



SUPREME COURT OF WESTERN AUSTRALIA

SUPREME COURT ASSOCIATESHIP MASTER RUSSELL

Salary: Level 4.1 under the *Public Sector CSA Agreement 2022*

Applications are invited for the position of Associate to Master Sarah Russell of the Supreme Court of Western Australia to manage the administration of the Master's chambers and provide judicial support to the Master.

This is a full-time position under a contract of employment for a 12-month term, commencing on 2 January 2025 and concluding on 31 December 2025, with the opportunity to extend and to work in the role on a longer-term basis.

The attributes of the successful applicant for this position will include a demonstrated ability to be well-organised, proactive, to work collaboratively with others in a professional environment, perform well under time pressure and with minimal supervision. Applicants should also have excellent time management, interpersonal, verbal and written communication skills.

The Associate will be required to:

- Effectively and efficiently manage the administration of Master's chambers, including managing the high volume of emails received by Master's chambers, listing matters for hearing and preparing court orders.
- Manage the preparation of files and materials for court hearings.
- Provide information and assistance to and liaise with members of the legal profession and self-represented litigants in relation to matters allocated to the Master for hearing.
- Attend in court for chambers hearings, special appointments and other hearings and operate in court technology, including audio and video links.
- Use technology to complete clerical duties and to record essential information in the court's database.
- Provide technical and administrative support to the Master.
- Perform other duties as required by the Master. These duties will vary according to the qualifications and experience of the successful applicant but may include undertaking legal research and proof reading decisions.

A law degree or legal study with legal research, analytical and editorial skills are desirable but not essential for this position.

Aboriginal and Torres Strait Islander students and graduates are encouraged to apply.

To apply, please send a covering letter of not more than two pages, curriculum vitae and, if applicable, current academic transcript (or a certified copy) to Mr Joshua Simpson, Manager Judicial Services, Supreme Court of Western Australia by email to manager.judicial.services@justice.wa.gov.au

APPLICATIONS CLOSE 4PM (AWST), FRIDAY 4 OCTOBER 2024