

Job and Person Specification

Title of Role: Associate to the President
South Australian Civil and
Business Unit: Administrative Tribunal
(SACAT)

Remuneration Level: LE 1

Type of Appointment: Term

Division: Office of the President

Position Number: P09004

Job and Person Specification Approval

..... 12/10/26
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Primary Purpose

The President's Associate is responsible for the provision of a comprehensive, professional legal research service and in-hearing service to the President, which contributes to the efficient operations of the Tribunal and of the Supreme Court or District Court.

The position is primarily located in the office of the President of SACAT with Supreme Court or District Court work undertaken in the Court precinct.

Reporting Relationships

- The President
- Executive Assistant to the President

The Associate reports directly to the President for all hearing-related matters and to the Executive Assistant for personnel, administrative and operational matters.

Key Relationships/Interactions

- The President and members of SACAT
- The Principal Registrar and staff of SACAT
- Staff of the Courts Administration Authority and the Attorney-General's Department
- The legal profession
- Members of the public

Special Employment Conditions (if relevant)

- Terms and conditions of employment are governed by the *Public Sector Act 2009*.
- Some out of hours work may be required and may extend beyond normal office hours.
- A current full driver's licence is essential.
- Some intrastate travel may be required.



AGD Conditions

- Participation in quarterly performance review and development and all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and SACAT policies and procedures.
- Employment is dependent upon a National Police Certificate clearance that SACAT finds satisfactory.

Flexible Working Arrangement Options

- Flexible working arrangements may be considered for this role where compatible with the core requirements of the job.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Associate is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Undertake legal research	• Search for and retrieve legislation, decisions of courts and tribunals, articles and other information relevant to the work of SACAT or of the Supreme Court or District Court. • Perform research tasks of some complexity as required. • Deliver a personal, confidential and professional service to the judge both in and out of Tribunal hearings.	• Identifies and analyses problems, formulating practical solutions and appropriate recommendations. • Verbal and written communication is professional, considered and the context of the matter is accurately conveyed.

Provision of specialised legal support	• Attend and perform duties for the President in chambers and the Tribunal. • Perform the role and duties of an Associate in the Supreme Court or District Court in accordance with Courts Administration Authority policies and procedures. • Undertake in-hearing duties including calling on matters and administering oaths. • Ensure the efficient conduct of Tribunal hearings, including the provision of clerical support such as attending to correspondence as required by the Judge. • Prepare memoranda in advance of hearings. • Maintain the judge's calendar in relation to hearings events relevant to hearings. • Draft and edit orders and judgements and catchwords. • Draft legal documents, policies and procedures, training materials and other documents as required • Provide preliminary advice on legal policy, legislative matters and associated advice on matters within SACAT. • Prepare presentations on legal issues using PowerPoint.	• Verbal and written communication is professional, considered, and the context of the matter is accurately conveyed.
Support Members	• At the direction of the President, collate training and other materials to support members.	• Verbal and written communication is professional, considered and the context of the matter is accurately conveyed.
Compliance	• Responsible and accountable for adhering to the requirements of the Work Health and Safety Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Section employees; the principles of diversity; and the Department's policies and procedures.	• Abides by the Acts, Regulations, Policies and procedures relevant to employees of the Department.

Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Role model appropriate behaviours and mentor the Member Support Officers at the Tribunal.	• Work practices are safe and WHS legislation, policies and procedures are adhered. • Respectful behaviour observed when faced with diversity/differences in opinion.
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Bachelor of Law Degree • Experience in administering and interpreting legislation, rule and regulations. • Ability to comprehend and intelligently deal with work of a diverse and complex nature. • Ability to use personal computers, software and hardware, specifically Microsoft applications or the ability to quickly learn. • The confidence and demeanour necessary to perform the administrative functions in Tribunal hearings. • An understanding of the practices and principles pertaining to a tribunal and the philosophies relevant to tribunal services and the administration of justice. • Demonstrated ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding ad diverse environment.
Technical Expertise (Desirable)	• Knowledge of the <i>South Australian Civil and Administrative Tribunal Act 2013</i>, <i>South Australian Civil and Administrative Tribunal Regulations 2014</i> and <i>South Australian Civil and Administrative Tribunal Rules 2014</i> and the practices and procedures relating to SACAT.

Acknowledged by
occupant

/ /

(Print name) (Signature) -----

Acknowledged by line
manager

Fiona Bell EA to the President
(Print name) (Signature & title) ----- / /

