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| **Portfolio** | Communities and Justice  |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Courts Tribunals and Service Delivery / Court Services / District Court  |
| **Location** | Sydney |
| **Classification/Grade/Band** | Legal Officer IV |
| **Role Number** | TBC |
| **OSCA Code** | 271311 |
| **PCAT Code** | 1118192 |
| **Date of Approval** | 19 March 2025 | **Ref: CATS 0240** |
| **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 in the Communities and Justice Portfolio.  Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

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 by providing services that are effective and responsive to community needs.

# Primary purpose of the role

The role of Assistant Registrar of the District Court provides high level technical and quasi-judicial advice and services to the judiciary and District Court clients to ensure that legal and technical issues are identified and resolved in a timely and efficient manner. The Assistant Registrar exercises delegated powers of the Court to determine applications and to provide procedural information to litigants.

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# Key accountabilities

* Ensure that orders, directions and requisitions made in the determination of legal applications are in compliance with Acts, procedures, related rules and legislation relevant to the District Court and other relevant legislation and are made in a timely manner.
* Conduct mediations, directions hearings and call-overs with parties and legal representatives to facilitate effective case disposal.
* Preside in various Registrar’s courts to facilitate effective and efficient case management within the District Court.
* Provide accurate, complete and timely advice and guidance on the rules and procedures of the District Court, or the interpretation of the laws relating to any matters that are within the jurisdiction of the District Court, so as to assist the public and legal profession in their dealings with the Court.
* Provide procedural advice to clients and Registry staff to ensure quality Court documentation and adherence to District Court practice and procedures.
* Use computer systems adeptly to enter, retrieve and collate data.
* Provide assistance to the Judicial Registrar by presiding in the General List in an acting capacity in the absence of the Judicial Registrar and/or during periods determined by the Chief Judge.
* Deal with Court applications and provide procedural advice and guidance in a high-pressure environment including the Duty Registrar service.

# Key challenges

* Keeping up to date with changes in legislation and case law while maintaining tact, discretion, impartiality and sound judgement, when dealing with aggrieved clients seeking relief before the Court.
* Providing accurate and timely procedural information to Registry staff and clients of the Court, while displaying initiative and providing high quality client service in a complex work environment.
* Maintaining confidence of the judiciary, executive management, and Registry staff, while balancing competing interests and expectations of these groups by managing the workload to ensure compliance with the time standards set by the court.
* Resolving legal and procedural problems, encouraging resolution of proceedings before the court, including implementing orders with regard to pro bono referrals, while making balanced decisions and remaining quasi -judicially impartial.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director and Principal Registrar | Receives guidance and direction in relation to the law and legal procedure and practice. |
| Other registrars  | Seek or provide advice concerning the interpretation of the *Civil Procedure Act 2005,* the *District Court Act 1973,* the *Uniform Civil Procedure Rules 2005* *and,* other relevant legislation and case law, so as to ensure accuracy in decisions made and advice given.    |
| Registry staff and Judiciary  | Receive and provide procedural and other information. Routinely interacts with the judiciary and Registry staff on legal and administrative issues.  |
| **External** |  |
| Legal profession and other clients of the District Court | The Assistant Registrar interacts extensively with members of the legal profession and parties, including litigants appearing on their own behalf, and accordingly must maintain a quasi-judicially impartial relationship in giving procedural advice and while determining issues in proceedings before the Court. |
| External Agencies  | Handles enquiries and routine correspondence from the legal profession, members of the public, government agencies and other court users.    |

# Role dimensions

## Decision making

## The role necessarily operates with a high degree of independence. Making decisions of importance is a frequent requirement of the role.

## Reporting line

## The role reports directly to the Principal Registrar of the District Court based at the Downing Centre.

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Sound knowledge of relevant rules, legislation and practice and procedure in the District Court of New South Wales.

# Essential requirements

* Legal qualifications - admitted (or immediately eligible for admission) as a legal practitioner in NSW.
* Commitment to mediation principles and possession of, or willingness to achieve, mediation accreditation.

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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
| Personal Attributes logo | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | * Be flexible, show initiative and respond quickly when situations change
* Give frank and honest feedback and advice
* Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately
* Raise and work through challenging issues and seek alternatives
* Remain composed and calm under pressure and in challenging situations
 | Adept |
| Relationships logo  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Present with credibility, engage diverse audiences and test levels of understanding
* Translate technical and complex information clearly and concisely for diverse audiences
* Create opportunities for others to contribute to discussion and debate
* Contribute to and promote information sharing across the organisation
* Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
* Explore creative ways to engage diverse audiences and communicate information
* Adjust style and approach to optimise outcomes
* Write fluently and persuasively in plain English and in a range of styles and formats
 | Advanced |
| Relationships logo  | **Work Collaboratively**Collaborate with others and value their contribution | * Recognise outcomes achieved through effective collaboration between teams
* Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
* Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
* Network extensively across government and organisations to increase collaboration
* Encourage others to use appropriate collaboration approaches and tools, including digital technologies
 | Advanced |
| Results logo | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | * Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
* Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
* Take account of the wider business context when considering options to resolve issues
* Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
* Implement systems and processes that are underpinned by high- quality research and analysis
* Look for opportunities to design innovative solutions to meet user needs and service demands
* Evaluate the performance and effectiveness of services, policies and programs against clear criteria
 | Advanced |
| Business Enablers logo | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | * Identify opportunities to use a broad range of technologies to collaborate
* Monitor compliance with cyber security and the use of technology policies
* Identify ways to maximise the value of available technology to achieve business strategies and outcomes
* Monitor compliance with the organisation’s records, information and knowledge management requirements
 | 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 |
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| **Capability Group/Sets** | **Capability Name** | **Description** | **Level**  |
| Personal Attributes logo |  |  |  |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Advanced |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
| Relationships logo  |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| 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 | Advanced |
| Business Enablers logo |  |  |  |
| 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 | Foundational |
| Project Management | Understand and apply effective project planning, coordination and control methods | Foundational |