

Senior Member
Migration Review Tribunal and Refugee Review Tribunal
(MRT and RRT)

Duty Statement

Senior Members undertake a full range of cases before the Tribunals and lead by example with quality and timely reviews. Senior Members each provide leadership, professional guidance and advice to a group of Members. This includes supporting and monitoring the work of Members.

Senior Members have a particular responsibility for Member performance, including productivity, quality of decisions, consistency in decision-making, cost effectiveness and contributions towards maintaining a collegiate environment. The Senior Members also play a significant part in the Tribunals' overall management, including as members of the Joint Management Board, in consultations across the membership, in the development and implementation of strategies to meet the Tribunals' goals, in national and local resource planning, in the development and review of national and local policies and procedures and in Member professional development.

Senior Members are accountable in relation to their work performance, professional conduct, management and organisational issues to the Principal Member.

The responsibilities of a Senior Member include:

- undertaking a caseload (equivalent to one-half of a full-time Member caseload) including more complex and demanding cases;
- allocating cases, as required by the Principal Member, to Members in accordance with the caseload and constitutions policy of the Tribunals;
- monitoring the work of a group of Members, providing guidance, advice and support, conducting performance appraisals, and, where necessary, providing counselling;
- participating as a member of the Joint Management Board;
- working with the Principal Member, the RRT Deputy Principal Member (DPM) and other Senior Members to promote effective performance appraisals, mentoring and professional development for Members;
- assisting the DPM with planning and co-ordination in relation to Members' professional development;
- assisting the DPM with community relations activities;
- investigating complaints and enquiries about Members and preparing reports, recommendations and draft replies for the Principal Member's consideration;
- leave planning and approving Members' leave requests;
- approving the days for part-time Members' attendance and approving pay claims; and
- undertaking other duties and tasks assigned by the Principal Member.

Senate Legal & Constitutional Affairs Committee
Supplementary Budget Estimates 2008-2009
20-21 October 2008

Tabled Document No 1

By: Migration Review Tribunal and Refugee Review Tribunal
Date: 21/10/08 11:19 am

Senior Member Positions

Selection Criteria

In responding to the following selection criteria, please provide examples of how you have demonstrated these skills or capabilities.

- 1. Proven high level analytical and research skills.**
- 2. A sound understanding of the principles of administrative law in respect of migration and refugee decision making.**
- 3. Possession of a strong sense of fairness and demonstrated ability to exercise impartial judgement and to make lawful, high quality decisions in a timely manner, including the ability to:**
 - apply rules of procedural fairness;
 - identify and assess relevant evidence;
 - meet strict deadlines under pressure;
 - achieve decision-making targets.
- 4. Highly developed oral and written communication skills, including demonstrated ability to:**
 - communicate information concisely and with tact and courtesy to a range of audiences;
 - write high quality decisions.
- 5. Demonstrated inter-personal relationship skills and ability to sensitively deal with cross-cultural and gender issues.**
- 6. Demonstrated integrity and ability to provide leadership and guidance, including in relation to the professional development of Members, work practice change, continuous improvement and professional and ethical work practices.**