

Position Description

Supreme Court of Victoria



Position Details			
Title:	Junior Associate		
Position Number:			
Business Unit:	Supreme Court of Victoria		
Classification:	VPS Grade 2		
Employment Status:	Fixed Term	Last Updated:	Feb 2015
Reports To:	Judicial Services Manager		
Location:	210 William Street, Melbourne, Victoria 3000		
Contact:	Kellie King (03) 9603 7151 kellie.king@supcourt.vic.gov.au		

Position Purpose
<p>Judges in the Supreme Court of Victoria are supported by staff who assist in the management and co-ordination of the Judge's judicial, ceremonial, court management, administrative and legal research responsibilities.</p> <p>Junior Associates may be required to assist the Senior Associate in the judge's chambers with legal research and chambers administrative duties and are required to carry out courtroom based duties of opening and closing court and swearing in witnesses.</p>

Key Accountabilities
<ul style="list-style-type: none">• Under the supervision of the Senior Associate, assist with legal research for a Supreme Court judge, including assisting with drafting speeches and preparing case summaries• Assist the senior Associate in providing clerical and administrative support to the judge's chambers, including preparing court orders on the case management system, 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• Assist in the preparation of the conduct of civil and criminal proceedings before a judge, including the preparation of courtroom and ancillary items prior to and during sittings, and the confirmation of the attendance of all relevant parties and witnesses• Swear in witnesses, open and close the Court and generally ensure the maintenance of 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

- Operate audio and visual and video-conferencing equipment used in the conduct of trials and hearings
- Perform a range of practical duties for the judge including noting up and amending the Judge's personal library; packing and unpacking the Judge's robes, computer equipment and law books when on circuit; perform driving duties for the judge as required; and arrange the regular servicing and maintenance of the judge's car

Qualifications/Technical Expertise

- A graduate in law (or qualified to 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 is desirable
- Well developed legal research skills

Key Capabilities

Knowledge & Skills	<ul style="list-style-type: none"> • 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 • Planning and Organising – Plans and reviews daily work and is flexible in meeting unforeseen circumstances while continuing to meet expectations
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 Workplace Determination 2012.

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

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 Workplace Determination 2012, and will abide by and perform my duties in accordance with the Code of Conduct for Victorian Public Sector Employees, Court Services Victoria and Supreme Court of Victoria policies and procedures in the conduct of my employment

Name: _____

Signature: _____

Date: ____ / ____ / _____