

**For discussion  
on 25 February 2019**

**Legislative Council  
Panel on Administration of Justice and Legal Services**

**Proposed Creation of Judicial Posts and  
Directorate Posts in the Judiciary**

**PURPOSE**

This paper seeks Members' views and support on the Judiciary's proposals to create the following permanent posts with immediate effect upon approval by the Finance Committee ("FC") -

- (I) Creation of judicial posts
  - (a) three judicial posts of Judge of the District Court ("DJ") (JSPS 13) to cope with the increased workload in the Family Court; and
- (II) Creation of civil service directorate posts
  - (b) one Administrative Officer Staff Grade ("AOSG") B1 post (D4) and one AOSGC post (D2) to strengthen the directorate structure of the Judiciary Administration ("Jud Adm").

**I. CREATION OF ADDITIONAL JUDICIAL POSTS**

**PROPOSALS**

2. The Judiciary proposes to create three permanent judicial posts of DJ (JSPS 13) in the Judiciary to strengthen the establishment of the Family Court to cope with its heavy workload.

## JUSTIFICATIONS

3. The Family Court, which is a specialised court within the District Court, deals with a wide range of family and matrimonial matters, including dissolution of marriage, children related applications, ancillary and other financial relief and those arising from various ordinances, which are within the jurisdiction of the Family Court. Over the years, there has been a substantive increase in workload in the Family Court. Additional DJ posts are needed for the Family Court, designated as Family Court Judges, to cope with the increased workload for the following reasons -

- (a) There has been an increase in the number of cases handled by the Family Court. The overall caseload had increased from about 18 000 cases in 2008 by about 30% to about 24 000 cases in 2012 and remains stable thereafter. Besides, the caseload of divorce cases in respect of joint applications for divorce is rising rapidly year by year. The total number of such cases increased from around 2 300 in 2008 to around 6 500 in 2018, registering an accumulative increase of over 180%. About 80% of these joint applications are taken out by litigants in person. Such a trend has resulted in more work on the part of the Judges and Judicial Officers (“JJOs”) in the Family Court who have to guide litigants through different stages of the proceedings including interlocutory applications, financial and custody related applications. Hearings on financial disputes which are often lengthy and can be extremely complex have also increased by about 50% from about 1 900 in 2008 to over 2 800 in 2018;
- (b) The caseload alone, however, does not fully reflect the demand on judicial resources in the Family Court, having regard to the special nature, breadth and complexity of family and matrimonial disputes. Apart from dispute over divorce, it is increasingly common for a case in the Family Court to involve different and complex types of issues, including disputes over ancillary relief, disputes over the beneficial ownership of a matrimonial property which is becoming more and more common, disputes relating to children (applications for custody / access / maintenance / relocation of children), etc. In addition, there are features in recent years which have imposed a heavier burden on the JJOs, e.g. more urgent applications (for injunction orders in domestic violence cases, for injunction against disposal of family assets and removal of children from jurisdiction, etc.) often obliging the presiding JJOs to put aside the cases they are handling to deal with such applications; and the trend for paper

disposal of applications (e.g. for leave to appeal) causing JJOs to have to use more out-of-court time to discharge their duties;

- (c) Under the “Financial Dispute Resolution Pilot Scheme”, divorce cases involving financial disputes have to go through the Financial Dispute Resolution (“FDR”) procedures, in which the Family Court Judge sits essentially in the role of a “conciliator” or “facilitator” to assist the parties to settle their financial disputes. If no settlement is reached, the Court would then fix a date for trial by another Family Court Judge. Given the limited number of Family Court Judges, the requirement of two Family Court Judges to hear FDR cases where no settlement is reached also poses considerable listing constraints in the Family Court;
- (d) Unlike other types of cases, the nature of Family Court cases is such that even if key issues have been resolved, the parties would still be coming back to the Court with applications to vary due to changes in circumstances over time, such as applications for variation of maintenance orders granted because of changes in circumstances such as earning capacity of parties, applications for variation of custody / access orders because of changes in the living arrangements of the parent by remarriage or the need for more flexible arrangements as the children grow older, etc.; and
- (e) The Judiciary has been keeping court practices and procedures under constant review to ensure the efficient listing of cases and utilisation of judicial resources and court time. Over the years, the Family Court has undergone many reforms such as the reform of ancillary relief procedures in matrimonial proceedings, the promotion of greater use of family mediation, the introduction of the children’s dispute resolution pilot scheme, and the recent review on Family Procedure Rules. The Working Party on Family Procedure Rules has made a total of 133 recommendations in its Final Report. As a follow-on to the family procedure reform, there is a substantial increase in the work involved in preparing the revamped Family Procedure Rules and drafting or revising of over 60 related Practice Directions. There has been heavy demand on judicial resources in the Family Court for this work area as well.

