



The Attorney General is seeking applicants to be appointed as a District Court Judge and to be appointed for a period of up to 5 years as the Division Head of the Occupational & Administrative and Equal Opportunity Divisions of NCAT.

This is a leadership position which involves:

- The management of the Divisions' workload;
- Managing Members of the Divisions and implementing the Member Professional Development Plan for those Members;
- Presiding in more difficult and complex matters in the Division and in the appeals from all Divisions of the Tribunal; and
- Chairing, or representing the Division on, internal and external committees.

Primary Selection Criteria

- Ability to develop and implement the use of modern case management practices and dispute resolution techniques to achieve outcomes that are prompt, proportionate and efficient in various types of proceedings in the Divisions;
- Ability to hear and determine legally and factually complex or lengthy disputes in a fair, impartial, informal, expeditious and cost effective manner with a legally correct result;
- Demonstrated capacity to lead, train, manage and support Tribunal members and to implement change;
- Ability to manage effectively the resources of the Division to achieve the Tribunal's statutory objectives;
- Ability to hear and determine, and to preside in, appeals that come before the Appeal Panel of the Tribunal; and
- Demonstrated knowledge of the law in relation to matters relevant to the Divisions, or the capacity to acquire that knowledge quickly.

Secondary Selection Criteria

- Excellent oral and written communication skills, including the ability to communicate effectively in plain English with parties, other members and Registry staff;
- Excellent presentation skills and the ability to represent and promote the Tribunal in public and in professional forums;
- Experience in leading, training or mentoring of new and existing Tribunal members, or other members of the legal profession;
- Experience in developing effective case management practices and procedure;

- Capacity to work with a diverse range of people, including Aboriginal or Torres Strait Islander people, those from culturally and linguistically diverse backgrounds and people with disabilities;
- Capacity to work within the Tribunal's electronic environment, to manage own typing and operate automated sound recording equipment;
- Willingness to travel throughout New South Wales to conduct proceedings; and
- Preparedness to adhere to the Member Code of Conduct and maintain the Tribunal's independence and reputation as well as personal independence and integrity and to promote the highest standard of behaviour.

Occupational Division

NCAT's Occupational Division reviews decisions by government agencies about licensing and complaints concerning professional conduct and discipline.

Reviews of administrative decisions about occupations

NCAT can review decisions by government agencies about licences for:

- drivers and operators of taxis, buses, hire cars and tow trucks; and
- security guards, builders, real estate agents, motor dealers and repairers, pawnbrokers and second hand dealers, stock and station agents, business agents, travel agents, valuers and licensed conveyancers.

Professional Discipline

NCAT hears professional disciplinary matters about:

- legal practitioners;
- health practitioners;
- veterinary practitioners;
- architects; and
- building professionals.

Administrative & Equal Opportunity Division

NCAT's Administrative and Equal Opportunity Division reviews administrative decisions made by NSW Government agencies and resolves discrimination matters.

Review of administrative decisions

NCAT review decisions made by NSW Government agencies, including decisions about:

- access to information held by government
- use of and access to personal information held by government
- firearms licences
- guardianship and financial management
- administrative decisions made in the community services sector
- review of various State taxation decisions.

Discrimination matters

NCAT determines complaints referred to it by the President of the Anti-Discrimination Board under the *Anti-Discrimination Act 1977*.

More information about the OD and AEOD is available at

<http://www.ncat.nsw.gov.au/Pages/occupational/occupational.aspx>

http://www.ncat.nsw.gov.au/Pages/administrative_equal_opp/administrative_equal_opp.aspx

More information about the Tribunal generally can be obtained at

<http://www.ncat.nsw.gov.au/>

The NCAT member code of conduct can be found at

http://www.ncat.nsw.gov.au/Documents/member_code_of_conduct.pdf