

<b>Job Title:</b>	Registrar – High Courts
<b>Ministry</b>	Ministry of Justice (Tango Tutara O Te Ture)
<b>Division:</b>	High Courts
<b>Responsible To:</b>	Secretary
<b>Responsible For:</b>	Twenty-Nine
<b>Job Purpose:</b>	<p>The role of the Registrar – High Courts is to oversee the management and administrative compliance of the land, criminal and civil sections of the High Courts and related tribunals and boards within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a function manager role requiring significant expertise and experience with specialized skills and knowledge in legislation and regulations, policy development and implementation, management, legal and court processes, police, probation, and prison processes, registry and records management, custom governing land ownership, tribal titles, meeting administration and conflict resolution, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position is considered the leading expert on court matters across government and provides key services that maintains the integrity of judicial records, systems, and legal processes that directly impact the rule of law in the Cook Islands. The position is responsible for coordinating Deputy Registrars in the Pa Enea. As a Registrar, the position is created under several statutes, and the position must be familiar with and provide deputy registrar services for other Ministry division services.</p> <p>The position must work at a high level of competence in management, legal and compliance principles and technical requirements to manage the provision of court services to the public and facilitate Ministry services to the Pa Enea in an environment moving towards greater use of available technology.</p>
<b>Job Classification:</b>	Function: Leadership, Technical and Service delivery Job band: K (Salary Range: \$47,732 - \$64,915) Jobwise Code: L8 – Function Manager
<b>Education/Experience</b>	The ideal candidate would have a bachelor's degree in law, business or information systems management, and have 12-13 years of work experience in a legal, law and order, business management, information systems management or similar role.
<b>Application Deadline:</b>	Friday 21 <sup>st</sup> June 2019
<b>Link to Job Description:</b>	<a href="#">Click here to view Full Job Description</a>