4. The Family Court has an establishment of five Family Court Judges (including one Principal Family Court Judge) since July 2008. In practice, in order to cope with the increasing caseload and heavy workload of the Family Court and to keep court waiting times within targets as far as

practicable, the total number of JJOs deployed to sit in the Family Court has increased to ten since September 2015, including deployment and engagement of Deputy Judges. Even so, the JJOs working in the Family Court have been overloaded over the past few years. This is not conducive to the effective operation of the Family Court. Although five additional JJOs on top of the five established posts have been deployed to the Family Court, as a prudent approach, the Judiciary considers it necessary to rationalise the manpower situation of the Family Court by first creating three permanent DJ posts in the Family Court. The Judiciary will review the need for additional permanent DJ posts in the Family Court in due course, in particular in the context of the implementation of the new Family Procedure Rules whereby further reforms to the Family Court proceedings will be introduced. In line with the established practice, additional temporary judicial manpower will continue to be engaged to cope with the workload of the Family Court if required. The job description of the DJ in the Family Court is at **Annex A**.

Annex A

## **II. CREATION OF DIRECTORATE POSTS**

### **PROPOSALS**

5. The Judiciary proposes to enhance the directorate support in the Jud Adm by creating -

- (a) one permanent AOSGB1 post (D4) to head a new Planning and Quality Division to be set up; and
- (b) one permanent AOSGC post (D2) to strengthen directorate support for the Chief Justice's Private Office.

### **JUSTIFICATIONS**

6. The Chief Justice of the Court of Final Appeal ("CJ") is the head of the Judiciary and is charged with the administration of the Judiciary under the Hong Kong Court of Final Appeal Ordinance (Cap. 484). In discharging his administrative responsibilities, the CJ is assisted by, among others, the Judiciary Administrator ("JA") and staff in the Jud Adm.

7. The Jud Adm provides essential administrative support to ensure the smooth operation of the courts and tribunals in Hong Kong. The Jud Adm offers such assistance as is required to the CJ, the Court Leaders and JJOs as

well as court users in various ways. It ensures that adequate and competent administrative support is provided to JJOs; efficient and quality registry services are accessible to court users; and all ancillary infrastructural support is in place. It is also tasked to develop and review operational procedures and systems in the offices and registries at all levels of courts to strive for continuous service improvement. With the JA being the controlling officer of the Expenditure Head for the Judiciary, the Jud Adm is responsible for the effective management of financial, manpower and accommodation resources provided. Furthermore, it is responsible for developing and implementing the required technological support for court operations; dealing with public relations; as well as liaising with and communicating on behalf of the Judiciary with the Government and the Legislative Council (“LegCo”), court users, the media and the public.

8. The Jud Adm is currently organised into four functional divisions and the JA is directly underpinned by four division heads, namely -

- (a) the Deputy Judiciary Administrator (Development) (“DJA(D)”) <sup>1</sup> at AOSGB (D3) level who heads the Development Division;
- (b) the Deputy Judiciary Administrator (Operations) (“DJA(O)”) <sup>2</sup> at AOSGB (D3) level who heads the Operations Division;
- (c) the Assistant Judiciary Administrator (Corporate Services) (“AJA(CS)”) at Senior Principal Executive Officer (D2) level who heads the Corporate Services Division; and
- (d) the Assistant Judiciary Administrator (Quality and Information Technology) (“AJA(Q&IT)”) <sup>3</sup> at Principal Executive Officer (D1) level who heads the Quality Division.

#### Annex B

9. The existing organisation chart of the Jud Adm is at **Annex B**.

#### **(A) Creation of a permanent AOSGB1 post**

10. Over the years, the business of the Judiciary has expanded considerably both in volume and complexity. The senior directorate structure of the Jud Adm has remained unchanged since 1995, i.e. for over 20 years. The

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<sup>1</sup> The DJA(D) also heads the CJ’s Private Office and the Press and Public Relations Office.

