



Position Details

Title	Judicial Registrar – Migration
Court	Federal Circuit and Family Court of Australia (Division 2)
Classification	Executive Legal 2 (EL 2)
Salary	Total package \$200,583 – \$208,445 per annum, including 15.4% superannuation (Base salary \$173,816 - \$180,629 per annum, plus 15.4% superannuation)
Employment type	Ongoing and non-ongoing, Full-time
Location	Melbourne, Dandenong, Sydney, Parramatta, Brisbane, Adelaide, Perth (depending on the location of the successful applicant)
Position/s	Multiple positions available
Reports to	Director – National Registrars and Legal Operations and the Chief Executive Officer and Principal Registrar

About the Court

The Federal Circuit and Family Court of Australia (Division 2) (**Court**) is the biggest and busiest court in the federal judicial system, having broad jurisdiction across areas including family law, migration, bankruptcy, fair work, administrative law, intellectual property and consumer law. Sitting in all capital cities, the Court comprises 91 judges, hundreds of legal, social science and related support staff, and has the largest proportion of migration filings in the federal jurisdiction.

Since inception, the Court has introduced a suite of initiatives and innovations focused on efficiency, accessibility and modernised processes, to respond to the needs of communities and individuals across Australia.

Purpose of recruitment

The Court recently received additional funding to assist with efficiently resolving migration cases, including the appointment of additional Judges, Judicial Registrars, Cultural Liaison Officers and support staff.

Each of these new roles will work cohesively to drive forward the Court's dynamic reform agenda – to improve the effectiveness and efficiency of the Court's migration caseload, while providing appropriate and tailored support services to migrant and refugee litigants.

This recruitment is an exciting opportunity to be involved in and influence continuing important migration reforms that will improve access to justice and reduce delays. The recruitment of Judicial Registrars will assist the Court to:

- enhance the ability of the Court to respond to emerging trends in the migration caseload,
- alleviate workload pressures on Judges and make the Court process as efficient as possible,

- improve culturally responsive support to culturally and linguistically diverse court users, and
- implement improved policies, practices and procedures to drive efficiencies in the Court's migration jurisdiction.

The Court is eager to engage highly capable migration law practitioners who are enthusiastic, driven and motivated to perform the key functions of a Judicial Registrar. They will demonstrate leadership in the performance of their legal and other duties. In working to achieve the Court's reform objectives, they may be called to step into national roles and responsibilities, including participating in case management initiatives and assisting with the development of coherent and consistent policies and procedures, analyses of workload, and liaison with, and education of, the profession.

Position overview

Judicial Registrars – Migration (**JRs-Migration**) support Judges in facilitating the just resolution of migration proceedings as quickly, inexpensively and efficiently as possible. JRs-Migration play a key role in achieving the Court's reform objectives by:

- performing delegated judicial functions at a high level, including presiding in Court, conducting directions hearings and callovers, hearing and determining interlocutory applications and efficiently case-managing proceedings to hearing
- performing critical work in supporting Judges' migration workload, such as by analysing migration filings, understanding emerging trends, and identifying matters that raise similar legal and/or factual issues
- supporting the development and implementation of migration resources, policies and practices, for example by monitoring developments in migration law and contributing to preparing and updating migration practice area resources
- liaising with Judges, court staff, court users and other internal and external stakeholders in relation to the Court's migration workload, and
- working closely with other staff who undertake work in the area of migration.

There may also be an opportunity for successful applicants to fulfil the responsibilities of various coordinating and leadership roles, including working as part of a national team to inform and implement the structural changes associated with the Court's migration reforms. Although primarily focused on migration matters, the position may also contribute to the delivery of services and support Court legal work across a range of general federal law jurisdictions, including bankruptcy, Fair Work, administrative law, intellectual property, consumer law and admiralty.

Key responsibilities and duties

Delegated judicial functions

- Exercising delegated judicial powers in migration proceedings pursuant to section 254 of the *Federal Circuit and Family Court of Australia Act 2021* (Cth) (**FCFCOA Act**) and other legislative instruments.
- Conducting procedural hearings, such as directions hearings and callovers, and preparing migration proceedings for substantive hearing and determination.
- Hearing and determining interlocutory applications, including applications for summary dismissal.

- Considering requests for consent orders for proceedings in the Central Migration Docket.
- Considering requests for costs orders in migration proceedings which have been discontinued.

Case management

- Performing urgent and duty registrar work in relation to migration matters, as required.
- Ensuring a nationally consistent approach to the case management and coordination of migration matters.
- Conducting high-level strategic analysis of the migration caseload with a view to understanding emerging trends, identifying matters that raise similar legal and/or factual issues, and making recommendations in relation to case management.
- Consulting and meeting with judges regularly to gain an understanding of their support needs in relation to their migration workload.

