

Magistrates Court

Statement of Duties – September 2018

Title	Administrator of Courts
Number	350147
Award	Senior Executive Service
Classification	Level 2
Output Group	Administration of Justice
Full Time Equivalent	1.0
Division	Magistrates Court
Branch	N/A
Supervisor	Deputy Secretary Administration of Justice
Direct Reports	3
Location	Hobart
Terms of Employment	Senior Executive contract for a period of 5 years. Interstate and intrastate travel is required.
Position category and funding	Fixed term position. Cost Code: A010

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

Divisional Information

The Magistrates Court of Tasmania aims to serve the community by providing access to an accountable, independent and impartial system of justice administered according to law.

More information about the Magistrates Court of Tasmania and the operations of the department are available on its website.

About the position

Objective

Responsible for the management and operation of the Magistrates Court. Exercise the statutory duties and functions of the Administrator of the Magistrates Court, Chief Clerk of Petty Sessions, and Chief Clerk (Coronial Division).

Lead and manage the development, implementation and evaluation of strategies and initiatives for the Magistrates Court.

Contribute to the corporate management of the Agency.

Duties

- Exercise statutory powers and responsibilities (including legal and quasi-judicial functions) in the following areas:
 - perform the statutory functions of Administrator of the Magistrates Court, Chief Clerk of Petty Sessions, and Chief Clerk (Coronial Division);
 - taxation and assessment of bills of costs;
 - complex mediations and conciliations; and
 - manage all Tribunals constituted by a magistrate.
- Manage the Magistrates Court in accordance with the strategic direction of the Court, including overall responsibility for the management of its financial, physical and human resources.
- In consultation with stakeholders, develop, implement and evaluate strategies, systems, legislation, policies and rules of court to achieve business and organisational goals and to meet ongoing community expectations in relation to court reform.
- Provide authoritative advice to stakeholders including to representatives in other agencies, members of the legal profession and the Magistracy on functions, legal practice, procedure and policy issues and legislation.
- Work with the Chief Magistrate to:
 - ensure the orderly and expeditious discharge of the business of the courts;
 - co-ordinate and allocate resources, including providing advice on court judicial and non-judicial operations; and
 - develop and implement professional development programs for Magistrates and court employees.

- Act as an executive member of the Magistrates' Rule Committee and other groups as directed by the Chief Magistrate.
- Provide authoritative advice, direction and support to the staff in the relation to legislation relevant to the Magistrates Court and related Tribunals, including the provision of training to staff on legal matters.
- Manage the alternative dispute resolution service for matters before the Court in accordance with the Court's case management objectives which includes undertaking highly complex mediations and conciliations.
- Actively participate as a member of the Senior Managers' Forum and represent the Department and Court on high-level committees.

Level of responsibility

- Responsible to the Deputy Secretary for the effective and economical operation of the Magistrates Court in line with the strategic direction of the Court.
- Exercise statutory powers under the Magistrates Court Act 1987 and other legislation.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant WHS requirements in the *WHS Act*.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.

Direction and supervision received

- Operates in consultation with the Deputy Secretary as appropriate on matters of major significance.
- The Department of Justice has a performance management system that applies to all Departmental output managers.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Shapes Strategic Thinking

Demonstrated awareness of the strategic vision of the Magistrates Court the Department and an understanding of the Court and policy environment, along with proven skills to drive team performance, to achieve outcomes and align strategies to the broader environment.

2. Achieves Results

Proven senior management experience, preferably in a Court context, in the development and delivery of significant policy and project initiatives within specified timeframes that achieve the required outcomes.

3. Cultivates Productive Working Relationships/Communicates with Influence

Established experience in creating, leading and being a part of multi-disciplinary teams, including proven capacity to engage judicial officers and key stakeholders for positive benefit; communicate clearly; negotiate persuasively; resolve conflict; and develop effective networks.

4. Exemplifies Personal Drive and Integrity

Demonstrate the Department's values, including drive, professionalism and integrity, in everyday actions with a strong proven performance in previous senior roles, possessing high level initiative and adaptability, outstanding conceptual, analytical and creative skills, and the ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.

5. Communicates with Influence

Demonstrate that you can promote the role of the Department and the Magistrates Court in an effective, proactive manner. Evidence of a capacity to engage effectively with stakeholders, negotiate effectively to achieve outcomes and inspire and motivate staff.

6. Workplace Health and Safety Leadership

Demonstrate an understanding of the WHS legislation and the responsibilities of Officers of the Agency and their due diligence obligations, as outlined in the Agency's Roles & Responsibilities Procedure along with the capacity to apply and uphold that knowledge.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.

- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

- Nil

Desirable requirements

- Admitted or eligible to be admitted as a Barrister or Practitioner of the Supreme Court of Tasmania.
- At least five years' professional experience post admission.
- Qualifications in mediation.