



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE:

DIVISION/SECTION: National Judiciary **DUTY STATION:** High Court Registry

POSITION NUMBER (AURION): 296-00008 **MINISTRY VACANCY REFS:** 1/3/26

POSITION TITLE: REGISTRAR

1. **POSITION LEVEL:** SS3 (Contract: duration of three (3) years)

THIS POSITION REPORTS TO: Chief Justice.

THIS POSITION SUPERVISES:

Deputy Registrar Court of Appeal, Deputy Registrar High Court, Sheriff of the High Court, Registry Division, including Court Clerks, Clerk Associates, Transcribers and Interpreters.

SECTION B - SCOPE OF DUTIES

The Registrar's primary responsibility is to ensure the effective delivery of Court Services in the High Court and Court of Appeal and the registry is effectively managed.

Key accountabilities include:

- Ensure customer focused, efficient and cost-effective management of services;
- Ensure the effective management of case flow within the courts;
- Manage the implementation of key jurisdictional and technological change in the High Court;
- Retain relationships with the Judiciary to ensure effective management and flow of cases within the jurisdiction;
- Manage Court Calendar and Circuit Court schedules;
- Develop and foster relationships at a local level with justice sector partners, stakeholder groups and the community to ensure effective delivery of Court services within the High Court and Court of appeal jurisdictions;
- Develop staff capability and professionalism in the registry office; and
- Develop technical; capability and effectiveness of staff in the Registry Division.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

Staff Management and Leadership

Develops an effective Team to ensure the goals of the National Judiciary (NJ) are met. This includes:

- Proactively promote and speak for the NJ vision, values and goals, and role model good leadership behaviors
- Lead, manage and coordinate all activities related to the delivery of planned outputs of the National Judiciary (High Court Registry) as outlined in the NJ Corporate Plan and the High Court Registry Annual Work Plan
- Recruiting, developing and managing the effective performance of staff to optimise team capability and effectively address performance issues
- Providing feedback to staff to acknowledge and reinforce good performance where appropriate, and to support performance improvements where necessary
- Ensuring the Team functions effectively and meets its collective and individual performance goals through appropriate coaching, mentoring and supervision
- Providing effective management of direct reports and ensuring that NJ/Ministry HR policies and guidelines are applied appropriately and consistently
- Being an active member of:
 - Justice Sector Consultative Committee (JSCC)
 - Executive Management team (EMT)
 - Information, Communication and Technology Working Group (ICTWG)
 - Continuing Judicial Education Committee (CJEC);
 - Judicial Infrastructure Implementation Committee
 - Mediation Steering Committee
 - Other committees and working groups as agreed to by the Chief Justice
- Identify and manage risk to the administration of the court, to people, resources and the NJ's public image

Operational Management

Ensures case flow and case management meets Court performance targets and quality standards. This includes:

- Ensuring the management of cases progressing for the jurisdiction to ensure customer focused, cost effective and efficient delivery of Court services
- Taking responsibility for the delivery of statutory functions within the jurisdiction and ensure the professional development of staff to equip them for judicial functions
- Supporting the judiciary with timely, accurate and relevant information
- Providing technical/jurisdictional advice and support to Provincial High Court registries
- Monitoring, analysis and reporting on case management volumes, trends and achievements against court standards
- Identifying and driving improvements in case management
- Contributing to the development of NJ operational policy
- Ensuring that robust quality assurance processes are in place to identify and minimise risk to the NJ through incorrect practices

Relationship Management

Develops and maintains effective professional relationships within the NJ and Ministry of Justice and Legal Affairs, with the Judiciary, other government agencies, and stakeholders in the justice sector, service providers and the wider community. This includes:

- Maintaining a collaborative working relationship with resident and visiting Judges to ensure administrative support is effective
- Ensuring the registry staff maintain relationships with all judicial officers in a professional manner
- Working with other managers/sections heads, court registry staff and judicial officers on consistency of working practices, information sharing and other areas of shared concern
- Developing effective working relationships with justice sector agencies, aid donors, other key stakeholders and the community to promote the sharing of information and consultation on issues relevant to case flow management
- Exercising appropriate judgment in relationships with judicial Officers without compromising the unique independence of the Judiciary in the decision-making process

