



## HIGH COURT OF AUSTRALIA

### *Job Information Pack*

### **CHIEF FINANCE OFFICER High Court Executive Level 2 \$96,643- \$109,240 (Part time or full time)**

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#### **Position Description**

The position is responsible for managing and providing advice on financial management, human resources and office services. As Chief Finance Officer, the position is required to sign the Court's external financial statements and budget estimates.

Applicants must have strong communication and strategic capabilities. Public sector work experience would be an advantage.

For information about the position please contact the Court's Manager Corporate Services, Jeff Smart, on (02) 6270 6983.

#### **HOW TO APPLY**

Your application **must** include the following documents:

1. your statement of claims against the selection criteria
2. a covering letter
3. your current resume
4. an application cover sheet
5. names and contact details of at least 2 referees

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

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

or by email:  
[jryan@hcourt.gov.au](mailto:jryan@hcourt.gov.au)

**Closing Date for applications is COB Monday 21 July 2008.**  
Please note that late or incomplete applications may not be accepted.

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## About the High Court of Australia

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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](http://www.hcourt.gov.au).

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## Conditions of Engagement

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Employees of the Court are employed under the *High Court of Australia Act 1979*, with the High Court Collective Agreement 2006-2009 governing terms and conditions of employment.

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

- 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.
- Evidence of any stated qualification/s, including any mandatory qualification/s.
- A criminal history check.
- A pre-employment medical exam.
- A probationary period of 6 months, during which time conduct and work performance will be assessed to determine suitability for permanent employment.

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## **The Selection Process**

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The selection process ensures staff with the appropriate mix of client service skills and knowledge for the effective and optimal operation of the Court are selected. The selection process is also designed to ensure accurate assessment of all applicants and objective decision-making.

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

On the basis of written applications the SAC will recommend to the delegate a short-listed group of applicants who should be considered for further assessment.

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.

At the completion of the selection process a report will be written for the Delegate's approval. 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.

## **DUTY STATEMENT**

Date: July, 2008  
Classification: High Court Executive, Level 2  
Position No: 130  
Local Designation: Chief Finance Officer  
Branch: Corporate Services  
Section: Finance and Administrative Services  
Immediate Supervisor: Manager Corporate Services (position no. 128)  
Highest Subordinate: Accountant (position no. 132)

### **Duties**

Under broad direction, manage the Finance and Administrative Services Section in providing a range of corporate services to the Court. Duties include:

1. Direct and control the work of the administrative staff groups concerned with the following functions:
  - financial management;
  - human resource management; and
  - general office services.
2. As the Court's Chief Finance Officer, be responsible for the integrity of the Court's financial management system including signing external financial statements and budget estimates.
3. Provide high-level advice to the Court on financial and administrative matters.
4. Liaise and negotiate with other agencies on matters relevant to the position's responsibility areas.
5. Represent the Court at appropriate meetings, conferences and seminars.

# SELECTION CRITERIA

## 1. Shapes strategic thinking

*Relevant capabilities:*

Inspires a sense of purpose and direction

Strategic focus

Ability to recognise opportunities, harness information

Shows judgement, intelligence and common sense

## 2. Achieves results

*Relevant capabilities:*

Organisational capability

Professional expertise

Implements change

Ability to clarify ambiguities

Closure and delivery

## 3. Exemplifies personal drive and integrity

*Relevant capabilities:*

Professionalism and probity

Risk-taking and personal courage

Action orientation

Resilience

Self awareness

Commitment to personal development

## 4. Cultivates productive working relationships

*Relevant capabilities:*

Nurtures internal and external relationships

Facilitates co-operation and partnerships

Values differences and diversity

Guides, mentors and develops people

## 5. Communicates with influence

*Relevant capabilities:*

Communicates clearly

Listens, understands and adapts to different audiences

Negotiates persuasively

## 6. Professional Qualifications and experience

Appropriate tertiary qualifications and professional membership

Experience managing a small multi-disciplinary team



## HIGH COURT OF AUSTRALIA

### APPLICATION COVER SHEET

This form must be completed and submitted with your application.

#### ***Vacancy Details***

Position Title:		Position Classification:	
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#### ***Personal Details***

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address	<i>Number</i>		<i>Street</i>
	<i>Town/suburb</i>	<i>State</i>	<i>Postcode</i>
Contact Phone			
Mobile Phone			
<i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i>			
Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO			

#### ***Commonwealth/APS/State Government Employment***

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

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i>	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

#### ***Referee 1 Details***

Name:	
Title:	
Organisation:	
Daytime Phone No:	
Mobile No:	

#### ***Referee 2 Details***

Name:	
Title:	
Organisation:	
Daytime Phone No:	
Mobile No:	

**Application Checklist**

*please tick*

- Cover letter enclosed
- Each selection criterion addressed
- Application Form completed
- Current resume enclosed
- Post or email completed application to arrive by due date