



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Reference number

Position title

Court Guide

Classification

High Court Employee Level 2 (\$37.59 an hour inclusive of Casual loading)

Location

Canberra, ACT

Working arrangements

Casual Employee

Eligibility

Employees of the High Court are required to be Australian citizens and must be able to obtain and maintain a Working with Vulnerable People (WWVP) Check prior to commencement.

Contact officer

Philippa De Vries
Tel: (02) 6270 6351

Closing date

Monday February 17 2025, 11.59pm (Note: interviews will commence as applications are received)

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution. The functions of the Court are to:

- interpret and apply the law of Australia
- to decide cases of special federal significance including challenges to the constitutional validity of laws
- to hear appeals, by special leave, from Federal, State and Territory courts.

The seat of the Court is in Canberra, where it is located in its own building within the Parliamentary Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007. Structurally, the 40-metre-tall building is essentially one of concrete and glass comprising a number of major functional elements, namely a large public hall, three courtrooms, an administrative wing, and Justices' chambers.

The Court has approximately 100 employees supporting the Chief Justice and Justices, most of whom are located in Canberra.

As a casual employee of the Court, you will:

- work in a high-performing, inclusive and collaborative work environment
- have access to reasonably priced undercover car parking
- be appointed under the *High Court of Australia Act 1979*, and the terms and conditions of employment are similar to those of the Australian Public Service.

Role overview

The Court Guides are the primary point of contact for visitors. The Court Guides introduce the public to the history, role and operation of the High Court and its building. They conduct tours for visiting school groups and members of the public, including when the Court is in session. School tours include the facilitation of learning activities.

The position of a High Court guide may suit individuals who are:

- studying and have flexible hours
- retired and are interested in casual employment
- passionate about Australian history and legal system

The High Court has several vacancies for Court Guides. The vacancies are of a casual nature with hours and working day shifts varying as required, usually from 9:30am to 4:30pm Monday to Friday, generally offered on a four days per fortnight basis, however this is subject to change depending on the business of the Court and staffing requirements. Some evening and weekend work may be required.

As a Court Guide you will be responsible for:

- welcoming visitors to the High Court
- explaining to visitors the role and function of the High Court well as explaining the art and architecture of the High Court building
- delivering presentations on the High Court to school children and booked groups of all ages
- facilitating learning activities and discussions with school groups in both primary and secondary
- managing visitors entering the Court when in session
- providing administrative support to the Senior Guides and Manager, Court Guides
- providing crowd marshalling and safety support to the security staff.

What you need to be successful:

The successful applicant will be able to demonstrate:

- excellent communication and presentation skills
- excellent customer service skills
- the ability to be flexible and respond to the needs of school-aged learners
- the ability to work collaboratively in a team of people of diverse backgrounds, work histories and cultures

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a Working with Vulnerable People (WWVP) Check. The successful candidate will also need to complete a pre-employment medical examination. Candidates must be willing to disclose all relevant and required information. The Court's [Privacy Policy](#) provides further information on how the Court manages personal information.

There is a requirement of this role that all Court Guides are to perform the function of Floor Warden in the event of an emergency which will include the effective and timely evacuation of staff and members of the public in the public areas.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. Our selection processes are based on the merit Principle and are designed to select the best person for the role.

What are the steps?

Apply

Complete and submit your application — see below (max. 750 words), and a résumé of no more than two pages.

Shortlist

Applicants for this process will be assessed on their written application against the selection criteria.

Interview

Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.

Work Sample Test

Applicants will be asked to make a presentation as part of the interview process.

Referees	Referees may be contacted for further assessment of suitability. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.
Process Complete	After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the contact officer and forwarded to the [HR Officer](#) by the closing date.

As part of your application you will need to provide:

- an application cover sheet (see below)
- your current résumé (no more than 2 pages)
- a statement of claims (max. 750 words) telling us why you'd be an ideal person for the role
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6842.

Please note that late applications will not be accepted.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role. Your written application should specifically address each of the selection criteria below, including examples of your experience and achievements:

- well-developed communication skills, both oral and written, including experience in providing information services to the general public, such as educational presentations
- demonstrated excellent customer service skills including an understanding of the security and safety requirements of public spaces
- proven ability to work collaboratively and in a team environment
- highly organised; ability to think on your feet, and the ability to adapt to changing circumstance that occur with the handling of visitors and school groups
- adept in understanding the diverse needs of a variety of cultural backgrounds
- demonstrated working knowledge of standard desktop software applications.

Qualifications and experience

Mandatory	Working with Vulnerable People Check.
Desirable	Experience in working with staff in the provision of public information and educational services General knowledge of the Australian legal system, and the role of the High Court of Australia.

Preparing your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and why you believe you are suitable for the role

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 12 months from the date the process is advertised and may be used throughout the year to fill similar positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.



Application Cover Sheet

Position Title

Court Guide

Position Classification

High Court Employee Level 2

Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth,
APS or State government employee?

Department name

AGS No

Substantive level

Ongoing / Non-ongoing

Have you received a redundancy from a
Commonwealth, APS or state
government employer in the last 12
months?

Referee Details

Referee No 1 - Name

Title / Organisation

Contact No

Email

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?