<sup>2</sup> The DJA(O) also heads the Information Technology Office (“ITO”), which is further organised into two separate sections, i.e. the ITO (Operational) supervised by the AJA(Q&IT); and the ITO (Technical) supervised by the Chief Systems Manager (Information Technology) at Chief Systems Manager (“CSM”) (D1) level.

<sup>3</sup> The AJA(Q&IT) also supervises the ITO (Operational) and reports to the DJA(O) in this regard.

Judiciary has critically reviewed the organisational structure of the Jud Adm, having regard to the changes in operating environment of the Judiciary and future requirements. It is concluded that the existing directorate structure will not be sustainable and there is a need to bring enhancements to enable it to ride the challenges in the years ahead.

11. The major considerations are as follows -

- (a) In discharging her role and responsibilities, the JA requires dedicated high-level strategic support at a sufficiently senior directorate officer level to serve as her “think-tank” to assist her in formulating, evaluating and monitoring overall strategies and forward-thinking policies in the overall administration of the Jud Adm to improve efficiency and effectiveness. However, under the existing structure, high-level strategic support to the JA in this regard is mainly drawn from about 1.5 senior directorate officers, namely, the DJA(O) and about 50% of the DJA(D)<sup>4</sup> (both at AOSGB (D3) level), which is in addition to their already heavy engagement in the day-to-day business of their respective divisions. The existing set-up is depriving the JA of focused support in strategic planning, policy analysis and formulation of long-term goals on the one hand, and the two DJAs of their capacity to pay sufficient management attention to business under their respective purviews on the other. The inadequacy of dedicated strategic advice to the JA in the overall administration of the Jud Adm is not conducive to her discharging a pivotal role in support of efficient and effective court operations in the long run;
- (b) On top of the growing demands on the operational front, the Judiciary would need to keep under constant review various court procedures and processes and such other policy issues which are closely relevant to the administration of justice, be alert to new challenges and bring forward changes and improvements as are required. There are numerous new initiatives, reviews and major projects in the pipeline in keeping abreast with changes and new requirements. The management task of the JA, who assists the CJ in the overall administration of the Judiciary, has become exceedingly large, complicated and challenging. In the past ten years or so, since 1 April 2008, the establishment of JJO posts has increased by about 21% and that for support staff posts by about 26%; and

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<sup>4</sup> About 50% of the time spent by the DJA(D) is on providing administrative support to the CJ.

- (c) With the increased momentum of a number of critical major and on-going projects, such as the implementation of major infrastructural projects, the implementation of an information technology strategy plan (“ITSP”) for the Judiciary, etc., high-level and intensive steer is needed in the near future as these exercises are entering into their critical phases of further development and implementation. Sufficient steer from the senior directorate level is necessary to ensure that all tasks are properly planned, designed, executed and monitored.

12. To cope with the above challenges, the Judiciary proposes to create a permanent post of Deputy Judiciary Administrator (Planning and Quality) (“DJA(PQ)”) at the rank of AOSGB1 (D4) to provide the much-needed dedicated strategic support to the JA on formulating, evaluating and monitoring overall strategies and forward-thinking policies in the overall administration of the Jud Adm to improve efficiency and effectiveness. The proposed DJA(PQ) will also deputise the JA in overseeing the operation of the whole Jud Adm as and when required. Under the re-organised Jud Adm, the proposed DJA(PQ) will head a new Planning and Quality Division (comprising the ITO, the Digital Audio Recording and Transcription Services Section, the Accommodation Section, and the Management Review and Information Section) and be underpinned by three directorate officers at D1 rank, viz. one CSM and two Principal Executive Officers, in undertaking the following strategic management functions -

- (a) The Judiciary seeks to adopt information technology (“IT”) and other modern management tools to enhance the efficiency of court support services. The proposed DJA(PQ) will assist the JA in the long term strategic planning of the Judiciary’s use of IT having regard to the rapid development in the area and the unique operating environment of the Judiciary. This will include but is not limited to the oversight of the implementation of the wide range of initiatives and projects under the ITSP of the Judiciary in a holistic and incremental manner, but will also provide an opportunity for building synergy in IT development of the Judiciary and the development of two new mega accommodation projects, namely, the reprovisioning of the High Court, and the reprovisioning of the District Court and the Family Court (which will be co-located with the Lands Tribunal);
- (b) The Judiciary seeks to continually review its accommodation strategy to keep pace with court and office development initiatives.

