o Ensuring that all staff have access to regular training and development in the tasks necessary for the provision of a high standard of service
 - o Provision of judicial, quasi-judicial and statutory services by undertaking those activities required by legislation, including performing the statutory function of Registrar as required.
- Ensure the integrity of financial procedures is maintained in registries and that monies paid into court are accurately processed and disbursements and reconciliations are prepared.
- Contribute to the strategic management of the Magistrates Court and Single Registry.
- Ensure effective communication within the workplace and with court users.
- Work effectively as an individual and as part of team by being accountable, using initiative, being self-motivated and building

relationships with others and contributing to the broader objectives of the Magistrates Court and Single Registry.

- Liaison and communication with the Magistracy, management, external organisations, groups and individuals to ensure the efficient and effective operation of the Magistrates Court and registries.
- Contribute to the continuous improvement of services provided and identification of necessary improvement and enhancements to practices and procedures by:
 - o Identifying and addressing administrative issues as they arise
 - o Identifying problems with practice and procedures and developing alternative remedies and strategies for continuous improvement
 - o Assisting in the development, evaluation and implementation of new policies and procedures.
- Manage and maintaining court facilities.
- Ensure compliance with legislative responsibilities in the role of Registrar.
- Undertake various duties associated with being a Commissioner for taking Affidavits, including swearing in of Justices of the Peace.
- Manage the requirements of the Sheriff's Act (in part as the Deputy Sheriff).
- Participate in various committees and corporate project work as required.

This role requires the management and/or supervision of other employees. In addition to achieving the above outcomes, the Supervising Registrar will also be responsible for:

- The effective and accountable use of resources through appropriate financial and procurement practices.
- The effective management/supervision of staff through appropriate management practices, undertaking performance management and upholding the objects and principles of the *Public Sector Act 2009*.
- Complying with all legislative requirements.
- Adhering to the provisions of relevant legislation including, but not limited to the *Work Health and Safety Act 2012*, and associated Regulations, in particular the requirements of due diligence in Division 4, "Duty of officers, workers and other persons" of the Act and the *Workers Rehabilitation and Compensation Act 1986*.
- Encouraging and fostering a positive culture and safe work environment with regular review of performance against CAA WHS&IM Management System objectives, targets and key performance indicators.

SELECTION CRITERIA

Essential

- Experience in managing the delivery of a high level of service, information and advice (by telephone or in person) to a diverse range of court users.
- Demonstrated ability to interpret and apply legislation and to assess the impact of legislative change.
- Experience in dealing with and resolving conflict and utilising negotiation skills.
- Demonstrated ability work effectively with members of a team and those outside formal line of authority (colleagues, court users, other agencies).
- Demonstrated ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding and diverse environment.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated commitment to engaging in evaluation and development activities to improve own and teamwork practices and performance.
- Demonstrated ability to effectively manage the operations of a group of registries or work units by providing leadership, establishing goals, building the team, motivating employees and managing/improving the performance of employees.
- Experience in successfully leading and managing change.
- Demonstrated ability to deliver a high standard of service through continuous improvement strategies.
- Demonstrated experience in effective resource management (human, financial, physical and technological).

Desirable

- Knowledge of the Courts Administration Authority structure, the principles of judicial independence.
- Knowledge of the civil and criminal justice system and the legislation conferring jurisdiction to the Magistrates Court and Youth Court.
- An appropriate tertiary qualification and/or knowledge, skills or experience in courts administration.
- Experience in working with Indigenous persons and persons from a non-English speaking background.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- This role is based at Christies Beach.
- 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 finds 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.
- Appointees may be required to undertake intrastate travel including between registries or other court sitting locations which may necessitate overnight absences.

OFFICIAL

- Appointees must be eligible for appointment as a Justice of the Peace.
- Be assigned duties to another role at the same remuneration level if required by the State Courts Administrator.