



HIGH COURT OF AUSTRALIA
Canberra

Job information pack

Legal Research Officer
(LRO)

High Court Employee Level 6

Salary \$81,184 – \$92,316pa plus Superannuation

Non Ongoing employment initially for 12 months with a possible extension of a further 12 months

Description

The High Court of Australia is the highest court in the Australian judicial system. Established by the Constitution, the Court hears and determines constitutional disputes, as well as appeals from federal, state and territory courts in all areas of law.

The High Court of Australia is providing an opportunity for a highly qualified law graduate to undertake research and analysis on contemporary legal issues at the direction of the Justices and in association with the Justices' Associates. The LRO is also responsible for certain publications of the Court. Suitable applicants would be likely to possess a masters or a high honours degree in law and desirably some experience in practice or post-graduate research.

The LRO works in the chambers of the Chief Justice in Canberra, is attached to the Senior Executive Deputy Registrar and works with other professional staff within the Court. The LRO will have access to legal databases and to collections of major law libraries.

The position is intended to furnish an opportunity for further development of research skills appropriate to professional practice or academic appointment. Accordingly an engagement is offered for one year with a possible extension. The next position will be available in early December 2020. Expressions of interest accompanied by a curriculum vitae and a copy of academic record are required.

The closing date is Monday 12 October at 5pm.

For further information about the position please contact Mr Ben Wickham, on (02) 6270 6893 or email ben.wickham@hcourt.gov.au or write C/- PO Box 6309 Kingston ACT 2604.

Please forward your Expression of interest to ben.wickham@hcourt.gov.au

HOW TO APPLY

For your application to be considered, it **must** include the following documents:

1. an application cover sheet
2. a covering letter
3. your current resume or curriculum vitae
4. academic transcript

Preference is for electronic lodgement of applications by email to

ben.wickham@hcourt.gov.au or hr.officer@hcourt.gov.au

Applications may be lodged by post, marked "In Confidence" to:

Mr Ben Wickham
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

About the High Court of Australia

The High Court of Australia is the highest court in the Australian judicial system. The High Court was established in 1901 by section 71 of the Australian Constitution and, to the extent that legislative provision was necessary, was given the power to administer its own affairs by the *High Court of Australia Act 1979* which was proclaimed on 26 April 1980.

The constitution confers both an appellate and an original jurisdiction upon the High Court. Appeals from the Supreme Courts of the States and Territories, from the Federal Court of Australia and the Family Court of Australia are heard pursuant to the granting of special leave to appeal by the High Court. The High Court is also the final arbiter upon constitutional questions. These may come on appeal from a lower court or be initiated by an application to the High Court itself.

More information about the activities of the High Court is available at www.hcourt.gov.au.

Conditions of Engagement

Employees of the Court are employed under the *High Court of Australia Act 1979*, with the Determination under s26(4) of the *High Court of Australia Act 1979* Terms and Conditions of Employment of Employees and, terms and conditions of employment.

The following pre-employment checks will be conducted prior to the commencement of employment:

- a) Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- b) A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
- c) A previous employment/reference check.
- d) A criminal history check.
- e) A pre-employment medical exam.

All employees are subject to a 6 month probationary period, unless their contracted term of employment is 6 months or less.

Working at the High Court

The High Court building is located in Parkes ACT in the Parliamentary Triangle, on the shores of Lake Burley Griffin. It is flanked by the National Gallery of Australia and the National Portrait Gallery, Questacon (Australia's National Science and Technology Centre), Old Parliament House and the National Library of Australia are a short stride away.

Structurally, the 40-metre tall building is essentially one of concrete and glass comprising a number of major functional elements, namely a large public hall, three courtrooms, an administrative wing, and Justices chambers.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007. In 2009 there were over 130,000 visitors to the building.

The Court has some 100 staff members, most of which are located in Canberra. Staff are engaged under the *High Court of Australia Act 1979*, and the terms and conditions of employment are similar to those of the Australian Public Service.

Staff work in the environs of one of Australia's most beautiful and iconic buildings, and additionally enjoy secure undercover parking.

The Selection Process

The selection process ensures applicants with the appropriate skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making.

A Selection Advisory Committee (SAC) will be convened to consider applications for the advertised vacancy.

Interviews will be conducted. The selected applicants will be notified of the time and location of their interview. Interviews can consist of questions, practical assessments and presentations, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee comments will be sought after the interview. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.



HIGH COURT OF AUSTRALIA

Legal Research Officer

DUTY STATEMENT

<u>Date:</u>	August 2020
<u>Position No:</u>	178
<u>Classification:</u>	High Court Employee Level 6
<u>Local Designation:</u>	Legal Research Officer
<u>Branch:</u>	Public Information
<u>Location:</u>	Canberra
<u>Immediate Supervisor:</u>	Senior Executive Deputy Registrar position no.20

Description:

In accordance with the High Court of Australia Work Level Standards, under limited direction the occupant of this position will undertake legal research within the High Court including the Library.

Duties:

1. Assist in the provision of reference and research services to the Justices of the High Court and their associates.
2. Deal with the more difficult and complex research problems that may arise.
3. Take responsibility for the timely reproduction of the High Court Bulletin and other publications providing a case-alert service to the Justices, including writing catchwords.
4. Assist with proof reading as required.
5. Demonstrate working practices consistent with the High Court Code of Conduct and Workplace Health and Safety Arrangements.



HIGH COURT OF AUSTRALIA

Legal Research Officer
SELECTION CRITERIA

1. Demonstrated high level legal research skills and/or practical experience.
2. Demonstrated high levels of accuracy with attention to detail and proof reading experience.
3. Demonstrated high level communication and interpersonal skills, with demonstrated ability to work well with a wide range of people including judges and librarians.
4. Qualifications and experience:

Mandatory:

- A degree in Law at honours level or higher

Desirable:

- Experience in legal research



HIGH COURT OF AUSTRALIA

APPLICATION COVER SHEET

Vacancy Details

Position Title:	Legal Research Officer	Position Classification:	HCE Level 6
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Personal Details

Title		Surname	
Given Names		Date of Birth (optional)	
Postal Address			
Contact Phone No (business hours)			
Mobile Phone No			

You must be an Australian citizen to be eligible for employment at the High Court of Australia. Please declare if there are any reason that would prevent your employment at the High Court
 Are you an Australian citizen? (Please circle or delete) YES / NO

Commonwealth/APS/State Government Employment

The High Court of Australia is not an APS employer, however will recognise prior service with qualifying government employers.

Are you currently a Commonwealth, APS or State government employee? (Please circle)	YES / NO
AGS number	
Nominal Level	Actual Level
Ongoing Employee <input type="checkbox"/>	Non-ongoing employee <input type="checkbox"/>
Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? (Please circle or delete)	YES / NO

Referee 1 Details	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No	

Referee 2 Details	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No:	

All information is collected in accordance with our Privacy Policy available at <http://www.hcourt.gov.au/about/privacy-policy>