The proposed DJA(PQ) will assist the JA in the on-going pursuit of the Judiciary's long-term accommodation strategy and formulation of a comprehensive strategic plan to meet future demands, including but are not limited to the two new mega accommodation projects to ensure all ancillary infrastructural support is in place, and the long-term IT development strategy and court security requirements are taken into full consideration at the project planning and implementation stages; and

- (c) The Judiciary seeks to sustain quality management in the Jud Adm. The proposed DJA(PQ) will assist the JA in steering quality enhancement of the Jud Adm to help the Jud Adm as a whole to maintain quality support services to courts and tribunals through conducting management reviews and studies on services provided by various operating units, conducting business process re-engineering and recommending possible areas for improvements, in pursuit of excellence and continual improvements in the delivery of services by the Jud Adm. The proposed DJA(PQ) will also spearhead review and revamping of the existing management information system under the ITSP, in support of formulating long-term and sustainable quality enhancement initiatives of the Jud Adm.

13. The proposed DJA(PQ) will take over the steering and management of the ITO from the DJA(O) and the present Project Planning and Accommodation Section (to be renamed Accommodation Section) from the AJA(CS) respectively. Meanwhile, the DJA(O) and the AJA(CS) will respectively take over the Complaints Section and the Legal Reference and Library Section from the existing Quality Division under the re-organised structure of the Jud Adm. It should be pointed out that both the DJA(O) and the AJA(CS) have been overburdened with an extensive range of tasks and responsibilities in particular over the past few years, and the existing set-up is depriving them of the opportunity of paying sufficient management attention to all the sections under their respective portfolios. With the creation of the proposed DJA(PQ) post and the setting up of the new Planning and Quality Division, the DJA(O) and the AJA(CS) could then be relieved and be able to provide more effective management oversight to their respective schedule of businesses. For instance, with the proposed DJA(PQ) to take over from the DJA(O) the overall management role of the implementation of the ITSP, the DJA(O) could provide more focused strategic support to the JA on steering the user and operational requirements on the end user side. Similarly, the AJA(CS) could provide more focused strategic support to the JA on a full range of quality human resources support services to JJOs, in particular on the implementation



of enhancements to the conditions of service for JJOs, and the implementation of proposals arising from the review of retirement ages of the JJOs.

**(B) Creation of a permanent AOSGC post**

14. The DJA(D) at AOSGB (D3) level, has the dual role as the division head of the Development Division and the Administrative Assistant to the CJ (“AA/CJ”). For the past twenty years, the post holders have been dedicating 50% of the time to the Development Division, and 50% to head the CJ’s Private Office. Such arrangement is no longer sustainable given the demanding tasks requiring strategic steer from the post holder.

15. As the DJA(D), she heads the Development Division, and is responsible for providing policy steer and handling policy and legislative matters related to the Judiciary, including conducting strategic policy reviews, preparing and taking forward various legislative exercises, as well as overseeing the implementation of the various policies and legislation. She is currently underpinned by one permanent Assistant Judiciary Administrator (Development)1 (“AJA(D)1”) post and one supernumerary Assistant Judiciary Administrator (Development)2 (“AJA(D)2”) post, both at AOSGC level, to steer and supervise the work of the Development Office. She also oversees the Press and Public Relations Office which is responsible for handling media-related work, arranging visits (including school visits<sup>5</sup>) and promoting public understanding of the Judiciary’s role and work. She is required to oversee the overall planning and implementation of these public education activities and provide strategic input to further their development, and she is assisted by a team led by one Principal Information Officer in this regard.

16. As the AA/CJ, she heads the CJ’s Private Office and provides advice/assistance to the CJ on liaison and exchanges with judiciaries in other jurisdictions, the Government, legal professionals and outside organisations. She would plan for and accompany the CJ in official functions both within and outside Hong Kong. She also assists the CJ in hosting and organising important events, conferences, e.g. the Conference of Chief Justices of Asia and the Pacific (to be held in November 2019), the annual Ceremonial Opening of the Legal Year, and provide other administrative support to the CJ as and when necessary. For the work of AA/CJ, she is now assisted by one Senior Executive Officer<sup>6</sup>.

