



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	State Prosecutor
<b>Position Number</b>	Various
<b>Classification</b>	Level 4LG (PSCSA)
<b>Division</b>	Legal Services
<b>Branch</b>	Various
<b>Date Effective</b>	1/06/2025

### Reporting Relationships

<b>Supervisor/Manager</b>	Practice Manager L6LG
<b>Direct Reports</b>	Nil

### Overview of the Position

4LG is an upper, mid-level State Prosecutor position at the ODPP. This position is suitable for practitioners with substantial experience in practice of criminal law or practice in another area of law, by which relevant, transferable knowledge and experience has been acquired

## **Purpose Statement**

### *Our Purpose*

To deliver an independent, fair and just criminal prosecution service to the community of Western Australia.

### *Our Vision*

To be trusted by the community we serve to skilfully prosecute cases to just outcomes and contribute to the delivery of a fair criminal justice system in which people are treated with dignity and respect.

### *Our Values*

We are committed to our values of We treat people with respect, We act with integrity, We are committed, We work as a team.

### *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**

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. 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

## Job Description

### ABOUT STATE PROSECUTOR 4LG

4LG is an upper, mid-level State Prosecutor position at the ODPP. This position is suitable for practitioners with substantial experience in practice of criminal law or practice in another area of law, by which relevant, transferable knowledge and experience has been acquired.

State Prosecutors at this level should have well developed skills and knowledge in general practice of law and are expected to quickly develop a thorough knowledge of criminal law, practice and procedure and a comprehensive understanding of the role and obligations of a prosecutor and the functions and operations of the ODPP. Practice of law should include significant experience in both counsel and solicitor roles.

4LG State Prosecutors work under management and supervision delivered by Senior State Prosecutors but are expected to perform regular functions and duties with a significant degree of autonomy. It is expected that previously acquired skills, knowledge and experience, together with ongoing supervision and training received at the ODPP, will equip 4LG State Prosecutors to take responsibility for complex cases.

Cases managed and prosecuted by 4LG State Prosecutors commonly involve serious allegations of sexual assault, armed robbery, grievous bodily harm and commercial drug dealing. These cases regularly present quite complicated issues of fact and law and involve dealing with vulnerable victims and witnesses. 4LG State Prosecutors are allocated counsel roles for various court hearings, including jury trials in the District and Supreme Courts for charges of more serious crimes. These counsel roles are expected to be conducted with a high degree of independence.

The longer term aim of the ODPP is that 4LG State Prosecutors will develop the knowledge, experience, skills and judgment which are necessary to operate with the level of independence which is expected of 5LG State Prosecutors.

In addition to structured, supervised and supportive practical training, 4LG State Prosecutors will participate in the ODPP Continuing Legal Education programme. This programme provides all ODPP legal staff with regular opportunity to participate in a variety of legal education activities, by which they can earn and maintain their Continuing Professional Development points. These activities include some specifically focused on the training and development of mid-level State Prosecutors.

4LG State Prosecutors receive advanced familiarisation with the role of a prosecutor in the practice of criminal law and ODPP business operations, including:

- ODPP corporate policies, practices and procedures
- ODPP information technology systems
- ODPP prosecution policy and guidelines
- ODPP legal case management practice and procedure
- statutory law relevant to criminal practice
- judicial law relevant to criminal practice

These positions provide opportunity to participate, with a progressively increasing independence, in various aspects of the ODPP legal practice, including:

- case management of charges of indictable offences
- trial and sentencing preparation
- preparation of court documents and legal submissions
- appearances as counsel at various court hearings, including sentencing hearings, directions hearings, pre-recording hearings and jury trials.

**Work Related Requirements****Essential Eligibility Requirements:**

REQUIREMENT	DESCRIPTION
<b>Admission</b>	<ul style="list-style-type: none"> <li>Have been admitted, or are immediately eligible for admission, as a practitioner of the Supreme Court of Western Australia</li> </ul>
<b>Willingness &amp; Availability</b>	Are willing and available to: <ul style="list-style-type: none"> <li>appear as counsel at court hearings</li> <li>work outside of normal business hours</li> <li>travel intrastate (including by small aircraft)</li> </ul>
<b>Capability</b>	<ul style="list-style-type: none"> <li>Are capable of dealing with exposure to sensitive and potentially emotionally disturbing subject matter (e.g. graphic and disturbing photographic material and vulnerable people).</li> </ul>

COMPETENCY	DESCRIPTION
<b>Practice of the Law</b>	<ul style="list-style-type: none"> <li>Interest in criminal law, practice and procedure.</li> <li>Legal research and analysis skills.</li> <li>Ability and experience in presenting quality legal advice and recommendations.</li> <li>Experience in managing and preparing cases for court hearings.</li> <li>Experience in appearing as counsel at court hearings.</li> </ul>
<b>Communication &amp; Relationship Management Skills</b>	Ability, experience and potential in relation to: <ul style="list-style-type: none"> <li>general oral and written communication practices;</li> <li>dealing with persons from diverse cross-sections of the community;</li> <li>effective communication in challenging and difficult circumstances;</li> <li>developing and maintaining positive relationships with fellow employees; and</li> <li>developing and maintain productive external relationships</li> </ul>
<b>Organisational &amp; Time Management Skills</b>	Ability, experience and potential in relation to: <ul style="list-style-type: none"> <li>managing a busy workload;</li> <li>organising timely attention to due tasks;</li> <li>organising competing work priorities;</li> <li>developing efficiencies in work practices;</li> <li>retaining information from learning experiences; and</li> <li>achieving a sensible and healthy balance between work requirements and personal priorities.</li> </ul>
<b>Individual Characteristics</b>	<ul style="list-style-type: none"> <li>Personal qualities and character traits which correspond with the ODPP vision and culture and will serve the purposes of the ODPP mission and vision</li> </ul>

**Certification**

The details in this document are an accurate statement of the responsibilities and requirements of the position.

Signature: \_\_\_\_\_

Director Legal Services

Date: 11/7/2025