

## Job Profile

---

Position: **Deputy Registrar, Civil and ERD**

Division: Higher Courts Division

Remuneration: ASO7

---

### 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.

### HIGHER COURTS DIVISION

The Higher Courts Division comprises the Supreme Court, the District Court, the Environment, Resources and Development (ERD) 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 Deputy Registrar, Civil and ERD will manage and lead the Higher Courts Civil and ERD Registry. They will provide expert guidance to staff of the Higher Courts on complex administrative and procedural matters, relating to civil and ERD court operations and ensure that activities align with legislative requirements, court practices and organisational standards.

The Deputy Registrar, Civil and ERD will lead the day-to-day operations of the Higher Courts Civil and ERD Registry, overseeing the coordination and progression of work to ensure timely, accurate, and high-quality service delivery. They will provide expert guidance to registry staff on complex administrative and procedural matters relating to civil and ERD court operations and ensure that activities align with legislative requirements, court practices, and organisational standards.

The Deputy Registrar, Civil and ERD manages the Higher Courts Clerks to ensure a high level of judicial support, both in chambers and in-court, for Associate Justices in the Supreme Court and Associate Judges in the District Court.

The Deputy Registrar, Civil and ERD will support the Principal Registrar and Director Higher Courts, in providing operational business services to the Higher Courts. They will ensure that established systems, procedures, and performance standards are consistently followed. In parallel, they will contribute to the review of processes and practices to identify and implement business improvement strategies. They will work with the Principal Registrar and liaise closely with judicial officers, internal stakeholders and key court users, to identify emerging issues, operational gaps, and opportunities for improvement. Through this consultative approach, the Deputy Registrar, Civil and ERD will play a lead role in supporting a culture of continuous improvement within the registry.

## STATUTORY OBLIGATIONS

To exercise functions under the Rules of the respective courts, the Deputy Registrar Civil and ERD will receive delegation to perform the administrative functions conferred on the Registrar, under the Uniform Civil Rules 2020, Uniform Special Statutory Rules 2022 and Joint Criminal Rules 2022.

## KEY RELATIONSHIPS

|                        |                                                                                                                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to:            | Principal Registrar and Director, Higher Courts                                                                                                                                                                                                    |
| Direct Reports:        | Higher Courts Civil and ERD Registry Staff, Higher Courts Clerks                                                                                                                                                                                   |
| Internal Stakeholders: | Chief Justice, Chief Judge, Senior Judge and Commissioners of the ERD Court, Members of Judiciary, Members of Executive Leadership, Higher Courts leadership, Registrars, Deputy Registrars, Operational Leaders and staff across the organisation |
| External Stakeholders: | Court users, government and justice sector agencies, with key interactions with Attorney-General's Department, the legal profession and members of the public                                                                                      |

## KEY ACCOUNTABILITIES / RESPONSIBILITIES

**Leadership, strategic management and service delivery**

- Strategically lead the delivery of Higher Court registry services that align with organisational objectives and support the operational and administrative requirements of the judiciary and stakeholders, ensuring timely, efficient and effective registry functions.
- Provide oversight and direction for the day to day operations and administration of Higher Courts civil and ERD registry services, including customer services, case flow management, listing matters for hearing, stewardship of the court record, allocation of tasks and other registry functions across the civil jurisdictions of the District Court and Supreme Court, and for the ERD Court.
- Ensuring the efficient and accurate processing of all documents/transactions lodged at the Court or produced in the registry in a timely manner.
- Provide leadership to, and support, the Higher Court Clerks to provide exceptional judicial support to Associate Justices in the Supreme Court and Associate Judges in the District Court.
- Provide authoritative leadership to registry staff and Higher Courts Clerks to ensure statutory compliance, drive professional development, and uphold high-performance customer service delivery across all touchpoints.
- Support the Principal Registrar and Judicial Officers to ensure consistent achievement of strategic and legislative court obligations.
- Ensuring that all staff have access to regular training and development in the tasks necessary for the provision of a high standard of service.
- Liaising and communicating with the judiciary, management, external organisations, groups and individuals to ensure the efficient and effective operation of the Higher Courts and registries.
- Ensuring the efficient and effective management of resources.
- Monitor and enhance compliance with agency-wide administrative systems, proactively review and refine policies and procedures, and implement corrective action where performance expectations are not being met.
- Provide expert advice to legal practitioners, government agencies, and members of the public on practice and procedure including matters of a high complexity, ensuring confidence in legal compliance and administrative decision-making.

### **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.
- Ensure the continuous improvement of relevant business processes in the Civil and ERD Registry and for Higher Courts Clerks through the efficient and effective monitoring of resources, workload and work standards to ensure high productivity.
- Contribute to and implement process improvement, through identification of opportunities to streamline practice, process and procedures.
- Assisting in the development, evaluation and implementation of Rules of Court, practice directions, new policies and procedures.

- Oversee the provision of performance statistical data and the provision of analysis on those reports to the Chief Justice, Chief Judge, Senior Judge of the ERD Court, and Principal Registrar and Director Higher Courts to drive evidence based decision-making and continuous improvement in registry and judicial support operations.
- Managing the implementation of Higher Courts strategic objectives.

## SELECTION CRITERIA

### Essential

- Demonstrated ability to lead, motivate, and manage teams in a dynamic and evolving environment, with a focus on planning, prioritising, and strategically influencing performance to meet operational objectives and align with agency goals.
- Demonstrated ability to critically analyse complex problems, conceptualise and implement innovative solutions, and negotiate successful outcomes that balance operational demands with legislative, policy, or stakeholder considerations.
- Demonstrated experience in delivering client-focused services, communicating complex concepts clearly and effectively, and engaging with internal and external stakeholders to resolve sensitive or high-impact matters.
- Proven ability to build trust and maintain strong working relationships with key stakeholders at all levels, including judicial officers, government agencies and professional organisations, in order to support collaborative service delivery and reform initiatives.
- Demonstrated ability to deliver high-quality operational outcomes and manage resources effectively, including planning, implementing, and evaluating systems and processes to support continuous service improvement and organisational efficiency.
- Demonstrated experience in providing expert advice, and interpreting, administering, and applying legislation and statutory obligations within a complex operational or legal environment.
- Sound knowledge of court practices, procedures and administration, or the demonstrated ability to rapidly acquire and apply such knowledge in a leadership or decision-making capacity.
- Ability to exercise sound judgement in decision making and explain reasons for decision both orally and in writing in a legal context.

### Desirable

- Demonstrated experience in exercising statutory duties, powers, and quasi-judicial functions in accordance with legislative or court-authorised delegations, with a sound understanding of the accountability and procedural integrity required in such decision-making.

## 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.