17. The dual sets of duties as the DJA(D) and the AA/CJ, with the existing support structure, is creating practical difficulties for the DJA(D) to pay sufficient attention to all her functions for the following reasons:

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<sup>5</sup> In 2018, over 13 300 students visited the Judiciary.

<sup>6</sup> The Senior Executive Officer also serves as the venue manager of the Court of Final Appeal Building.

- (a) The Development Office is heavily engaged in various policy reviews and legislative work of the Judiciary, including the extension of retirement ages of JJOs, the implementation of the ITSP and implementation of the recommendations in the Final Report on the Review of Family Procedure Rules, reviews on various policy issues including the jurisdictional limits, etc. These exercises involve consideration of not only policy issues, but also extensive, complicated and sometimes highly technical legislative amendments. The DJA(D) is required to provide strategic input and overall steer on these complex reviews and legislative exercises, such as overseeing the discussions of the related policies and key legislative issues, consultation and liaison with the stakeholders, and to give strategic inputs on implementation and interfacing issues so as to ensure that all relevant parties are ready before the new legislation/policy is implemented. This also involves leading the team in the Development Office to attend relevant LegCo meetings such as those of the relevant panel, Bills Committee and Sub-committee when the legislative exercises have reached the concerned stages;
- (b) The Judiciary maintains regular exchanges with judiciaries of other jurisdictions. Over the past few years, the scale and the depth of the exchange activities with other jurisdictions have increased. The DJA(D) is required to provide strategic input on the development of the Judiciary's exchange activities with other jurisdictions, and provide strategic support to CJ and other JJOs. These exchange activities sometimes involve high level exchanges led by CJ and other senior judges with other judiciaries, as well as organisation of major events with participation of senior judges from various jurisdictions. For example, in 2017, the DJA(D) was responsible for overseeing the organisation of the Fourth Seminar of Senior Judges of Cross-Strait and Hong Kong and Macao. The Judiciary will host the 18<sup>th</sup> Conference of Chief Justices of Asia and the Pacific in Hong Kong in November 2019. This high level event will likely involve the attendance of over 30 Chief Justices from the Asia Pacific region, and demands high level and close supervision and coordination; and
- (c) On public education front, the DJA(D) is required to provide strategic steer in promoting public understanding of the Judiciary's

role and work in the administration of justice and upholding the rule of law. For instance, in addition to the High Court visits (with over 3 300 visitors in 2017), a School Guided Visits scheme has been introduced since November 2015 under which guided visits to the Court of Final Appeal (“CFA”) are conducted for school students. On average, about 8 000 school students visited the CFA under the scheme each year. The DJA(D) is required to oversee the implementation of these public education activities and provide strategic input to further their development.

18. Given the increasing workload as mentioned in paragraph 17 above and other duties as set out in paragraphs 15 and 16, the current organisational structure is no longer sustainable. As the AA/CJ, she must provide timely advice and administrative support to the CJ as and when required, and support CJ in attending official functions both within and outside Hong Kong. She is also required to provide overall steer to the operation of CJ’s Private Office. When she is attending to her duties as DJA(D), which involves many meetings both internally or externally, she may not be able to provide immediate support to the CJ even when required. As an interim measure, she has been drawing assistance from the two Assistant Judiciary Administrators (i.e. AJA(D)1 and AJA(D)2) in delivering her duties as AA/CJ. As the two Assistant Judiciary Administrators are already fully occupied with the work of the Development Division, their assistance is only on an ad hoc basis, which often draw away their attention from other competing tasks. This is highly unsatisfactory.

19. As such, additional directorate support for her duties as the AA/CJ would help ensure sufficient level of support for the CJ and oversight of the day-to-day operation of his Private Office.

20. In view of the above considerations, it is proposed that a Deputy AA/CJ post at AOSGC level be created on a permanent basis to rationalise the existing directorate structure and enable the DJA(D) cum AA/CJ to better focus on the strategic work relating to both the Development Division and the CJ’s Private Office.

21. The Deputy AA/CJ will be responsible for assisting the DJA(D) (concentrating on the duties of the AA/CJ) in providing administrative support to the CJ at all times as such assistance is needed. He/she assists the AA/CJ in overseeing the work of the CJ’s Private Office, providing dedicated administrative support to the CJ in planning for and attending official functions both within and outside Hong Kong and in exchanges with judiciaries in other jurisdictions. The Deputy AA/CJ can ensure that designated and timely administrative support will be available to CJ at all times, even when DJA(D)

may be occupied by the policy and legislative work of Development Division. He/she will also assist in the public communication/education work of the Judiciary.

