STATE ADMINISTRATIVE TRIBUNAL

ORDERLY TO DEPUTY PRESIDENT JUDGE VERNON

Location:	State Administrative Tribunal 565 Hay Street Perth, Western Australia
Job Type:	Full Time
Commencement Date:	25 January 2027
Salary:	$ 68,028

Applications are invited for the position of Orderly to the Hon Judge Vernon sitting as Deputy President of the State Administrative Tribunal. This full-time position will commence on Monday, 25 January 2027 and will be by contract of employment for a period of 12 months with the possibility of an extension.

The successful applicant will have the opportunity to gain exposure to the areas of administrative law falling within the Tribunal's jurisdiction, including human rights, vocational regulation, and civil and commercial matters. Supervision for the work experience component of their Practical Legal Training may be accommodated.

Role: The Orderly will be required to:

- Assist with the preparation of files for hearing;
- Liaise with members of the legal profession and members of the public to arrange hearings;
- Prepare hearing rooms and attend hearings;
- Perform other duties required by the Judge, including legal research;
- Use technology to perform clerical duties and operate electronic equipment in hearings;
- Assist the Associate with the management of files and exhibits in hearings;
- Assist the Associate to ensure the hearings proceed smoothly and efficiently; and
- Provide information and assistance to members of the public in accordance with established principles and procedures.

The successful applicant must be prepared to work as a member of a team, maintain confidentiality and be prepared to work flexible hours from time to time.

Work-related requirements:

- A completed or almost completed law degree;
- Appropriate level of academic achievement;
- Research, analytical and editorial skills;
- Excellent verbal, interpersonal and written communication skills; and
- Time management and organisational skills.

Before appointment to the position, the applicant must:

- be an Australian citizen or permanent resident of Australia as defined by the *Migration Act 1958* (Cth); and
- satisfactorily undergo security screening, including a national criminal history check.

Successful applicants must be available to commence on Monday, 25 January 2027.

How to Apply:

Applicants should submit a covering letter of **no more than a single page**, a CV and current academic transcript.

Applicants are to be sent by email to Mr Wei Hu at Associate.Judge.Vernon@justice.wa.gov.au and marked 'Confidential'.

Closing Date: 4 pm WST, Friday, 6 November 2026. Interviews will be conducted thereafter.