



Position Details

Title	General Counsel
Division	Federal Court of Australia
Branch	Principal Registry
Classification	Senior Executive Service Level 1 (SES 1)
Salary	A suitable remuneration package will be negotiated with the successful candidate.
Employment type	Ongoing, full-time
Location	Melbourne, Sydney, Brisbane
Position numbers	1953
Reports to	Chief Executive Officer and Principal Registrar

Agency Overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the [Public Service Act 1999](#) to work in support of one or more of the following courts or Tribunal:

- Federal Court of Australia
- Family Court of Australia
- Federal Circuit Court of Australia, and
- National Native Title Tribunal.

[The Courts Administration Legislation Amendment Act 2016](#) established the Federal Court entity however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence.

Employees are covered by the [Federal Court of Australia Enterprise Agreement 2018–2021](#).

Position Overview

The General Counsel provides timely and strategic advice and assistance on diverse and complex matters faced by the Federal Court and Federal Court Entity, its officers and staff.

The General Counsel also ensures that the Federal Court Entity maintains best practice governance through compliance with its statutory obligations and by fostering a culture of compliance whilst meeting its strategic objectives.

Major Activities

- Lead the delivery of timely expert, authoritative and strategic legal advice and counsel to the Chief Justice, Judges, Chief Executive Officer and Principal Registrar, executive leadership team and staff of the Federal Court on critical issues that impact upon the Federal Court and the Federal Court Entity.

- Pro-actively engage with the Chief Justice, Judges, Chief Executive Officer and Principal Registrar and the executive leadership team around strategic issues providing the right legal solutions for the achievement of strategic objectives.
- Provide early intervention strategies to the Chief Justice, Judges, Chief Executive Officer and Principal Registrar and the executive leadership team in potentially complex and litigious matters promoting positive dispute resolution strategies.
- Build and lead a strong in-house legal function, optimising the capabilities, talent, service levels, costs and legal structure to best serve internal clients.
- Lead a team that understands the critical issues, strategy and objectives of the Federal Court and Federal Court Entity, providing strategically astute advice and contributing to the strategic direction of the Federal Court and Federal Court Entity.
- Provide advice on governance arrangements to ensure they are aligned with governance best practice and current legislative and non-legislative requirements.
- Pro-actively identify legal and regulatory issues and developments affecting the Federal Court and Federal Court Entity in order to develop strategies and solutions.
- Provide assistance to the Chief Justice and Chief Executive Officer and Principal Registrar in the management, by the Chief Justice, of the administrative affairs of the Federal Court.
- Provide support to the Chief Executive Officer and Principal Registrar and the executive leadership team in their support of the Chief Justice and the management of the Federal Court and Federal Court Entity.

Competencies & Attributes

To undertake this role the successful candidate should demonstrate:

- highly advanced analytical and problem solving skills
- personal drive and integrity.
- excellent communication skills.
- a strong commitment to client service.
- an ability to shape strategic thinking.
- an ability to achieve results.

Legal Qualifications and Experience

Mandatory: Tertiary qualifications in law and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia. Over 10 years of experience as a legal practitioner or in-house counsel, legal officer, or equivalent position within either the private or public sector.

Selection Criteria

1. Shapes Strategic Thinking

Relevant capabilities include:

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and recognises opportunities
- Shows judgement, intelligence and common sense.

2. Achieves Results

Relevant capabilities include:

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results.

3. Exemplifies Personal Drive and Integrity

Relevant capabilities include:

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development.

4. Cultivates Productive Working Relationships

Relevant capabilities include:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people.

5. Communicates with Influence

Relevant capabilities include:

- Communicates clearly
- Listens, understands and adapts to different audiences
- Negotiates persuasively.

Contact officer

For more information on this position please contact Andrea Jarratt, Director, National Operations via telephone: (03) 8638 6814 or email: andrea.jarratt@fedcourt.gov.au