Jurisprudential support

- Overseeing the development and improvement of internal migration law jurisprudence resources;
- Ensuring compliance with Court Rules, policies and procedures in specific matters and at a whole of registry level; and
- Collaborating in the development, review and implementation of policies and procedures in the migration practice area.

Internal and external liaison

- Liaising with key internal and external stakeholders in relation to particular migration matters and the overall case management of the migration workload.
- Liaising with the legal profession and Court users, including state and federal law societies and bar associations, in relation to areas of migration practice and structural reform.

Reporting lines and key relationships

JRs-Migration report on a regular basis to the Director – National Registrars and Legal Operations and ultimately to the CEO/PR of the Court.

JRs-Migration will be required to engage with a wide variety of key judges and staff, including:

- *Chief Judge:* provide support to facilitate the just resolution of migration proceedings as quickly, inexpensively and efficiently as possible.
- *Deputy Chief Judge (General and Fair Work), National Migration Judge and Director – Migration Registrars and Legal Operations:* consult and liaise with and provide support and advice in relation to migration resources, policy, practice and workload.
- *Other Migration Registrars:* consult, liaise and work closely with in relation to particular migration matters and the overall case management of the migration workload.
- *Other Court staff and Court users:* liaise with key internal and external stakeholders in relation to particular migration matters and the practice area more broadly.

Professional qualifications, competencies and attributes

Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

Additional qualifications in migration law, for example as an Accredited Specialist in Immigration Law, will be considered favourably, but are not essential.

To undertake this role, the successful applicant must have:

- a minimum of 5 years' post admission experience
- the ability to exercise delegated judicial powers and functions at a high level in migration proceedings in the Court pursuant to section 254 of the FCFCOA Act, including the ability to preside over Court hearings and exercise judicial discretion;
- considerable experience in general federal law or civil law, with a particular focus on migration litigation;
- a thorough understanding of case management principles;
- a comprehensive understanding of the migration jurisdiction and the Court's practices and procedures;
- a proven ability to:
 - work autonomously and with the necessary authority and accountability;
 - manage multiple responsibilities effectively and prioritise matters appropriately; and
 - build and sustain positive relationships with a network of key stakeholders internally and externally.

Selection criteria

1. Considerable experience in general federal law or civil law, including migration litigation, and a sound knowledge of the available avenues of review in relation to migration decisions.
2. Demonstrated experience in case management and a thorough understanding of case management principles.
3. Demonstrated experience and understanding, or the ability to acquire such knowledge quickly, of the jurisdiction and practices and procedures of the Court in general federal law proceedings.
4. Demonstrated ability to critically evaluate large volumes of information and demonstrate sound judgment in decision making.
5. Highly developed communication skills, including the ability to represent the Court at a senior level when interacting with a variety of stakeholders, including members of the public, the legal profession and the judiciary.
6. Excellent analytical and conceptual skills and demonstrated achievements in developing and implementing improved and innovative services and processes.
7. Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court's case management systems and courtroom technology.
8. Demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

Eligibility

Employment with the Court is subject to the conditions prescribed in the *Public Service Act 1999*, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested applicants who have received a redundancy benefit from an APS agency are welcome to apply but now that they cannot be engaged until their redundancy benefit period has expired.

Diversity and inclusion

The Court is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from people with disability, First Nations people, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds, mature age workers and young workers. The Court is committed to supporting an inter-generational workforce, gender equity and families.

The Court will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfill the inherent requirements of the role.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activity if you choose to apply under the scheme, declare a disability and meet the minimum requirements for the role. For more information, please visit <https://www.apsc.gov.au/recruitability>

Agency overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the *Public Service Act 1999* to work in roles sitting in one or more of the following courts or Tribunal: Federal Circuit and Family Court of Australia; Federal Court of Australia, and the National Native Title Tribunal. *The Courts Administration Legislation Amendment Act 2016* established the Federal Court entity; however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees engaged by the entity and working in roles in the Court are covered by the *Federal Court of Australia Enterprise Agreement 2024-27*.

Recruitment process

To apply, please complete the application form on the Court's [careers portal](#). If you have any issues with applying, please email recruitment@fedcourt.gov.au.

Applications close: **1 September 2026**

To be considered you will need to upload a concise expression of interest (2 page maximum) detailing how your experience and skills relate to the position description and selection criteria and attach a current resume.

For more information, confidential enquiries can be made to Catherine Bull, Director – National Support and Operations, by email to catherine.bull@fcfcoa.gov.au.