 POSITION DESCRIPTION

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| **Directorate** | Justice and Community Safety | **Reporting Relationships** |
| **Business Unit** | ACT Courts and Tribunal | |  | | --- | | ACAT Senior Manager  SOGA | |  | | Administration Manager  SOGC | |  | | Team Leader  ASO5 | |  | | **ACAT Research Associate**  **ASO3** | |  | |
| **Branch** | ACT Civil and Administrative Tribunal |
| **Position Number** | P41263 |
| **Position Title** | ACAT Research Associate |
| **Classification** | ASO 3 |
| **Location** | Canberra City |
| **Last Reviewed** | 7 November 2019 |

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as demonstrate the related signature behaviours.

# DIRECTORATE OVERVIEW

The activities and services that the Justice and Community Safety Directorate deliver or contribute to, are fundamental to the maintenance of the rule of law, our Westminster style of democratic government and the appreciation of principles of fairness, equity and tolerance in the relationship between the government and our community.

Our vision is achieved through providing high quality legal and law-related services, and effective and cohesive emergency response and management. Together, our services are directed towards outcomes that:

* protect the rights, safety and property of citizens
* deliver a justice system that protects the community, supports victims, treats accused and convicted persons fairly and provides offenders with the opportunity for reintegration
* promote a fair, equitable, inclusive and democratic society.

# BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Principal Registrar and Chief Executive Officer appointed under the Court Procedures Act and has the following business areas:

* Executive
* Supreme Court Registrar
* Magistrates Court Registrar
* Governance
* Corporate and Strategic Services
* Registry Operations
* ACAT Administration
* Sheriff’s Office.

# BRANCH OVERVIEW

The ACT Civil and Administrative Tribunal (ACAT) is established under the *ACT Civil and Administrative Tribunal Act 2008* and undertakes a broad range of work. Applications can be made about:

* the review of a range of ACT Government administrative decisions
* discrimination complaints
* guardianship, financial management and enduring powers of attorney
* mental health treatment and care
* residential tenancies disputes
* the discipline and regulation of various occupations
* energy and water hardship and complaints/investigations
* civil disputes valued under $25,000
* unit titles and retirement villages disputes
* liquor licensing
* disputes under the under the *Motor Accident Insurance Act 2019*.

Section 7 of the ACAT Act provides that when it carries out its functions, the tribunal must ensure that its procedures are as simple, quick, inexpensive and informal as is consistent with achieving justice. It must observe natural justice and procedural fairness.

# POSITION OVERVIEW

The position is responsible for providing legal research assistance to Presidential and other members and registrars of the Tribunal; providing assistance to members in hearings and assisting with the preparation; legal editing of Tribunal decisions and assist with the delivery of operational services provided by the members support team.

# WHAT YOU WILL DO

Under the general direction of the ACAT President and Team Leader, Members Support Unit provide administrative and legal support to members of the Tribunal:

1. Provide in-hearing support to members including ensuring the efficient and effective conduct of hearings, such as by liaising with parties, recording and safe keeping of exhibits, swearing in witnesses and recording orders.
2. Assist with the preparation and legal editing of Tribunal decisions and reasons for decision, including preparing catchwords and summaries of reasons for decision.
3. Provide administrative support which may include pre-hearing liaison with parties and case management of files.
4. Undertake legal research which may include general legal research, case law research, monitoring of legislation and/or preparation of case summaries.
5. Assist with the efficient conduct of members' offices, including filing of correspondence and documents filed by parties.
6. Maintain the Courts and Tribunal ICT Case Management system and other office/recording equipment as required.
7. Develop and contribute to positive relationships by working collegially with team leaders and staff of the ACAT, Courts and other tribunal users.
8. Maintain records in accordance with the *Territory Records Act 2002*.

# WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

**Professional / Technical Skills and Knowledge**

1. Identify, collect information and undertake legal research.
2. Analyse information and present the results of analysis.
3. Proficiency in the use of Microsoft Office applications and computer-based information systems including legal research tools and the ability to quickly learn the ACAT case management system.
4. Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal in the ACT Community and of ACAT practices, procedures and related legislation or ability to quickly acquire this knowledge.

**Behavioural Capabilities**

1. Ability to develop and maintain productive working relationships to achieve individual, team and organisational goals.
2. Ability to work independently and within a team to achieve results within tight timeframes whilst managing competing priorities with an emphasis on quality and attention to detail.
3. Ability to deliver a high standard of customer service to ACAT members and to members of the community.

**Compliance Requirements/Qualifications**

1. Completion or near completion of a law degree is essential.
2. ACT Government pre-employment check for permanent employment includes a national police check.
3. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.
4. This position does not require a pre-employment medical.
5. This position does not require a Working with Vulnerable People Check.

# WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of ACAT Research Associate (position number P41263) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

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| ADMINISTRATIVE | FREQUENCY |
| Telephone use | Occasionally |
| General computer use | Frequently |
| Extensive keying/data entry | Frequently |
| Graphical/analytical based | Occasionally |
| Sitting at a desk | Frequently |
| Standing for long periods | Never |
| Designated workstation | Occasionally |

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| STANDARD HOURS | FREQUENCY |
| Flexible working hours (access to flex time) | Frequently |
| Fixed or specified start/finish times | Occasionally |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO’s) | Frequently |
| Peaks and troughs | Frequently |
| Frequent overtime | Never |
| Rostered shift work | Never |

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| SOCIAL DEMANDS | FREQUENCY |
| Work with others towards shared goals in a team environment | Frequently |
| Work in isolation from other staff (remote supervision) | Never |
| Working in a call centre environment | Occasionally |
| Working directly with the public | Frequently |

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| PHYSICAL DEMANDS | FREQUENCY |
| Distance walking (large buildings or inter-building transit) | Occasionally |
| Working outdoors | Occasionally |

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| MANUAL HANDLING | FREQUENCY |
| Lifting 0 – 5kg | Frequently |
| Lifting 5 – 10kg | Occasionally |
| Lifting 10kg+ | Never |
| Climbing | Never |
| Reaching | Occasionally |
| Bending/squatting | Occasionally |
| Push/pull | Occasionally |
| Sequential repetitive movements in a short amount of time | Frequently |

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| TRAVEL | FREQUENCY |
| Frequent travel – multiple work sites | Occasionally |
| Frequent travel – driving | Never |
| Frequent travel – interstate | Never |

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| SPECIFIC HAZARDS | FREQUENCY |
| Working at heights | Never |
| Exposure to extreme temperatures | Never |
| Operation of heavy machinery e.g. forklift | Never |
| Confined spaces | Never |
| Excessive noise | Never |
| Low lighting | Never |
| Handling of dangerous goods/equipment | Never |
| Working with asbestos | Never |
| Potential to encounter agitated customers | Occasionally |
| Exposure to potentially distressing case material | Occasionally |

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| OTHER | FREQUENCY |
| Uniform required | Never |
| Personal Protective Equipment (PPE) required | Never |