

Standing at the apex of what is widely acknowledged as one of the most effective and efficient court systems, the Supreme Court's mission is to lead the effective administration of justice with fairness, impartiality and ensuring access to justice for all. We seek to inspire public trust through an effective and responsive justice system.

At the Supreme Court, our push for service excellence centres on raising service quality through learning and innovation while encouraging respect, trust and teamwork amongst fellow colleagues.

A career at the Supreme Court will enable you to contribute and enhance the administration of justice in Singapore. We value your contribution and creativity in our workplace.

We welcome you to join our team as:

**DIRECTOR, LEGAL
(LEGAL DIRECTORATE)**

The Legal Directorate is responsible for the management and disposal of cases, including processing, storing, retrieving of court documents and fixing hearings for matters which commenced in the Supreme Court.

You will be expected to:

- establish standard operating procedures and lead the operations of the High Court (HC) Registry, Court of Appeal (CA) Registry and the Singapore International Commercial Court (SICC) Registry (collectively the "Legal Registry") in accordance with applicable legislation, rules and practice directions to ensure efficiency and to improve customer service;
- oversee the conduct of reviews and analysis of operational data, statistics, processes and policy issues, and recommend appropriate initiatives and measures in the operations of the Legal Registry;
- conduct research and analysis with a view to making recommendations on issues affecting the operations of the Legal Registry;
- oversee any change management in the Legal Directorate for the implementation of procedures and practices of the Legal Registry arising from amendments or changes to applicable rules and procedures;
- oversee the planning, development, implementation and review of management practices and strategies, with a view to achieving the objectives of the Legal Directorate;
- oversee the professional and personal development of the staff of the Legal Directorate;
- work closely with Senior Management, Judges and Judicial Officers in matters affecting cases before the Supreme Court;
- represent the Legal Directorate in cross-directorate projects and meetings.
- liaise with the Judiciary Administration & Operations directorates and work as a team to strategise and implement Supreme Court wide initiatives; and
- assist in the functions and work of the Legal Directorate and Supreme Court in general and as assigned.

Requirements:

- A degree in law and must be a Qualified Person under the Legal Profession Act (Cap. 161)
- About 10-15 years of working experience, with prior experience in managing a team
- Candidates who have litigation or dispute management experience will be preferred
- Excellent oral and written communication, presentation, organisational and interpersonal skills
- Strong leadership and mentoring qualities
- Strong analytical, strategic and critical thinking as well as problem-solving skills
- Excellent command of the English language and ability to write policy, legal and other research papers effectively
- In-depth understanding of the law and application of the law in Singapore
- Ability to work effectively with diverse groups, including stakeholders

Interested applicants can apply through the Singapore Public Service Job Portal at www.careers.gov.sg. Alternatively, please complete and submit the Public Service application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **20 June 2019** to:

Supreme Court
HR Department
Corporate Services Directorate,
1 Supreme Court Lane, Singapore 178879

Only short-listed candidates will be notified. Thank you for your interest in this position and in the Supreme Court.