

Job Profile

Position: Deputy Registrar – AMC Criminal

Division: CourtSA, Single Registry

Remuneration: ASO5

THE ORGANISATION

The Courts Administration Authority (CAA) 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.

COURTSA, SINGLE REGISTRY

CourtSA Registries operate within the CourtSA branch of the Courts Administration Authority (CAA) and provide administrative services to the Supreme Court, District Court, Environment, Resources and Development Court, and Magistrates Court. These registries are located across metropolitan and regional South Australia and are critical to the effective operation of the courts. They manage court records, maintain files, support case progression, and serve as a key point of contact for the legal profession, government agencies including South Australia Police and the Department for Correctional Services, and members of the public.

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 Deputy Registrar – AMC Criminal supports the Adelaide Criminal Registrar in the Adelaide Magistrates Court Registry by contributing to the coordination and supervision of court officer functions within the criminal registry.

This role will be responsible for performing a variety of delegated Registrar functions.

The Deputy Registrar – AMC Criminal will ensure the effective, efficient and timely disposition of all criminal matters lodged at the Court through consultation with the Chief Magistrate, the Supervising Regional Manager, the Regional Managing Magistrates, other Magistrates, the legal profession, SA Police and other user agencies.

The Deputy Registrar – AMC Criminal contributes to the maintenance of effective registry processes and practices and supports the implementation of business improvement initiatives that promote

harmonised court rules, consistent service delivery, and the transition to digital and online court processes.

This position is located within the CourtSA Division and is based at the Adelaide Magistrates Court Registry. The role assists with the direct supervision of approximately 20 Senior Court Officers and Court Officers.

KEY RELATIONSHIPS

Reports to the Criminal Registrar, Adelaide Magistrates Court

Manages a team of 20 direct reports.

This position maintains key working relationships with:

- The Registry Services Manager
- The Magistrates and Youth Court, Registrars
- The Magistrates and Youth Court, Principal Registrars
- The Executive Leadership Team
- Members of the Judiciary
- CAA Staff
- Justice Sector Agencies including SAPOL, the Attorney's General Department, the Department for Correctional Services, the Office of Public Prosecutions and the Legal Services Commission.
- Members of the public.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Ensure the Criminal Registry achieves agreed service and work output levels

- Provide effective leadership and direction to the AMC Criminal Registry to ensure the provision of court officers who support the operational and administrative needs of the Court, judicial officers, and stakeholders in the timely and efficient disposition of matters.
- Consult with the Adelaide Criminal Registrar to determine appropriate staffing levels and output targets, including the exercise of relevant human resource and financial delegations. Ensure the effective management, allocation, and supervision of staff through sound management practices that support efficient operations and uphold the objectives and principles of the *Public Sector Act 2009*.
- Develop and maintain effective workflows and task management systems to ensure ECMS tasks, documents, and transactions are processed efficiently and in accordance with legislative and procedural requirements.
- Perform administrative task including, but not limited to, preparation of court documents and correspondence within required timeframes.
- Assist with the measurement and reporting on performance data within AMC Criminal Registry and implement appropriate corrective measures if required.

- Establish and maintain effective liaison with the Chief Magistrate, Supervising Regional Manager, Regional Managing Magistrates, and other Magistrates to support the effective operation of the Adelaide Criminal Registry.
- Work collaboratively with other registry managers to establish and maintain trial and circuit diaries, provide monthly schedules for Magistrates, and oversee statewide circuit planning and magistrate allocations. Develop, manage, and publish the AMC Magistrates roster, and liaise with listings officers from other courthouses to address planned and unplanned magistrate coverage gaps.
- Respond to enquiries and provide advice to other registries and listing managers across the State.
- Contribute to new staff induction and training activities including the development and maintenance of training documentation.

Provide and promote a high level of service for court users

- Efficiently and accurately process all documents/transactions lodged at the Court or produced in the registry in a timely manner.
- Provide sound advice on registry functions to the Adelaide Criminal Registrar, Chief Magistrate, Supervising Regional Manager, Regional Managing Magistrates, other Magistrates, the legal profession, police, and other court users.
- Deliver service in accordance with the Magistrates Court Service Standards.
- Resolve court user queries within the authority delegated for decision-making.

Assist the Adelaide Criminal Registrar to ensure that the various operational requirements of the Court are satisfied

- Exercise a range of human resource and financial delegations.
- Prepare reports and certifications as required.
- Participate in special projects and committees relevant to the administration of the Court and the Division.
- Contribute to the provision of judicial, quasi-judicial and statutory services by undertaking those activities required by legislation, including performing the statutory function of Deputy Registrar as required.
- Support the Adelaide Criminal Registrar as the Second-In-Charge and Perform the role of Adelaide Criminal Registrar in their absence.

Innovation and continuous Improvement

- Contribute to the development and implementation of court policy, digital transformation initiatives, and registry innovation strategies to enhance the efficiency, quality, and accessibility of registry services.

Statutory Responsibilities/delegations

- To exercise functions under the Rules of the respective courts, the Deputy Registrar AMC will be appointed as a Deputy Registrar of the Magistrates Court pursuant to the Magistrates Court Act 1991.
- The occupant of the position may be rotated through any other applicable position across Magistrates Court registries to meet changing operational and/or business needs.

SELECTION CRITERIA

Essential

- Demonstrated ability in effectively managing, leading, developing, empowering and motivating a team of people to maximise their potential. This includes performance development and review plans and evaluation and development activities to improve own and teamwork practices and performance,
- Demonstrated knowledge of court practices, processes and administration or the capacity to acquire the knowledge quickly.
- Well-developed communication skills both written and verbal, with the ability to write clearly and concisely, and have a high level of attention to detail.
- Ability to efficiently and confidently use the Electronic Court Management System (ECMS) and other computer programs including high level listings functions.
- Experience in providing a high level of service, information and advice to a diverse range of court users. Including relevant procedural and legislative information, interpreting complex information and legislation and assessing the impact of any legislative change.
- Ability to critically analyse and contribute to improvement of systems.
- Demonstrated ability and experience in producing, interpreting and analysing statistical reports to report back to the Judiciary and to monitor overall performance with the preparation and analysis of statistical information and reports.
- 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 work effectively with members of a team and those outside formal line of authority (colleagues, court users, external agencies).
- Highly developed interpersonal and communication skills with the ability to establish and maintain effective working relationships with members of the judiciary, senior executives and other court Registrars - (colleagues, court users, other agencies).

Desirable

- Knowledge of the Courts Administration Authority structure and the principles of judicial independence.
- Knowledge and use of ECMS within a court environment.

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 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.
- Eligible for appointment as Justice of the Peace
- Flexibility in hours is required

You may be required to:

- Undertake work related intra or interstate travel, which may require driving a motor vehicle and overnight absences.
- Be assigned alternative duties/roles or to alternative locations within the CAA if required by the State Courts Administrator.
- Work outside of the normal hours of work.