



<b>Directorate:</b>	<b>Justice and Community Safety</b>	<b>Position Title:</b>	<b>Research Assistant</b>		
<b>Agency:</b>	<b>ACT Law Courts &amp; Tribunal Administration</b>	<b>Position Number:</b>	<b>42322</b>		
<b>Unit:</b>	<b>Judicial Chambers</b>	<b>Classification:</b>	<b>ASO 3</b>		
<b>Section:</b>	<b>Judicial Staff</b>	<b>Version:</b>	<b>5 April 2011</b>	<b>EVA No.</b>	<b>SS11/5323</b>

***Our Vision: A safe, fair and peaceful community, where legal and human rights are protected by the justice system.***

Directorate	Agency	Unit / Section	Organisational Chart									
<b>Justice and Community Safety</b>		<b>Judicial Staff</b>	<b>Reporting Relationships</b>									
<p>The activities and services that we 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.</p> <p>Our vision is achieved through providing high quality legal, law-related and regulatory services. Together, our services are directed towards outcomes that:</p> <ul style="list-style-type: none"> <li>Protect the rights, safety and property of citizens;</li> <li>Deliver a justice system that protects the community, supports victims, treats accused and convicted persons fairly and provides offenders with the opportunity for reintegration</li> <li>Promote a fair, equitable, inclusive and democratic society.</li> </ul>	<p><b>MISSION</b></p> <ul style="list-style-type: none"> <li>To provide direct access to justice in the Australian Capital Territory.</li> </ul> <p><b>VALUES</b></p> <p><b>Leadership:</b> We are responsible for our own actions, allow our people to excel and share the values.</p> <p><b>Teamwork:</b> We work well with each other and our stakeholders in the common interests of justice.</p> <p><b>Respect:</b> We understand the different needs of people and treat them accordingly.</p> <p><b>Integrity:</b> We act without fear or favour, according to law and our Code of Ethics.</p> <p><b>Accountability:</b> We keep true records, give reasons for our actions and report our performance transparently.</p> <p><b>Innovation:</b> We continuously improve the way we work, ensuring our services are sustainable.</p>	<p>The ACT Law Courts &amp; Tribunal Administration Judicial staff are responsible for providing assistance to the judiciary of the Law Courts &amp; Tribunal.</p> <p>Members of the Judicial staff provide general support to Magistrates by assisting with research tasks, maintaining dialogue between the Magistrates Chambers and key stakeholders and providing assistance to the Chambers Manager as required.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Registrar ACT Law Courts &amp; Tribunal Administration</td> </tr> <tr> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Legal Manager Legal 2</td> </tr> <tr> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Legal Officer Legal 1</td> </tr> <tr> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Chambers Manager ASO 5</td> </tr> <tr> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Research Assistant ASO 3</td> </tr> </table> <p><i>The Research Assistant reports to the Chambers Manager for administrative matters. For legal tasks the Research Assistant reports to the Chief Magistrate.</i></p>	Registrar ACT Law Courts & Tribunal Administration	↑	Legal Manager Legal 2	↑	Legal Officer Legal 1	↑	Chambers Manager ASO 5	↑	Research Assistant ASO 3
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### ***Duties / Responsibilities***

1. Perform research duties for the magistrates as required.
2. Obtain statutes, regulations, ordinances, law reports, legal authorities, publications, transcript records and all other documents required by the magistrates or referred to by Counsel engaged in matters before the Court, and attend to their disposal after use.
3. Maintain and update statutes, statutory rules, loose parts of law reports and any other publications received by the magistrates.
4. Assist with the preparation and editing of judgments and sentencing remarks for the magistrates.
5. Assist in the preparation of speeches for the magistrates to deliver.
6. Ensure written judgments of the magistrates are styled to requirement for inclusion in published law reports.
7. Prepare reading lists of law reports, Journals and other publications for the magistrates.
8. Prepare summaries of decisions of other Courts for the magistrates.
9. Attend Court with the magistrates and perform in court duties as required, such as marking and handling exhibits and utilising the in court technology.
10. Prepare case files for Court and perform after court duties on case files.
11. Maintain records in accordance with the *Territory Records Act 2002*.



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<b>Competency Areas</b>	<b>Selection Criteria (and examples)</b>
<b>Response Guidelines</b>	A response should be made to each individual Selection Criteria. Applicants should address the numbered selection criteria only. Examples are included to assist applicants address the selection criteria. Please limit your response to one A4 page (maximum) against each of the selection criteria.
<b>Information</b>	<p><b>1. Gather and analyse information</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Identify and collect information</li> <li>o Analyse and interpret information</li> <li>o Develop and apply workable solutions</li> <li>o Present information</li> <li>o Maintain information</li> </ul> <p><i>Further guidance on information:</i></p> <ul style="list-style-type: none"> <li>- <i>The occupant of the position is required to conduct high level legal research for the Chief Justice.</i></li> </ul>
<b>Communication</b>	<p><b>2. Use workplace communication strategies and compose workplace documents</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Respond to enquiries;</li> <li>o Receive and give directions;</li> <li>o Participate in meetings;</li> <li>o Make presentations within the workgroup</li> <li>o Interpret written information</li> <li>o Compose written materials</li> </ul> <p><i>Further guidance on communication:</i></p> <ul style="list-style-type: none"> <li>- <i>Audience for written/oral communication includes Judges, Court staff, police, solicitors and members of the public</i></li> </ul>
<b>Legislation &amp; Compliance</b>	<p><b>3. Comply with legislation in the public service</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Identify legislative requirements;</li> <li>o Comply with legislative requirements;</li> <li>o Report incidents of non-compliance.</li> </ul>



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<b>Competency Areas</b>	<b>Selection Criteria (and examples)</b>
<b>Effectiveness/organisational skills</b>	<p><b>4. Manage personal work priorities and professional development</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Establish personal work goals</li> <li>o Set and meet own work priorities</li> <li>o Develop and maintain professional competence</li> <li>o Demonstrated level of professionalism, ethical conduct and quality work practices.</li> </ul>
<b>Fair and Safe Workplace Practices</b>	<p><b>5. Work effectively with diversity, uphold and support the values and principles of public service and contribute to workplace safety</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Promote the benefits of diversity</li> <li>o Contribute to diversity outcomes</li> <li>o Contribute to an ethical public sector workplace</li> <li>o Participate in ethical decision making</li> <li>o Contribute to participative workplace safety arrangements</li> <li>o Identify hazards and control risks</li> </ul>
<b>Eligibility/other requirements</b>	<p>- Completion or near completion of a law degree is highly desirable</p>