Job Profile

Position:	YOUTH COURT ASSOCIATE
Division:	YOUTH, ABORIGINAL AND CROSS COURT SUPPORT SERVICES
Remuneration:	JUA-1, JUA-2, JUA-3

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.

YOUTH, ABORIGINAL AND CROSS COURT SUPPORT SERVICES DIVISION

The Youth, Aboriginal and Cross Court Support Service Division consists of the Youth Court, Conferencing Unit, Aboriginal Programs, Innovation and Reform Unit and Cross Court Support Services.

The Youth Court of South Australia was established under the Youth Court Act (SA) 1993 and hears matters in relation to criminal offending, child protection, adoption, youth treatment orders and surrogacy. It is made up of two branches – the Court (including the Registry) and the Conferencing Unit. The Court is presided over by the Judge of the Youth Court, and the two units are administered by the Manager Youth Court.

Cross Court Support Services manages implementation and operationalisation of the CAA Vulnerable Witness Suites and Court Support Officers.

Aboriginal Programs is responsible for the Aboriginal Justice Officers across the state, management of recruitment and retention of Aboriginal Court Elders and Respected Persons, Aboriginal Cultural

Awareness Training, Nunga Court, Aboriginal Sentencing Conferences and Aboriginal Treatment Programs.

THE ROLE

The Associate provides comprehensive professional legal research to the Judiciary of the Youth Court. The Associate works primarily out of court to support to Judiciary in relation to specific legal research tasks, proofing of Judgments, case summaries, updating bench books, developing and amending Rules of Court.

This role undertakes specified project management functions identified by the Manager, Strategic Innovation and Reform.

KEY RELATIONSHIPS

Reports to the Manager, Strategic Innovation and Reform

This position maintains key working relationships with:

- Youth Court Judiciary
- Youth Court Registry
- Conferencing Unit Team Leaders
- Magistrates Court Associates

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Youth Court Associate reports to the Manager, Strategic Innovation and Reform and they are also accountable to Judge of the Youth Court.

- Provide a specialised legal research function to the Youth Court Judiciary.
- Analyse legislation and bills
- Provide analysis on the impact of suggested legislative amendments on operations of the Youth Court.
- Assist with the review and amendments in relation to Youth Court Rules or Practice Directions.
- Undertake projects to enhance the efficiency and effectiveness of the delivery of justice and Youth Court services.
- Deliver superior customer service, representing the Youth Court and/or the Courts Administration Authority in a professional manner at all times.
- Participate in and contribute to committees.
- Develop publication and research materials for the Youth Court.

SELECTION CRITERIA

Essential

- Experience in administering and interpreting legislation, rules and regulations.
- Proven ability to provide analytical legal research.
- Ability to undertake projects including researching and implementation of project outcomes.
- Ability to work to deadlines and manage multiple competing demands, be self-managed and flexible. Proven time management skills including determining priorities and achieving agreed objectives while maintaining a quality customer service.
- Ability to comprehend and intelligently deal with work of a diverse and complex nature including demonstrating attention to detail.
- Ability to clearly express and present ideas using appropriate language and adjusting communication to the needs of the audience (including non-verbal communication).
- Proven ability to work as an effective member of a team, including delivering own work requirements, coaching and supporting others, and contributing to team and broader organisation outcomes. Including developing and maintaining productive working relationships.
- An understanding of the practices and principles pertaining to the courts system and the philosophies relating to court services and the administration of justice.
- Ability to use relevant technology including personal computers, software and hardware, specifically Microsoft applications.

Qualification

A Bachelor of Laws degree is required to become a Youth Court Associate. The following remuneration levels will apply:

- For appointment at the JUA1 level – un-admitted practitioner.
- For appointment at the JUA2 level – admitted to practice in the Supreme Court of South Australia (i.e. successful completion of a Graduate Diploma or Certificate in Legal Practice).
- For appointment at the JUA3 level – A minimum of one year's practicing experience as a legal practitioner after being admitted to practice in the State of South Australia.

One year's practising experience as a legal practitioner may include:

a) time spent employed as a legal practitioner at a law firm, or government department (e.g. the Crown or the DPP); or
b) time spent working as an associate after the associate has been admitted; or
c) a combination of (a) and (b)

Time spent employed as a legal practitioner will only count toward the one year's practicing experience where the person held a valid practicing certificate in the State of South Australia. Evidence of practising experience must be provided, by way of a copy of the practicing certificate together with a letter from the previous employer confirming the duration of your employment. One year's practicing experience as a legal practitioner may not include time spent as a clerk at a law firm, government department or chambers.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment to this role is for 12 months – can be extended for a further period.
- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- The role is identified as a Prescribed Position and the successful applicant is required to obtain a Working With Children Check prior to employment with the CAA which must be renewed every five years before expiry. A current DHS child-related employment screening will be recognised as a WWCC until it expires. WWCC's can be obtained through the Department of Human Services (DHS) Screening Unit: https://screening.sa.gov.au
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory. Flexibility in working hours is required and you may be required to work outside of the normal hours of work.
- Intrastate and interstate travel will be required, which may require driving a motor vehicle and overnight absences.
- Appointees will be required to disclose their COVID-19 vaccination status.
- The successful applicant may be required to perform other duties, as required.