Annexes  
C, D and  
E

22. The job description of the AOSGB1 post and AOSGC post proposed for creation in paragraph 5(a) and (b) above are at **Annexes C and D** respectively. The proposed organisation chart of the Jud Adm is at **Annex E**.

## FINANCIAL IMPLICATIONS

23. The proposed creation of three permanent judicial posts of DJ (JSPS 13) will bring about an additional notional annual salary cost at mid-point of \$7,871,400. The additional full annual average staff cost, including salaries and staff on-costs, is \$12,899,000.

24. The proposed creation of one permanent AOSGB1 post and one permanent AOSGC post will bring about an additional notional annual salary cost at mid-point of \$4,972,800 as follows -

Post	Notional annual salary cost	No. of posts
	at mid-point \$	
AOSGB1 (D4)	2,793,000	1
AOSGC (D2)	2,179,800	1
<b>Total</b>	<u>4,972,800</u>	<u>2</u>

The additional full annual average staff cost, including salaries and staff on-costs, is \$7,251,000.

25. The Judiciary has included sufficient provision in the draft 2019-20 Estimates to meet the cost of the staffing proposals mentioned in this paper and will reflect the resources required in the Estimates of subsequent years.

## ADVICE SOUGHT

26. Members are invited to give their views on and support to the proposals as set out in paragraphs 2 and 5 above.

## **WAY FORWARD**

27. Subject to Members' views and support, the Judiciary intends to submit the proposals to the Establishment Subcommittee for endorsement and the FC for approval. The Judiciary hopes to implement the proposals as soon as practicable.

**The Judiciary**  
**February 2019**

**Job Description**

**Post title** : Family Court Judge

**Rank** : Judge of the District Court (JSPS 13)

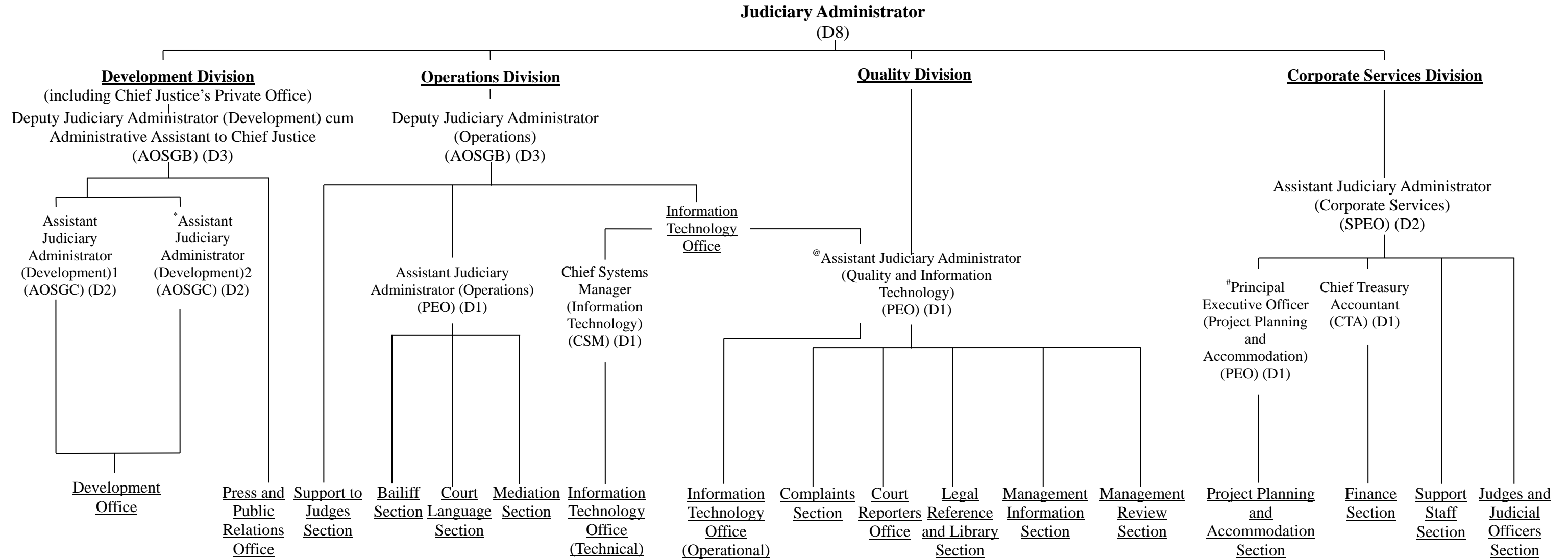
**Responsible to** : Principal Family Court Judge (JSPS 14)

**Major Duties and Responsibilities –**

To hear and adjudicate cases which are within the jurisdiction of the Family Court.

