

ROLE DESCRIPTION

REGISTRAR



Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Supreme Court of NSW	
Location	Sydney	
Classification/Grade/Band	Legal Officer Grade 6 (plus Special Sitting Allowance)	
Role Number	50006732; 50006733; 50006798; 50006799; 50006802; 51005480	
ANZSCO Code	271311	
PCAT Code	1118192	
Date of Approval	3 April 2024	REF: SC 0010
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

Primary purpose of the role

Preside in the Registrar's Court and the provision of specialist technical, legal and operational assistance and support to the judiciary. Provide support and assistance to the Executive Director & Principal Registrar and to the Director & Prothonotary, as and when required, in the overall day-to-day management of operations of the Court.

There are six Registrar roles within the Court:

- Registrar, Court of Appeal
- Registrar, Court of Criminal Appeal and Crime
- Registrar, Common Law Case Management
- Registrar in Equity
- Corporations Registrar
- Registrar in Probate

Key accountabilities

- Preside as Registrar so as to facilitate the Court's efficient resolution or disposal of cases and client service delivery.

- Maintain close/confidential liaison with the judiciary, in providing/seeking specialist legal procedural advice and assistance.
- Provide high level procedural guidance to clients and Registry staff to facilitate maintenance of quality court documentation and the adherence of litigants and the legal profession to court practice and procedures. Including the coordination, preparation and presentation of all material necessary for the Court to determine issues
- Ensure orders, directions and requisitions made in the determination of legal applications are in compliance with *Acts, Procedures, Rules* and other relevant legislation and legal precedent.
- Conduct directions hearings, call-overs, interlocutory hearings, and in-chamber consultation with parties and legal representatives to facilitate case disposal.
- Provide support and assistance to the judiciary on case flow management and participate in the development, implementation and evaluation of case management techniques to ensure an efficient case management system for the Court.
- Provide operational support to the Executive Director, in the development, implementation and review of policies and management programs to accord with the Court's strategic/business plans and changes in government and community expectations.
- Oversight/manage the relevant business operations, providing leadership and guidance to support staff, to ensure organisational and personal objectives are met.
- Preside in the conduct of matters referred for mediation.
- Interpret and apply Department policies such as harassment prevention, EEO, EAPS, Code of Conduct, WH&S, ethical work practices, disability awareness and ATSI strategies.

Key challenges

- Maintaining confidence of the judiciary, executive management and Registry staff, while balancing competing interests and expectations of these groups and managing workloads to ensure compliance with the time standards set by the Court.
- Resolving legal and procedural problems, encouraging resolution of proceedings before the Court while making balanced decisions and remaining judicially impartial
- Communicating orally and in writing at a superior level to ensure clarity of decisions and guidance to the legal profession and litigants.
- Providing empathetic guidance on practice and procedure to unrepresented litigants/members of the public.

Key relationships

Who	Why
Internal	
Chief Justice, President of the Court of Appeal and Chief Judges	Each Registrar maintains a regular and confidential liaison with the Chief Justice, the President of the Court of Appeal and the relevant Chief Judge, individual Lists Judges and other Judges in regard to the ongoing functioning of the Court, management of Court's case load, and the provision of expert technical legal/procedural assistance and support services.

Who	Why
Director & Prothonotary	The Registrar has direct line responsibility to the Director with whom he or she also regularly interacts in providing support and assistance in the management of business operations of the Court and the Registry.
Executive Director & Principal Registrar	The Registrar provides high level support and assistance in the management of business operations of the Divisions of the Court; reports regularly on current workload and delays, identifies problems and recommends solutions.
Other Registrars, Registry staff	Provides leadership and guidance to other Registrars and staff. Administrative and clerical support to the each Registrar is provided through the Court's Registry. Each Registrar works closely with the managers of each of the teams with the registry to ensure that the client service objectives of the registry are met.

External	
Legal profession and client parties	The Registrar also interacts extensively with members of the legal profession and parties, including litigants appearing on their own behalf, and accordingly must maintain a judicially impartial relationship in giving procedural advice and while determining issues in proceedings before the Court.

Role dimensions

Decision making

The role necessarily operates with a high degree of independence and prioritising work to accord with the particular requirements of the relevant judiciary hereunder:

- President of the Court of Appeal and the Judges of Appeal;
 - Chief Justice, the President of the Court of Appeal, the Chief Judge at Common Law and Judges of the Common Law Division;
 - Common Law List Judge;
 - Chief Judge in Equity and the Equity Judges;
 - Corporations Judge; and
 - Probate List Judge.
- Legislative and procedural obligations and commitments of the Court along with the operational business programs and objectives, as set by the Executive Director, would impact upon all roles.
 - Making decisions of importance is a frequent requirement of the role. While a significant proportion of decisions may generally be based on legislative provisions, legal or procedural precedent, there will arise a need for further and new interpretations and consequent decisions to be made by the Registrar.
 - The Registrar is required to assess and report upon the significance and impact of any trends within the operational environment of the relevant Division and to research new opportunities for changes to court practice and procedure.

Reporting line

The role reports directly to the Director & Prothonotary.

Direct reports

The role will have up to 3 direct reports.

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated highly developed legal skills and capabilities, including in advocacy work.
- Sound knowledge of all relevant rules, legislation and practice and procedure in the NSW Court system.

Essential requirements

- Legal qualifications and extensive post admission experience as a lawyer in NSW.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines	Advanced
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Take the initiative and act in a decisive way • Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences • Speak in a highly articulate and influential manner • State the facts and explain their implications for the organisation and key stakeholders • Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations • Anticipate and address key areas of interest for the audience and adapt style under pressure	Highly Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement • Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues	Highly Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		- Identify and evaluate organisation-wide implications when considering proposed solutions to issues - Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact - Ensure effective governance systems are in place to guarantee quality analysis, research and reform	
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	- Champion the use of innovative technologies in the workplace - Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies - Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes - Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes - Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies	Advanced
 People Management	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders - Translate broad organisational strategy and goals into tangible team goals and explain the links for the team - Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders - Work to remove barriers to achieving goals	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept