



Appointment of Associate to the Deputy President of the Industrial Relations Commission of New South Wales

Applications are invited for the position of Associate to the Deputy President of the Industrial Relations Commission of NSW, the Honourable Justice Jane Paingakulam.

Position Description

The appointment will commence on 16 June 2025 on a 12-month contract, with the potential to extend.

The role of the Associate is to support the operations of the court by providing administrative, organisational and executive support to the judge in chambers and in the courtroom.

The position holder is a ministerial appointee employed by the Department of Communities and Justice. Administratively the position reports to the Acting Registry Manager, but functionally, for all day-to-day purposes, the position is directly accountable to the judge (by whom they are chosen and to whom they are permanently allocated) for all actions and activities.

The position holder provides broadly based executive support to enable the judge to meet obligations both within the court and to external stakeholders, including legal practitioners, litigants in person and members of the public.

Key responsibilities

1. Accurately record judicial decisions and orders on court files and computer systems and communicate them to legal practitioners, litigants-in-person, registry officers and members of the public. Maintain the court file and accurately record details of the proceedings, including all exhibits tendered;
2. Manage access to the judge by other judges, key stakeholders, legal practitioners and litigants in person through professional and effective issue management

techniques and communication skills. Liaise with other chambers and the registry on behalf of the judge and provide guidance and information to the tipstaff;

3. Use initiative to prepare correspondence and memoranda and undertake research on judge's behalf; and
4. Maintain court and chambers systems and processes, including confidential filing systems, chambers library collections and diaries.

Knowledge, skills and experience required

1. Experience, preferably in a legal environment, in the provision of high level executive support services;
2. Tact, discretion and judgement to maintain the strictest confidentiality at all times;
3. Very strong interpersonal and communication skills, including negotiation and liaison skills, with an excellent command of spelling, punctuation and grammar and an understanding of legal terminology;
4. Demonstrated strong organisational, administrative and problem-solving skills and high level time management skills;
5. Ability to use initiative to prepare correspondence and memoranda and undertake research; and
6. Ability to work independently and as part of a team.

Applications

Applications should contain a cover letter, full curriculum vitae and the names and contact details of two referees.

Applications for the positions will close on Wednesday 30 April 2025. Interviews will take place in the following week.

Please send applications to the Deputy President's Chambers:

Chambers.Paingakulam@courts.nsw.gov.au