



**NATIONAL
JUDICIAL
COLLEGE**
of Australia

CHIEF EXECUTIVE OFFICER

- **Lead an independent not-for-profit providing continuing education to support and strengthen judicial capability**
- **Support volunteer judicial officers delivering high quality professional development**
- **Canberra based with a national focus**

The **National Judicial College of Australia (NJCA)** is an independent not-for-profit organisation that works closely with judicial officers from all jurisdictions and levels of the Australian court system to develop and deliver skills based professional development programs. The **NJCA** is governed by a Council comprising judicial officers and government representatives.

As **CEO**, accountable to the Council, you will lead and manage the **NJCA** in line with the College's constitution, strategic plan and policy framework, ensuring services and programs are delivered in an effective and efficient manner. You will be responsible for the day-to-day operational and financial management of the College, governance and risk management, and guide the work of a small team of motivated staff. In supporting the provision of professional development to judicial officers, you will build and maintain productive working relationships with a wide range of stakeholders, including members of the judiciary around Australia.

To be successful in this role, you will need to demonstrate a proven record of high-level management and administration, financial accountability and experience actively managing an organisation or significant business unit. You will also have well-developed interpersonal and effective stakeholder management skills to engage and support senior members of the judiciary. Your excellent written and verbal communication skills will be complemented by your collaborative approach, sound judgment, attention to detail and strong customer focus.

Before applying, please obtain selection documentation by emailing njca@anu.edu.au

Applications close on Sunday 25 October 2020