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Existing Organisation Chart of Judiciary Administration, Judiciary  
(position as at 1 February 2019)



**Development Division**

- Administrative Assistant to the Chief Justice
- Policy and legislation
- Press and public relations
- Interface with the Government
- Legal profession liaison

**Operations Division**

- Bailiff services
- Court language
- Court registries
- Implementation of Information Technology Strategy Plan (ITSP)
- Promotion of court-related mediation
- Services for unrepresented litigants
- Support to Judges and Judicial Officers

**Quality Division**

- Complaints
- Digital audio recording and transcription services
- Legal reference and library
- Management information
- Management review

**Corporate Services Division**

- Accommodation and building security
- Finance
- General administration
- Human resources management
- Service and training support to Judges and Judicial Officers
- Service to support staff

\* Supernumerary post up to 31 January 2022  
# Supernumerary post up to 31 March 2020  
@ Assistant Judiciary Administrator (Quality and Information Technology) reports to the Judiciary Administrator direct in respect of areas of his portfolio other than those related to Information Technology Office (Operational).

**Proposed Job Description**

**Post title** : Deputy Judiciary Administrator (Planning and Quality)

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Judiciary Administrator (D8)

**Major Duties and Responsibilities –**

1. To formulate and spearhead policy in respect of areas under the work portfolio of the Planning and Quality Division, comprising the Information Technology Office, the Digital Audio Recording and Transcription Services (“DARTS”) Section, the Accommodation Section, and the Management Review and Information Section.
2. To provide dedicated overview of the Judiciary’s long-term and sustainable goals on infrastructural planning and support services conducive to the optimum delivery of court and public services, which include information technology, management information system, DARTS, court building facilities and security, as well as quality enhancement of services provided by the Judiciary Administration.
3. To provide strategic advice to the Judiciary Administrator on formulating, evaluating and monitoring overall strategy and forward-thinking policies in the overall administration of the Judiciary Administration to improve efficiency and effectiveness.
4. To co-ordinate at a key position within the Judiciary on strategic administration and management issues which may involve various divisions of the Judiciary Administration.
5. To deputise the Judiciary Administrator when necessary.

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**Proposed Job Description**

