



HIGH COURT OF AUSTRALIA

Canberra

PUBLISHING OFFICER

JUDGMENT PRODUCTION UNIT

HIGH COURT EMPLOYEE LEVEL 5

About the Job

Details:

Publishing Officer

High Court Employee Level 5

\$65,368 - \$69,315 pa

Position number 25

Fixed Term Contract for two years with a possibility of renewal

Full Time 37.5 hours a week

Description:

This is a new role in the Judgment Production Unit of the High Court of Australia which requires a keen eye for detail, and knowledge and experience in the proof-reading, editing and production of high quality documents. As this role works closely with the Justices' staff, you will have exceptional written and verbal communication skills, good negotiation skills and the ability to maintain confidentiality with respect to the Court's draft judgments. You will be expected to work with limited supervision and manage competing priorities while working to strict deadlines.

Contact Officer after reading the selection documentation:

Trish Chalmers

Telephone 02 6270 6841

Email: hr.officer@hcourt.gov.au



Court room 1

Duty Statement

<u>Date:</u>	July 2012
<u>Position No:</u>	25
<u>Classification:</u>	High Court Employee Level 5
<u>Local Designation:</u>	Publishing Officer
<u>Branch:</u>	Chambers of the Chief Justice
<u>Section:</u>	Judgment Production
<u>Location:</u>	Canberra
<u>Immediate Supervisor:</u>	Judgments Officer, Position No 24
<u>No of Subordinates:</u>	Nil
<u>Highest Subordinate:</u>	N/A

Description:

In accordance with the High Court of Australia Work Level Standards, under limited direction the occupant of the position assists in the production and publication of judgments of the High Court and other materials.

Duties:

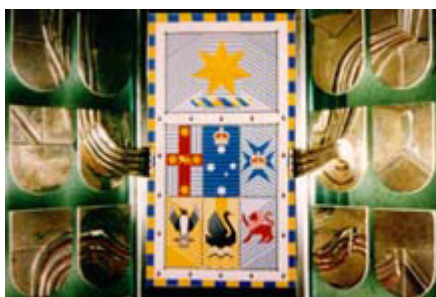
1. Assist with the copy editing and production of judgments, including:
 - Searching Law Reports, Statutes, Regulations, etc to verify authority references and the text of citations used.
 - Verifying factual references made.
 - Ensuring consistency of spelling, usage and formatting.
 - Consulting with chambers on amendments to drafts.
 - Liaising with stakeholders concerning publication and delivery of judgments.
2. Maintain the security of draft judgments.
3. Prepare copies of judgments for distribution.
4. Publish judgments and other material in electronic format.
5. Other duties as directed.

Publishing Officer

SELECTION CRITERIA

Please limit your response to 300 words for each criterion

1. Demonstrates knowledge of copy editing including checking for accuracy of English expression, spelling and punctuation.
2. Demonstrates sound communication and interpersonal skills including:
 - ability to communicate sensitively and effectively
 - ability to handle confidential material with discretion and sensitivity
 - ability to establish and maintain the confidence and respect of the Justices and their staff.
3. Demonstrates professional integrity, initiative and resilience in managing work priorities under pressures of time.
4. Experience in Microsoft word and electronic publishing packages.
5. Qualifications and experience:
 - Experience in working in a legal environment is desirable.
 - Experience in copy editing is desirable.
 - Preference will be given to holders of tertiary qualifications in law, journalism, communications or editing.



Court room 1 front doors

HOW TO APPLY

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

1. an application cover sheet (refer page 8)
2. a covering letter
3. your current resume
4. a statement supporting your claims to the position, limited to 300 words for each selection criterion. Keep to relevant examples and your response can be in narrative or dot point.
5. The contact details of two current referees

Preference is for electronic lodgement of applications by email to the HR Manager, hr.officer@hcourt.gov.au If you do not have email access a hard copy application may be lodged by post, marked "In Confidence" to:

HR Manager
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

The closing date for applications is 10am Monday 23 July 2012

Applicants are advised that late or incomplete applications will not be accepted.

Unsuccessful letters:

The High Court does not send out letters to unsuccessful applicants, however all interviewees will be advised of the outcome of their interview and offered feedback.



The Public Hall

The Selection Process

The selection process ensures applicants with the appropriate mix of 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.

On the basis of written applications the Committee will short-list applicants for further assessment.

Interviews

The selected applicants will be notified of the time and location of their interview. After interview, applicants may be asked to complete a practical assessment or give a presentation, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee reports

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.

Work Sample tests

Depending on the role the High Court may also include a work sample test as part of the process.

Completion

At the completion of the selection process a report will be written for the approval of the Chief Executive and Principal Registrar. This may include an Order of Merit of suitable applicants. Applicants will be notified of the outcome of their application in writing and will be given the opportunity for post-assessment feedback.

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.

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

- Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- 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.
- A previous employment/reference check.
- A criminal history check.
- A pre-employment medical exam.

All employees are subject to a 6 month probationary period.

Commonwealth/APS/State Government Employment

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

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.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007. 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.

The Court has some 100 staff members, most of which are located in Canberra. Staff are appointed 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.



HIGH COURT OF AUSTRALIA - APPLICATION COVER SHEET

Position Title:	Publishing Officer	Position Classification:	HCE 5
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Personal Details

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address			
Contact Phone No (business hours)			
Mobile Phone No			
<p><i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i></p> <p>Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO Do you require assistance in attending an interview? Yes/No if yes please advise your requirements</p>			

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i> Department name:	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? <i>(Please circle or delete)</i>	YES / NO

<i>Referee 1 Details</i>	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No	

<i>Referee 2 Details</i>	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No:	