

# ROLE DESCRIPTION

## Associate to Judge (LEC)

<b>Cluster</b>	Stronger Communities	
<b>Department</b>	Department of Communities and Justice	
<b>Division/Branch/Unit</b>	Land and Environment Court of NSW	
<b>Location</b>	Sydney	
<b>Classification/Grade/Band</b>	Special Office Temporary Employee – A&C Clerk Grade 5/6	
<b>Role Number</b>	Various	
<b>ANZSCO Code</b>	521111	
<b>PCAT Code</b>	1119192	
<b>Date of Approval</b>	20 September 2021	<b>Ref: L&amp;E 0011</b>
<b>Agency Website</b>	www.dcj.nsw.gov.au	

***This role description applies to multiple roles across DCJ. Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

### Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

### The Land and Environment Court overview

The Land and Environment Court of NSW is a specialist environmental and planning court with a wide jurisdiction responsible for interpreting and enforcing environmental law in NSW. The court is a superior court of record and has a statutory jurisdiction established by the Land and Environment Court Act 1979 with 8 classes of proceedings consisting of both civil and criminal jurisdiction. The Court has 6 judges who have the same status as judges of the Supreme Court and 9 Commissioners who have qualifications as set out in the Act, as well as Acting Commissioners.

### Primary purpose of the role

Support the operations of the court by providing administrative, organisational and executive support to the judge in chambers and in the courtroom.

The position holder is a ministerial appointee employed by the Department of Justice. Administratively the position reports to the business centre manager, but functionally, for all day-to-day purposes, the position is directly accountable to the judge (by whom they are chosen and to whom they are permanently allocated) for all actions and activities.

The position holder works with their judge and a tipstaff who is either directly accountable to the judge or is accountable to the judge through the associate.

## Key accountabilities

- Accurately record judicial decisions and orders on court files and computer systems and communicate them to legal practitioners, litigants-in-person, registry officers and members of the public.
- Maintain the court file and accurately record details of the proceedings, including all exhibits tendered.
- Manage access to the judge by other judges, key stakeholders, legal practitioners and litigants in person through professional and effective issue management techniques and communication skills.
- Liaise with other chambers and the registry on behalf of the judge and provide guidance and information to the tipstaff.
- Use initiative to prepare correspondence and memoranda and undertake research on judge's behalf.
- Prepare judgments using specific computer programs.
- Maintain court and chambers systems and processes, including confidential filing systems, chambers library collections and diaries.
- Effectively classify, file and index documents and correspondence.
- Ensure confidentiality and security of draft judgments and other documents.
- Organise travel and undertake other logistical/office support activities.
- Undertake non-Court work for their judge.

## Key challenges

- At all times, both in private and public settings, maintaining absolute confidentiality in relation to chambers activities to protect the operation of the justice system.
- Ensuring the accurate recording and communication of judicial decisions and orders, including the identification and suggestion to the judge of additional administrative directions necessary to enable proper effect to be given to judicial decisions.
- Problem solving issues in a way that maximises the judge's time to attend to case preparation and judgment writing.

## Key relationships

Who	Why
<b>Internal</b>	
Tipstaff	Provides support and guidance and works in cooperation with tipstaff for the smooth running of chambers
Registry staff	Liaise with registry staff on behalf of the judge and receive guidance and information from registry managers and registrars
Chambers staff	Liaise with other judge's chamber staff
Judge	Supports and is directly accountable to the judge
<b>External</b>	
Legal profession and litigants	Communicate on behalf of the court and/or the judge in relation to cases before the court

## **Role dimensions**

No financial or administrative delegations apply to this position, although the position holder may be asked to supervise and train the tipstaff, as appropriate.

### **Decision making**

- The position holder makes a range of decisions without reference to another person. For example, the position holder is authorised to contact the legal representatives in a case to give them instructions or to obtain information from them. It is critical that procedural fairness is applied so that both parties feel they have been treated fairly.
- The position holder is also authorised to deal with all contact with chambers from other chambers, legal practitioners, litigants in person and the community.
- The judge may ask the associate to manage the tipstaff and chambers.
- Position holders identify judgments of public or media interest and notify them to the Public Information Officer.
- The position holder is required to independently assess and respond appropriately to requests for information and messages, often without consulting the judge.

### **Reporting line**

The role reports directly to the judge (to whom they are chosen / allocated). The role administratively reports the business centre manager.

### **Direct reports**

Nil

### **Budget/Expenditure**

Nil

## **Key knowledge and experience**

- Experience in the provision of professional executive support services as either a legal secretary or executive assistant.
- Exceptional organisational skills and experience in planning, organising and coordinating work priorities.

## **Essential requirements**

- Computer literacy, including proficiency in MS Word, Excel, PowerPoint and word processing skills (over 60 wpm) with attention to detail.
- High level judgement, tact, discretion and experience in dealing with sensitive and confidential issues.
- High-level interpersonal and written and oral communication skills.
- Excellent telephone manner.
- Ability to work independently and as part of a team.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

## Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

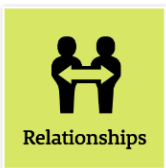
FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate



**Communicate Effectively**  
Communicate clearly, actively listen to others, and respond with understanding and respect

- Focus on key points and speak in plain English
- Clearly explain and present ideas and arguments
- Listen to others to gain an understanding and ask appropriate, respectful questions
- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly

Intermediate



**Commit to Customer Service**  
Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate



**Think and Solve Problems**  
Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



**Technology**  
Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems

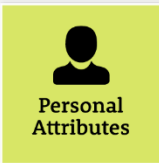

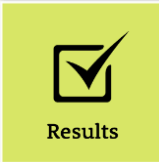

Intermediate

- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination and control methods	Foundational