



Research Associate in the Chambers of the Chief Justice

This is a new position, which commenced in May 2026.

Prior to this, the Chief Justice had an Associate (a full time position) as well as a Research Assistant (a part time position, 20 hours per week). It has frequently been the case, however, that the Research Assistant has been requested to take on the role of an additional Associate (for example, where an acting or reserve judge is appointed or engaged). And the workload for one Associate in the Chief Justice's chambers is quite substantial in any event.

The role of Research Associate is separate to the role of the Associate to the Chief Justice.

In general outline, the role of the Research Associate will be to:

- Conduct research to assist the Chief Justice with speaking engagements throughout the year. These speaking engagements cover a wide range of topics, including substantive law.
- Conduct legal research as required to assist the Chief Justice in relation to matters heard in court.
- Undertake tasks within the duties of the Chief Justice's Associate, as required, including:
 - Preparing matters (Trial Division and Court of Appeal) for hearing in Court.
 - Assisting the Chief Justice in relation to preparation of judgments.
 - Proof-reading of draft judgments, and judgments to be reported in the Queensland Reports.
- Assisting generally with tasks related to the Chambers of the Chief Justice, including ceremonial sittings and other events.
- Assisting the Chief Justice with the conduct of hearings in court – when required, to assist the Chief Justice's Associate.
- Filling in as the Associate to a judge whose Associate is unavailable (due to being unwell or on leave).
- Acting as the Associate to an acting or reserve judge appointed or engaged during the year.

The Research Associate will undertake the same training as the Associate. The pay and conditions of the Research Associate are the same as for an Associate.

Appointment and period of service

An Associate (including the Research Associate) is appointed by the Chief Justice under the *Supreme Court of Queensland Act 1991*. An Associate is not an officer of the Public Service nor subject to the *Public Service Act 2008*. The position involves working with the Chief Justice, under her Honour's direction.

The Duty Statement for Judges' Associates, the Associates' Conditions and Entitlements, the Supreme Court Judges' Policy on Workplace Conduct, and the Protocol – Supreme Court Judges' Associates apply to the Research Associate.

The Workplace Conduct Policy for Associate also applies to the Research Associate.

The appointment of the Research Associate will commence in mid to late January each year (at the same time as the new Associates commence) and be for a term of approximately 12 months.

Training

Before commencing in the role as Research Associate, the appointee will receive a copy of the Associates' Manual. It contains a wealth of information about the position, duties and tasks required to be undertaken by an Associate.

Training will otherwise comprise:

- (1) Formal orientation training in the first week of employment in the role (together with the incoming Associates for the year).
- (2) "On the job" training.
- (3) Weekly "lunchbox" training sessions, during the first three months of the year, followed by intermittent follow up sessions.

Working hours

The role of both the Associate and the Research Associate are full time positions. For the most part you will work fairly normal office working hours, although there can be occasions when longer hours are necessary. The Chief Justice does not expect the Research Associate to work late at night or on the weekends.

Dated: 28 August 2026