**Post title** : Deputy Administrative Assistant to the Chief Justice

**Rank** : Administrative Officer Staff Grade C (D2)

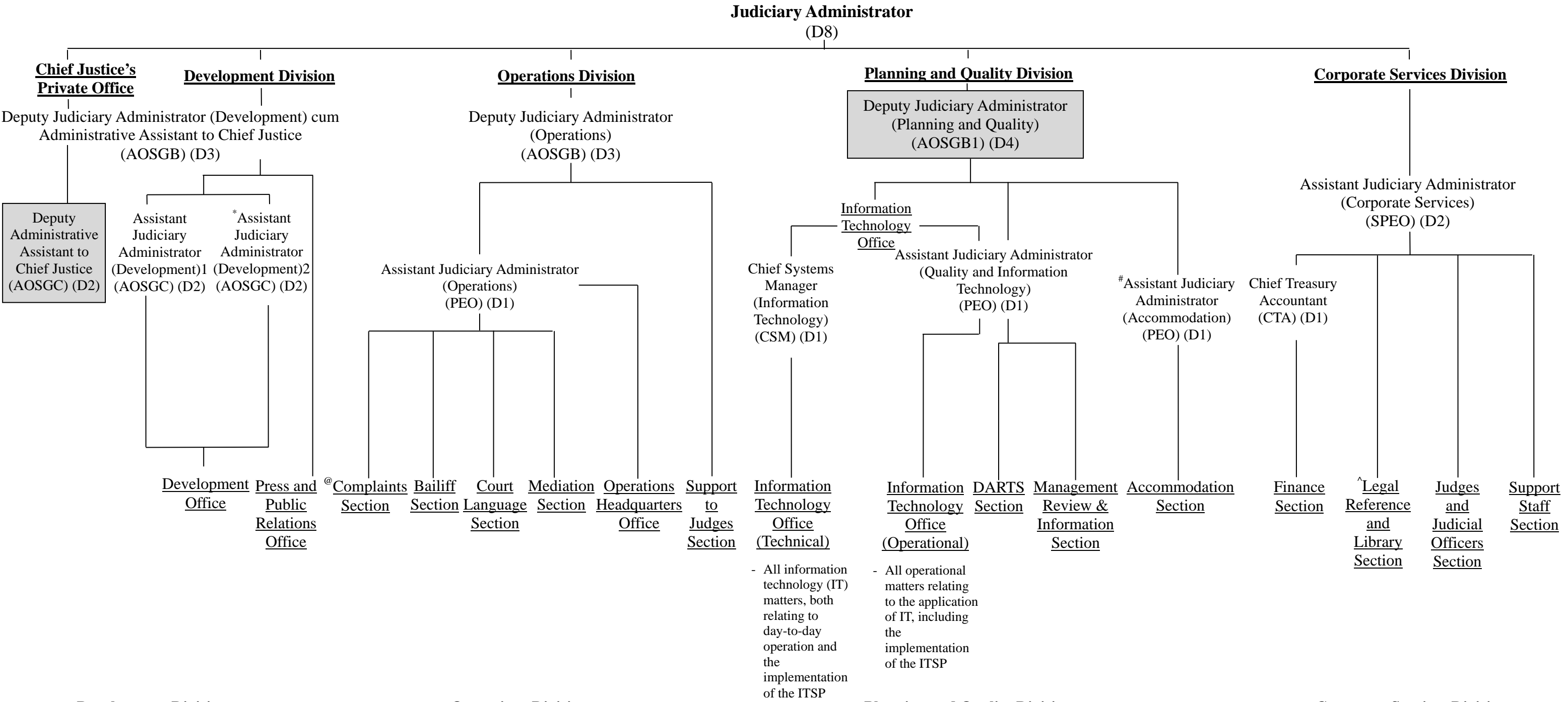
**Responsible to** : Deputy Judiciary Administrator (Development) cum  
Administrative Assistant to the Chief Justice  
(Administrative Officer Staff Grade B) (D3)

**Major Duties and Responsibilities –**

1. To assist the Administrative Assistant to the Chief Justice (“AA/CJ”) in overseeing the work of the Chief Justice (“CJ”)’s Private Office, and provide support and assistance to the CJ.
2. To assist the AA/CJ in overseeing the exchange activities with other jurisdictions, and the organisation of major events and conferences, and the planning of the CJ’s official functions, both locally and overseas.
3. To assist the AA/CJ in overseeing the strategic development of public education and communication activities within the Judiciary, to further the public’s understanding of the role and work of the Judiciary.
4. To perform other miscellaneous duties as assigned by the CJ and the AA/CJ.

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Proposed Organisation Chart of Judiciary Administration, Judiciary



**Development Division**

- Chief Justice's Private Office
- Policy and legislation
- Press and public relations
- Interface with the Government
- Legal profession liaison

**Operations Division**

- Bailiff services
- Complaints
- Court language
- Court registries
- Promotion of court-related mediation
- Services for unrepresented litigants
- Support to Judges and Judicial Officers

**Planning and Quality Division**

- Accommodation and building security
- Digital audio recording and transcription services (DARTS)
- Adoption of Information Technology
- Management information
- Management review

**Corporate Services Division**

- Finance
- General administration
- Human resources management
- Legal reference and library
- Service and training support to Judges and Judicial Officers
- Service to support staff

■ Proposed permanent directorate posts to be created

\* Supernumerary post up to 31 January 2022

# Supernumerary post up to 31 March 2020

@ Proposed transfer of responsibility from the Assistant Judiciary Administrator (Quality and Information Technology) to the Deputy Judiciary Administrator (Operations), as assisted by the Assistant Judiciary Administrator (Operations)

^ Proposed transfer of responsibility from the Assistant Judiciary Administrator (Quality and Information Technology) to the Assistant Judiciary Administrator (Corporate Services)