



## HIGH COURT OF AUSTRALIA



### Vacancy Information Kit

#### Position details

Position number	PN 2
Position title	Executive Officer to Chief Executive & Principal Registrar
Classification	Executive Level 1 (\$114,715 - \$127,391)
Location	Canberra, ACT
Working arrangements	Full-time Ongoing
Eligibility	Employees of the High Court are required to be Australian citizens and must be able to obtain and maintain a security clearance of Negative Vetting 1
Contact officer	Frank Sette Tel: 0400 471 701 Email: <a href="mailto:frank.sette@hcourt.gov.au">frank.sette@hcourt.gov.au</a>
Closing date	Friday, 14 February, 5pm AEDT

## About the High Court of Australia

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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.

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

As an employee of the Court, you will:

- work in a high-performing, inclusive, respectful and collaborative work environment
- receive a generous salary and work conditions
- have access to reasonably priced undercover car parking
- have access to flexible working arrangements.

## Role overview

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The CE&PR has the function of acting on behalf of, and assisting, the Justices in the administration of the affairs of the Court.

The CE&PR heads a team of people responsible for the day to day management of the Registry and the sittings of the Court, the Court Library, ICT, Human Resources, Security, Building and the Court's finances.

The Team includes:

- The Chief Executive and Principal Registrar (CE&PR)
- Senior Registrar
- Senior Executive Registrar and Head of Public Affairs
- Manager Corporate Services
- Court Librarian and
- Senior Advisor Human Resources.

The Executive Officer provides high level advice and support to the CE&PR in a range of functions including managing all Court ceremonies and official events, secretariat services to internal and external Committees and the monitoring of the implementation of Court administrative projects.

## What you need to be successful

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Under limited direction perform the following functions:

- Provide executive support for the CE&PR
- Provide support for Court Business Meetings and other meetings as required, including arranging meetings, collating and distributing meeting papers and monitoring the implementation of meeting outcomes.
- Managing the production of the Court's Annual Reports.
- Managing all Court ceremonies and official events.
- Managing international visits to and by the Court.
- Liaison with all Australian Courts, Government agencies and legal entities, as required.

- Assisting the CE&PR in the provision of secretariat services to the Council of Chief Justices of Australia and New Zealand.
- Managing the general enquiries correspondence.
- Preparing certificates in respect of the High Court Register of Practitioners
- other duties as required.

## 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 an Australian Criminal Intelligence Commission (ACIC) Police check. The successful candidate will also need to complete a pre-employment medical check list. Candidates must be willing to disclose all relevant and required information.

Successful applicants engaged by the Court will be subject to a probation period. Employees are appointed under the *High Court of Australia Act 1979* and are subject to terms and conditions contained in the *High Court of Australia Enterprise Agreement 2024 -2027*. Terms and conditions of employment are similar to the Australian Public Service.

## 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. We uphold the Merit Principle and our processes 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, telephone or video.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
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
- your current résumé
- a statement of claims (max. 750 words) explaining why you believe you are the best 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.

**Applications close Friday, 14 February, 5pm AEDT.**

***Please note that late applications will not be accepted.***

## Selection criteria

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The Selection criteria reflect the knowledge, experience, core skills and personal qualities required for this position.

- Demonstrated high-level liaison, administrative and organisational skills with the ability to set priorities and meet deadlines.
- Demonstrated capacity to provide high level support services, including the management of appointments and records, and the preparation of documents using a range of software applications.
- Sound communication and interpersonal skills with demonstrated ability to communicate sensitively and effectively.
- Ability to exercise sound judgement, maintain discretion and respond flexibly to changing requirements.
- Demonstrated attention to detail.

### Qualifications and experience

Mandatory	Nil
Desirable	Demonstrated experience in a legal working environment.  Understanding of the Australian legal system, in particular, the role and history of the High Court.

## Preparing your statement of claims

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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 qualifications for the position.

## Offers and merit pool

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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**

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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 Executive Officer to the Chief Executive & Principal Registrar

Position Classification Executive Level 1

## Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

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

Agency 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