

Position Description

Supreme Court of Victoria



| Position Details | | | |
|---------------------------|---|----------------------|------------|
| Title: | Associate | | |
| Number: | | | |
| Business Unit: | Supreme Court of Victoria | | |
| Classification: | VPS Grade 3.1 | | |
| Employment Status: | Fixed term full time | Last Updated: | March 2020 |
| Reports To: | Judicial Services Coordinator / Judicial Support Manager Judicial Services Manager | | |
| Location: | 210 William Street, Melbourne Victoria 3000 | | |
| Contact: | Alette Rennie, Judicial Services Manager (03) 8600 2089 or alette.rennie@supcourt.vic.gov.au | | |

| Position Purpose |
|--|
| <p>Judicial Officers in the Supreme Court of Victoria are supported by staff who assist in the management and co-ordination of their judicial, ceremonial, court management, administrative and legal research responsibilities.</p> <p>Associates may be required to carry out legal research and undertake proof reading tasks, manage the Judicial Officers chambers and organise chambers administrative duties including preparing court orders and correspondence.</p> |

| Key Accountabilities |
|---|
| <ul style="list-style-type: none">• Provide legal assistance and support to Judicial Officers by providing detailed analysis of case law, precedents and the application of legal developments where precedents may not be well defined, and use this information when drafting background papers and preparing decisions under the Judicial Officers supervision;• Assist the Judicial Officer by conducting legal research including locating legal documents from libraries and on-line legal resources and where appropriate preparing case summaries and providing assistance in the preparation of decisions and sentences• Provide administrative support to the Judicial Officers chambers, including keeping accurate records of hearings, judgments and orders, co-ordinating the efficient movement of documents and files to and from the registry, preparing correspondence, reports and other documents, managing the Judge's schedule of hearings and engagements, and liaising with other judicial officers, court officers, court users and the general public• Provide administrative assistance to Judicial Officers during hearings, including facilitating and co-ordinating courtroom processes, operating audio, visual and video conferencing equipment, |

liaising with other judicial officers, court users, registry officers and the general public, preparing documentation, recording orders made by the Judicial Officer, and maintaining a record of, and securing, exhibits while preserving decorum in Court proceedings

- Be responsible for the administrative management of juries from empanelment to final discharge during the course of criminal and civil trials with absolute security and attend, in the capacity of jury-keeper, on juries when requested
- Maintain the Judicial Officer's library with amendments to legislation, procedural texts and manuals
- Supervise and co-ordinate the work of other members of staff as required by the Judicial Officer and provide training to new staff as required
- Support the Judicial Officer in preparing speeches and arranging and attending meetings, collating and distributing information, preparing agenda and taking and drafting minutes
- Accompany the Judicial Officer to circuit courts in regional Victoria (as required), arrange accommodation and travel requirements and ensure that all administrative processes and courtroom requirements are in place
- In collaboration with other members of the office, identify and implement improvements to operational processes and procedures

Qualifications/Technical Expertise

- A graduate in law along with an interest in the jurisdiction of the Supreme Court of Victoria including an ability to understand the Supreme Court (General Civil Procedure) Rules
- Highly developed legal research skills
- Demonstrated ability in statutory interpretation

Key Capabilities

Knowledge & Skills

- **Written Communication** - produce a range of more complex correspondence and reports presenting clear, factual and pertinent information based on knowledge, research and analysis
- **Verbal Communication** - confidently conveys information, using persuasion and bargaining as required, to provide clear and persuasive information and respond effectively to audience in a tactful, respectful, yet firm manner
- **Interpersonal Skills** - seeks to understand issues, needs and motivations of others and establishes trust and mutual respect in support others and providing information and decisions in a sensitive and considerate manner
- **Influence and Negotiation** - establishes trust with others, gathers information and develops persuasive arguments based on facts, precedents and common views to advocate own viewpoint and win concessions while maintaining good relations
- **Problem Solving** - develops operational responses to recurring issues based on knowledge and expertise, based on an accurate appraisal of facts, causes, assumptions, and different points of view
- **Service Excellence** - works to ensure services delivered are of superior quality, addressing issues promptly and effectively, taking pride in their work and seek to continually improve service provision

| | |
|---------------------------|---|
| Personal Qualities | <ul style="list-style-type: none"> • Conceptual and Analytical Ability - uses conceptual thinking and sound analytical approaches to support decision making in the work area • Integrity - instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to public service • Self Discipline - works methodically in a sustained manner to meet objectives • Resilience – demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems |
|---------------------------|---|

About the Supreme Court of Victoria

The Supreme Court of Victoria (the Court) is the highest court in Victoria and comprises the Court of Appeal and the Trial Division. The Court deals with major criminal and civil matters, plus appeals against decisions of lower courts.

Our Goal
To be an outstanding superior court.

Our Purpose
To safeguard and maintain the rule of law, and to ensure:

- equal access to justice;
- fairness, impartiality and independence in decision-making;
- processes that are transparent, timely and certain;
- accountability for the Court’s use of public resources; and
- the highest standards of competence and personal integrity.

For administrative purposes, the Court lies within the Victorian Public Service, and is supported by a Chief Executive Officer and approximately 300 staff appointed under the *Public Administration Act 2004* and the *Victorian Public Service Enterprise Agreement 2016*.

Additional Information

- Leave may be restricted during the legal year
- All appointments are subject to reference checks and the receipt of a criminal record check

Employee Obligations

Health and Wellbeing

The Supreme Court is the highest Court in Victoria, and is responsible for hearing the most serious criminal and complex civil cases in the state. As a result, the Court attracts significant public scrutiny. All employees of the court should be prepared to engage effectively with clients in an emotional and distressed state and display an emotional maturity to manage exposure to confronting and graphic material and challenging situations. The Supreme Court takes steps to minimise the impact of this exposure and provides support mechanisms to all employees.

In relation to the work undertaken, adherence to the highest levels of confidentiality is a mandatory requirement.

Occupational Health and Safety

The Court aims to maintain a safe, healthy and secure work environment for the Judiciary, all employees, jurors, clients, visitors and contractors. Achieving this aim is the responsibility of all of us. We all have the opportunity on a daily basis to ensure we support health and safety practices.

Respect in the Workplace

The Court values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. Employees of the Court must show respect for each other, the judiciary, visitors and contractors by treating them fairly and objectively and ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying.

The Supreme Court of Victoria is an equal opportunity workplace.

Employee Acknowledgement

I acknowledge that I will comply with all applicable legislation including the Occupational Health and Safety Act, Public Administration Act, Victorian Public Service Enterprise Agreement 2016, and will abide by and perform my duties in accordance with the Code of Conduct for Victorian Public Sector Employees, Court Services Victoria policies and Supreme Court of Victoria policies and procedures in the conduct of my employment

Name:

Signature:

Date:

/ /