

Role description for Associate to Senior Member

Branch	Queensland Civil and Administrative Tribunal
Location	Brisbane
Remuneration	Equivalent to AO3.1 Gross salary per fortnight: \$2,727.20 (plus employer superannuation contribution)
Type of vacancy	1 x position available for 12 months

About QCAT

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.

Objects and organisational values

QCAT has clear legislative objects and remit. The objects of the QCAT Act include having the Tribunal deal with matters in a way that is accessible, fair, just, economical, informal and quick; and promoting and enhancing the quality and consistency of Tribunal decisions.

[QCAT's Strategic Plan 2023-25](#) sets out QCAT's four key organisational values, namely being:

- accessible
- trustworthy
- timely
- inclusive.

QCAT prides itself on the professionalism, integrity and impartiality of its staff and decision-makers and strives to provide quality of service.

For more information about QCAT please visit www.qcat.qld.gov.au

About the Role

The Associate to a Senior Member is appointed pursuant to s 212A of the QCAT Act. The Associate has a close working relationship with a Senior Member of the Tribunal and, as such, the role provides an invaluable opportunity to gain insights into the broad jurisdiction of the tribunal, tribunal processes and, more broadly, to develop relevant professional skills. The Associates in the Tribunal also work as a team and are expected to assist each other should that be required.

The position involves legal research, drafting documents, attending Tribunal hearings and assisting the Senior Member in all aspects of their work, in an environment where confidentiality, responsiveness, accuracy and efficiency are essential.

Applicants are advised that the work of QCAT may on occasion expose employees to confronting and disturbing material. Employees may be required to engage with persons who are experiencing difficult and/or distressing circumstances and as a result exhibit challenging behaviours.

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.

Mandatory Qualifications, Conditions and Requirements

The Associate to the Senior Member must have completed a law degree at the time of commencing duties or be on track to complete a law degree in 2024.

Interested in applying?

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current resume
- Evidence of completion of a law degree at the time of commencing duties or on track to complete a law degree in 2024
- An academic transcript.

People from diverse backgrounds including Aboriginal and Torres Strait Islander people, non-English speaking backgrounds, people with a disability, LGBTIQ+ people, women, are encouraged to apply.

How to submit an application

Apply via the application form on the QCAT website at <https://www.qcat.qld.gov.au/resources/tribunal-recruitment>.