



Classification Evaluation Date:  
Current Version Date: 16 December 2015

## JOB DESCRIPTION FORM

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### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### GENERIC; SENIOR STATE PROSECUTOR

#### POSITION DETAILS

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Classification/Level	Level 6 LG
Award/Agreement	PSA
Org Unit	Various
Physical Location	Perth

#### REPORTING RELATIONSHIPS

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Number of Positions Supervised Up to 10

#### SUPERVISOR

Position Number	Various
Position Title	Practice Manager
Classification/Level	Level 6 LG

#### INTRODUCTION

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The Office of the Director of Public Prosecutions (ODPP) is established pursuant to the *Director of Public Prosecutions Act 1991 (WA)* ('the Act'). The Act provides for the appointment of an independent DPP with functions in respect of the bringing and conduct of proceedings for offences and related matters, and for connected and incidental purposes.

The principal practice of the ODPP is the prosecution of charges of serious criminal offences under the laws of the State of Western Australia.

Except as provided in the Act, the DPP is not subject to direction by the Attorney General or any other person in the performance of Director's functions. The ODPP acts independently of the Government.

The DPP has issued a statement of guidelines intended to be followed in the performance of functions under the Act. That statement is available at the ODPP website.

## MISSION STATEMENT

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### *Mission*

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

### *Vision*

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

### *Values*

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

### *Culture*

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability. Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP. By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

## ABOUT THE ODPP'S LEGAL PRACTICE

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The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. However, the legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
- conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
- managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
- taking proceedings which arise under the Criminal Property Confiscation Act 2000
- prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
- providing high level assistance to the WA Police Prosecuting Division
- prosecuting some charges at Magistrates Court
- considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia

## ABOUT 6LG STATE PROSECUTOR AT THE ODPP

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6LG is a Senior State Prosecutor level, second only to Consultant State Prosecutor in the seniority of prosecutor positions at the ODPP. In addition to responsibility for the prosecution of criminal cases amongst the most complex prosecuted by the DPP, 6LG Senior State Prosecutors have formal managerial and supervisory responsibilities for other prosecutors.

6LG Senior State Prosecutors should have an exceptionally thorough knowledge of criminal law, practice and procedure, a comprehensive understanding of the role and obligations of a prosecutor and the functions and operations of a prosecuting agency, and highly developed skills in general practice of the law. Practice of law should include extensive experience in both counsel and solicitor roles.

6LG Senior State Prosecutors work with a great degree of autonomy, minimal supervision and are required to exercise sound and decisive judgement on recommendations made to them by less experienced prosecutors about the appropriate course of proceedings for criminal cases prosecuted by the DPP.

Cases managed and prosecuted by 6LG Senior State Prosecutors commonly involve those which are amongst the more serious and complex homicide, sexual assault and commercial drug dealing charges. 6LG Senior State Prosecutors may also be required to manage and appear at appellate proceedings.

6LG Senior State Prosecutors are part of the ODPP leadership group and are expected to actively participate in the training and development of less experienced colleagues and drive the cultural improvement of the Office by displaying exemplary standards of manner, integrity and industry to the performance of their work.

## WORK RELATED REQUIREMENTS

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*This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.*

***The following work related requirements may be assessed at different stages of the selection process.***

The ODPP seeks applicants for this position who meet the essential eligibility requirements and most competitively demonstrate their credentials in relation to the essential work competencies.

## ESSENTIAL ELIGIBILITY REQUIREMENTS

To be eligible for appointment applicants must show they:

- Have been admitted, or are immediately eligible for admission, as a practitioner of the Supreme Court of Western Australia
- Are willing and available to:
  - appear as counsel at court hearings
  - work outside of normal business hours
  - travel intrastate (including by small aircraft)
  - are capable of dealing with exposure to sensitive and potentially emotionally disturbing subject matter (e.g. graphic photographic material and vulnerable people)

