

## **Principal Members, NSW Civil & Administrative Tribunal.**

**The Attorney General is calling for expressions of interest from Australian lawyers of at least 7 years' standing or a persons who holds, or has held, a judicial office in Australia for appointment as full-time Principal Members of the NSW Civil and Administrative Tribunal (NCAT) to be assigned to any Division.**

There will be 3 full time Principal Member's positions to be filled during late 2018 and early 2019. The possibility of appointment on a full time pro rata basis will also be considered as part of a role share arrangement. Suitable applicants who are not initially appointed may later be considered for appointment if a vacancy arises.

Suitable applicants may also be considered for appointment as Senior Members, for example if a vacancy arises for such position as a result of a person being appointed to fill a full time Principal Member position.

These are leadership positions which involve:

- assisting the Division Head with the management of the Division and, as directed, taking responsibility for various lists.
- managing Members of the Divisions and implementing the Member Professional Development Plan for those Members.
- presiding in the Appeal Panel in appeals from all Divisions of the Tribunal.
- representing the Division internally and the Tribunal externally.

Principal Members may, from time to time, be assigned to different Divisions as the President determines.

## **Remuneration**

The remuneration for a full time Principal Member is \$260,019 per annum inclusive of 9.5% employer's contribution superannuation.

## **Selection Criteria**

Applicants are invited to address the following selection criteria

### **Primary Selection Criteria**

- Must be an Australian Lawyer of at least seven (7) years standing or a person who holds, or has held, a judicial office in Australia.
- 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 result that is legally justified.
- 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.
- 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.
- Preparedness to adhere to the Member Code of Conduct and to maintain the Tribunal's independence and reputation as well as personal independence and integrity and to promote the highest standard of behaviour.

More information about the Tribunal generally and the work of each Division 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](http://www.ncat.nsw.gov.au/Documents/member_code_of_conduct.pdf)