

## Magistrates Court

### Team Leader – Statement of Duties

#### Objective

The position contributes to the operation of the Magistrates Court - Coronial Division, through the provision of administrative support and team leadership to Coronial Division and Court management.

#### Duties

- Make a significant contribution to the performance and achievement of state-wide objectives through effective team leadership.
- Supervise the day-to-day operations including workload planning and management, and oversight of registry procedures.
- Complete accurate and timely coding of cases into the coronial business system.
- Provide high level administrative support to the Manager of Coronial Division.
- Provide training and support to Coroners and coronial staff in the use of coronial business systems.
- Prepare reports and undertake research for Coroners and Court management.
- Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement, and in accordance with the skills and competence of the occupant.

#### Level of responsibility

- Responsible for the effective and efficient delivery of team services within allocated resources and agreed timeframes.
- Responsible for the effective performance and accuracy of day to day tasks. Exercise judgment in carrying out and supervising operations of the Magistrates Court and determination of the day to day priorities.
- Responsible for managing your own performance and overseeing the performance, of your team.
- Progressing the strategic objectives of the Magistrates Court of Tasmania.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.

- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

## **Direction and supervision received**

- The work is undertaken under general direction and supervision from the Manager (South) and requires the exercise of judgement and initiative consistent with the possession of sound knowledge in the field of work within which the position operates.

## **Selection criteria**

1. Demonstrated understanding of court procedures and the legislative frameworks, or the capacity to acquire such a level of understanding within a reasonable period of time.
2. Demonstrated high-level team leadership skills, with the ability to motivate and develop team members and a demonstrated understanding of contemporary management practices.
3. Well-developed interpersonal and communication skills, enabling the accurate and timely preparation of documentation and correspondence, and with proven ability to communicate with sensitivity.
4. Ability to interpret, apply and work within legislative and policy frameworks and the ability to use research and analytical skills to identify issues and make sound and appropriate recommendations.
5. Demonstrated coordination, organisational and problem solving skills, with the ability to set priorities, manage competing tasks, use initiative and operate effectively under pressure and change, and within pre-determined time-frames.
6. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Nil

## **Pre-employment Checks**

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
  - Arson and fire setting
  - Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

# Position Summary

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|--------------------------------------|-------------------------------|
| <b>Title</b>                         | Team Leader                   |
| <b>Number</b>                        | 354169                        |
| <b>Award</b>                         | Tasmanian State Service Award |
| <b>Classification</b>                | General Stream, Band 4        |
| <b>Division</b>                      | Justice and Reform            |
| <b>Full Time Equivalent</b>          | 1.0                           |
| <b>Output Group</b>                  | Magistrates Court             |
| <b>Branch</b>                        | Coronial Division             |
| <b>Supervisor</b>                    | Manager South                 |
| <b>Direct Reports</b>                | 3                             |
| <b>Location</b>                      | Hobart                        |
| <b>Position category and funding</b> | A006                          |