High Court Planning & Implementation

Contributes to the development of the business planning for the High Court and ensures these are effectively translated into operations of the registry team. This includes:

- Contributing to the development of NJ and High Court Registry Corporate/Business & Work plans and strategies through participation in appropriate committees and forums
- Contributing to NJ and MJLA projects
- Ensuring the goals and plans within the registry team are aligned with the wider High Court and NJ wider strategic and business plans
- Ensuring the registry team understand the wider goals and plans for the NJ and High Court and can link these to their own individual contribution
- Reviewing and identifying the impact on the Court of changes in stakeholder practices

Statutory and Judicial Functions

Ensures that statutory and judicial functions are exercised appropriately and that all staff within the team with statutory delegations has the necessary technical expertise. This includes:

- Personally, exercising Registrar powers appropriately under all relevant Acts and Rules applying to the High Court
- Exercising judicial functions as empowered by legislation, the rules of natural justice, case law and having due regard to the evidence presented. Decisions are only reviewable by a judge on application and can result in personal liability
- Ensuring the correct process and delegations for all applications and documents filed in the Court are in place and followed correctly
- Ensuring the application of court practices are aligned with current legal and NJ requirements
- Ensuring the team develops and maintains technical expertise to a level that enables appropriate and effective management of cases, through the court, and the performance of other functions meets all statutory and regulatory requirements

Financial and Resource Management

Assists with the financial and non-financial resources for the registry, within organisational policy and delegations. This includes:

- Contributing to preparation of recurrent and development budgets for the NJ
- Ensuring the Court budgets and resources are managed effectively and reported on accurately
- Responding to inquiries on financial variances and issues in a timely manner and ensuring these are addressed promptly and appropriately
- Ensuring appropriate processes are used for any contractual work within the High Court

Health & Safety

To undertake Health & Safety responsibilities, by providing a safe and healthy work environment

High Court Planning & Implementation

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

- The exercise of statutory functions is performed 100% in accordance with statutes and regulations
- Timely and accurate reports, minutes and agendas are produced 100% within agreed timelines
- Courtrooms and Judges are serviced by suitably trained Associates 100% of the time
- All receipts and banking are reconciled daily with zero errors.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Degree in Law (LLB)
- Relevant experience in a Court environment
- Excellent Standard of English

Desirable Qualifications:

- Post Graduate qualification in law
- A current Solomon Islands drivers' licence is an advantage

Capabilities Required

GENERIC

- Access and Interpret Information
- Communication skills
- Planning & Organising
- Problem Solving
- Resilience and Perseverance

- Results achievement focus
- Leadership and Development
- Manage Case
- Manage Relationships
- Manage Change
- Manage Performance and Risk
- Statistical Analysis
- Strategic Thinking
- Financial Management
- Information Technology skills
- Taking Responsibility and Accountability

Experience/ Knowledge required for effective performance in the position:

- Demonstrated ability to lead, motivate, empower, coach and build an effective team
- Demonstrated ability to manage service achievements
- Ability in business planning and implementation
- Experience working and managing within Courts operations
- Confident in dealing with a wide range of people and situations
- Retains a professional manner within a busy and often unpredictable work environment
- Tact, discretion, integrity and an ability to maintain the confidentiality of information
- Demonstrates strong interpersonal skills and problem-solving techniques
- Highly organised and able to work within specific time constraints
- Has a commitment to quality and accuracy
- Ability in financial and budget management
- A high standard of written and oral communication skills (both English & Pigin)
- Is able to confidently address large groups of people
- Ability to use standard personal computer software and hardware, particularly for processing emails, word-processing and document management

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. Experience as a legal officer or relevant experience as solicitor;
- KSC2. Practical knowledge and the ability to coordinate direct and control activities and resources for the High Court & the Court of Appeal functions;
- KSC3. Ability to write succinctly and prepare court documents on time and in English and Pigin as required. Must be computer literate.
- KSC4. Demonstrated willingness to comply with the Code of Conduct for Judicial Officers and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces
- KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

(a) Salary per fortnight: \$5,796.41

(b) Salary per annum: \$150,706.59

Annual Leave entitlement: 28 calendar days

Other conditions of service as outlined in terms and conditions of the contract

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:



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Permanent Secretary/Responsible Officer



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Date Approved

Additional Comments: