

Role type Temporary Flexible Full-Time From October 2026
Classification Equivalent to AO3.1
Salary \$2965.00 fortnightly <i>Plus leave loading and 12.75% employer superannuation contribution</i>
Location Brisbane CBD
Contact Olivia Innes, A/Member Services Manager Olivia.innes@justice.qld.gov.au
Closing date 1 September 2026
Our workplace The Department of Justice delivers integrated criminal, civil and community justice services to enable a fair, safe and inclusive society for all Queenslanders. Join us as we: • safeguard the rights of vulnerable people • reduce over-representation of First Nations people in the criminal justice system • minimise gambling harm.

Associate to Senior Member

Courts and Tribunals

Queensland Civil and Administrative Tribunal

The Queensland Civil and Administrative Tribunal (QCAT) was established 1 December 2009 and operates under the Queensland Civil and Administrative Tribunal Act 2009 (QCAT Act). As an independent tribunal, QCAT provides a formal path for resolution of disputes and for review of administrative decisions. Our registry staff support the Tribunal in the administration of civil justice, across a diverse range of jurisdictions. QCAT uses alternative dispute resolution (ADR) processes including mediation, compulsory conference and conciliation to achieve collaborative solutions to disputes.

Your key responsibilities

- Assisting the Senior Members in the effective and efficient conduct of the Senior Member’s lists. This requires a high level of organisational skill and attention to detail and includes ensuring availability of facilities, staff and reference material, the listing of hearings, recording and safe custody of exhibits, custody of Tribunal files, attending with the Senior Member at hearings and the recording of directions and orders made;
- Typing/transcribing decisions, reasons, directions, minutes of meetings and other relevant documents; Conducting legal research at the direction of the Senior Member;
- Providing effective and efficient administrative support and responding to changes in priorities in a positive manner;
- Liaising with Tribunal Members and Adjudicators, registry staff, the legal profession, government officers, and community and professional groups in a positive and professional manner and maintaining confidentiality in sensitive environments;
- Maintaining a sound knowledge of Tribunal and departmental protocols, procedures and systems;
- Attending to correspondence as directed by the Senior Member; and
- Other duties and tasks as directed by the Senior Member, including undertaking work for other Members of the Tribunal.

Technical skills, abilities and cultural capability

The Associate to the Senior Member must have completed a law degree by the time you would be due to commence as an Associate, or on track to complete during your Associateship.

Leadership stream — we lead ourselves or we lead others

We apply the Leadership Competencies for Queensland (LCQ) framework to outline the expected behaviours and competencies in the workplace for all roles. This role has been identified as an Individual Contributor.

Working relationships

This role interacts with internal stakeholders across the entire department and external government entities.

Reports to: Senior Member

Direct reports: Not applicable.

Collaborates with: Not applicable.

The team and the branch

Queensland's court and tribunal services are a cornerstone of civil society impacting the lives of Queenslanders every day. Courts and Tribunals is a division of the Department of Justice and Attorney-General. The division is made up of over 1,500 skilled and dedicated staff working across Queensland. These staff deliver a diverse range of frontline and support services designed to assist Queensland's independent judiciary and tribunal members and promote quality outcomes for the community. The division is undergoing an exciting period of transformation. Joining the division now provides an opportunity to be part of the transformation process and to deliver and/or support services which inspire trust in Queensland's justice system.

Qualifications and conditions

The Associate to the Senior Member must have completed a law degree by the time you would be due to commence as an Associate, or on track to complete during your Associateship.

Identified role

This position is not designated as an identified role.

Suitability for employment

The following suitability for employment checks are required for this role:

- Criminal history check; and
- Declaration of serious disciplinary history.

Additional information

Here is some additional information about the role. Review the **Applicant Information Package** for more information.

Physical demands and nature of work

This role is administration-based and requires:

- Prolonged sitting and high computer usage.
- Limited walking, standing, twisting, bending (at the waist), crouching (bend knee).
- Carrying of laptop and paperwork when alternating between home and office.

Exposure to trauma and/or vicarious trauma

Through the nature of your work in this role, you may be exposed directly or indirectly to sensitive matters and materials which could lead to vicarious trauma. We support employees who are impacted by their work through various means such as physical and psychosocial safety controls in place for all DoJ workplaces, including availability of the Employee Assistance Program (EAP).

How to apply

To be considered for this role, please email the following documents in one bundle to gcattribunal.appointments@justice.qld.gov.au:

- Completed Application Form
- Covering letter (1 page maximum)
- Curriculum Vitae outlining your academic and other achievements, employment history and the names of two referees (5 pages maximum); and
- Certified copy of your academic transcript.

Valuing equity and diversity

We know that embedding diverse perspectives enriches our work, helping us to meet the needs of all Queenslanders.

We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disability, culturally and linguistically diverse communities, LGBTQIA+ individuals, veterans, and people of all ages.

We encourage you to share how your unique experiences, perspectives, and contributions would support our inclusive and respectful workplace.

Remember to let us know if we can help you participate in the recruitment process. Our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment. Email us for a confidential chat at CapabilityandCulture@justice.qld.gov.au.