

## Executive Director (Principal Registrar), NSW Civil and Administrative Tribunal

*The Department of Communities and Justice is looking for an innovative, strategic, and experienced leader that is passionate about delivering court and tribunal services*

- **NSW Public Service Senior Executive Band 2**
- **Total Remuneration Payable from \$285,625 to \$321,070**
- **Location: Sydney offering some flexible and hybrid working arrangements**
- **Ongoing**

### About the Executive Director, NSW Civil and Administrative Tribunal role

The NSW Civil and Administrative Tribunal (NCAT) decides a range of civil and administrative cases in New South Wales.

The [types of cases](#) dealt with by NCAT are broad and diverse. These range from tenancy issues and building works, to decisions on guardianship and administrative review of government decisions.

The Executive Director (Principal Registrar) NCAT provides leadership and direction to deliver NCAT services. The role has statutory functions under the *Civil and Administrative Tribunal Act, 2013*.

The Executive Director (Principal Registrar) NCAT is responsible for.

- **Assisting** the President in implementing and maintaining the strategic direction of the Tribunal.
- **Leading** and championing the implementation of service delivery priorities, strategies, and programs to meet the diverse needs of key stakeholders and communities.
- **Driving** digital transformation to improve client service delivery and member experience
- **Directing** and developing effective, ethical, and cohesive teams
- **Managing the budget** within approved financial parameters,
- **Efficiently** allocating resources to ensure quality, timely and appropriate services are provided to stakeholders in line with the department's goals and objectives

For more details regarding this role, please click [HERE](#) to view the role description.

### Applying for the role

- Submit a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role
- Attach an up-to-date resume (maximum of 5 pages)
- Please note the maximum salary range published is not negotiable.

***A talent pool may be created for future ongoing and temporary roles and is valid for a period of up to 18 months.***

**Closing date: Monday 8 August 2022 at 11:59pm AEST**

#### Contact Details:

- If your enquiry is with regards to the recruitment process, please contact Marijana Puric on [Marijana.Puric@justice.nsw.gov.au](mailto:Marijana.Puric@justice.nsw.gov.au)
- If your enquiry is with regards to the role, please contact Belinda Brown on [Belinda.Brown@justice.nsw.gov.au](mailto:Belinda.Brown@justice.nsw.gov.au)

***Thank you for your interest in the Executive Director (Principal Registrar) NCAT role***