



**ACT**  
Government

## **POSITION DESCRIPTION**

**Position Title:**  
**Remuneration:**

Principal Registrar and CEO, ACT Courts and Tribunal  
Remuneration of the position is set by the ACT  
Remuneration Tribunal Determination 11 of 2020.

## OVERVIEW OF THE POSITION

The Principal Registrar and Chief Executive Officer of the ACT Courts and Tribunal (Principal Registrar) is a statutory position under section 11A of the *Court Procedures Act 2004* (the Act) with accountabilities to the Chief Justice of the ACT Supreme Court, the Chief Magistrate of the ACT Magistrates Court, the President of the ACT Civil and Administrative Tribunal (ACAT), and the Attorney-General through the ACT Justice and Community Safety Directorate Executive.

The Supreme Court is the superior court in the ACT and hears and determines criminal and civil matters, including appeals from the Magistrates Court and the ACAT.

The Magistrates Court handles less serious criminal matters and civil disputes up to a jurisdictional limit of \$250,000.

The ACAT provides a forum for the determination of civil disputes within a jurisdictional limit of \$25,000, requests for review of administrative decisions and professional and occupational disciplinary matters. It also decides residential tenancies and unit titles disputes, makes orders in relation to mental health and guardianship applications, deals with applications under the motor accident injuries scheme and performs the role of energy and water ombudsman.

## FUNCTIONS AND RESPONSIBILITIES

### Statutory functions

Under section 11B(1) of the Act, the function of the Principal Registrar is to support:

- the Chief Justice in the exercise of an administrative function of the Supreme Court; and
- the Chief Magistrate in the exercise of an administrative function of the Magistrates Court; and
- the President of the ACAT in the exercise of an administrative function of the ACAT.

Under section 11B(2) of the Act, the Principal Registrar may do the following:

- employ staff on behalf of the Territory;
- direct a public employee in relation to the exercise of an administrative function of a court or the ACAT;
- make arrangements with the Director-General of the ACT Justice and Community Safety Directorate to use the services of a public servant or Territory facilities;
- make arrangements about the use and allocation of resources and facilities; and
- exercise any other function given to the principal registrar under the *Court Procedures Act 2004* or another Territory law.

The position is administrative in nature and does not involve the exercise of judicial or quasi-judicial power. The Principal Registrar is a key member of the ACT Justice and Community Safety Directorate senior executive leadership group, whose responsibilities

include people and workforce strategy, financial management and governance arrangements.

### **Primary Responsibilities**

The primary responsibilities of the Principal Registrar are:

- strategic development and successful implementation and management of the Courts' and the ACAT's administrative requirements and policies, including in relation to functions of the registry and security services;
- development and maintenance of systems to support the judiciary, tribunal members and staff, including ICT systems;
- management of contractual relationships including delivery of complex ICT contracts;
- effective personnel, financial and asset management for the ACT Law Courts and Tribunal (excluding the management of judges' personal staff); and
- briefing the Attorney-General and ACT Legislative Assembly as required.

### **SELECTION CRITERIA**

The Selection Criteria below are based on the Public Sector Standards under Division 2.1 of the *Public Sector Management Act 1994* (PSM Act), which outlines the values, principles and conduct requirements that apply to public sector members under s151 of the PSM Act.

#### **Leadership and management**

- demonstrated leadership ability delivered in the context of court and tribunal operations or a similar complex environment
- demonstrated success inspiring employees to embrace change and transformation
- ability to build a culture of improving practice
- ability to responsibly manage a public sector budget including anticipation of the financial needs of the organisation
- demonstrated skills in effective contract management

#### **Strategic thinking and ability to achieve results**

- demonstrated capacity for successful development and delivery of strategic objectives
- ability to develop organisational capability to deliver results
- demonstrated commitment to innovation and engagement with risk

#### **Communication and collaboration**

- ability to engage effectively across government, including through oral, written and interpersonal communication
- ability to engage constructively and collaboratively with peers and internal and external stakeholders
- ability to listen and communicate with influence

- understands the separation of powers and has capacity to navigate and collaborate successfully between the judicial and executive arms of government

#### Personal qualities

- is committed to best practice in the delivery of services to benefit the community
- motivates and develops people
- values diversity and respects individuals
- shows high level of judgement, is responsive and ethical

#### **DESIRABLE QUALIFICATIONS AND EXPERIENCE**

It is desirable for the person appointed to the position to:

- be admitted to legal practice in an Australian jurisdiction (the person does not need to hold a practising certificate); and
- have experience in the management or operations of a court registry or similar complex organisation.