



Job Description Form

Prosecutions Officer

Banksia Hill Detention Centre

Position details

Classification Level: 5

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent Agreements)

Position Status: Permanent

Organisation Unit: Corrective Services, Young People Directorate

Physical Location: Banksia Hill Detention Centre

Reporting relationships

Responsible to: 012467 Assistant Superintendent Security – Level 7

This position: 017450 Prosecutions Officer – Level 5

Direct reports: NIL

Overview of the position

The Young People Directorate (YPD) is solely focused on young people in the youth justice system. It delivers statutory services to young people in accordance with the *Young Offenders Act 1994* and the *Young Offenders Regulations 1995*. These services are delivered in the courts, community and detention centres.

The YPD is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through services to divert young people away from the criminal justice system; programs and services for young people on orders in the community; and programs and services in custody.

The YPD is guided by the Young People Strategy 2025-2030, which is aligned with the broader *Corrective Services Strategic Plan 2025-2030* however with a specific focus on young people. The Strategy includes the importance of diversion as the primary preferred intervention for young people and the implementation of the new model of care (MoC) for youth detention centres and extension into youth justice community services.

The Prosecutions Officer is responsible for conducting prosecutions before the Superintendent, Visiting Justice (Justice of the Peace) and Children's Court relating to

Banksia Hill Detention Centre offences. This includes reviewing incident reports, preparing briefs for evidence, liaising with external stakeholders including WA Police, and providing high-level advice to the Department regarding court matters and investigations.

The Prosecutions Officer also provides support to the young person being prosecuted and their designated responsible adult, by clearly explaining the prosecutions process, and the young person's rights.

Job description

As part of the Banksia Hill Detention Centre team, the Prosecution Officer will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Conducts prosecutions before the Superintendent, Visiting Justice (Justice of the Peace), or at times the Children's Court in respect to detention centre offences in accordance with the *Young Offenders Act 1994* and *Young Offenders Regulations 1995*.
- Reviews incident reports of occurrences involving young people in custody and prepares briefs of evidence for presentation in hearings.
- Quality assures and reviews prosecution briefs to ensure a prima facie case exists and all evidence has been gathered and prepared in accordance with the relevant rules of evidence.
- Liaises and consults with WA Police in respect to incidents that are may be referred for consideration of criminal charges.
- Ensures that evidence is managed in accordance with the Department's Policy for Gathering and Preservation of Evidence, Continuity of Exhibits.
- Provides high-level guidance and advice to staff of the Department regarding court matters, investigations and the compilation of incident information and subsequent prosecution briefs.

- Provides advice to staff of the Department regarding the *Young Offenders Act 1994* and the *Young Offenders Regulations 1995* specifically in relation to the prosecution of detention offences.
- Proofs and prepares witness prior to court hearings.
- Conducts internal audits on evidence and ensures the correct recording, storage, and disposal of evidence in accordance with the rules of evidence, the *Policy for Gathering and Preservation of Evidence*, *Continuity of Exhibits*, and the *Young Offenders Act 1994*.
- Serves prosecution related paperwork on young people and takes the time to properly explain the process, including the young person's rights.
- Engages with the young person's responsible adult to explain the process and encourages engagement with the responsible adult in the process in support of the young person.
- Assist the Security department at the direction of the Assistant Superintendent Security and/or Senior Officer Security to complete tasks as required and in line with departmental need.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Experience conducting investigations into incidents, including collecting and assessing a range of information to support the preparation of informed, evidence based decisions and outcomes.
- Ability to apply read, interpret and accurately apply legislation, policy and procedures with a high level of attention to detail.
- Ability to write comprehensive reports based on relevant facts that clearly presents information to a variety of stakeholders.
- Knowledge of Court proceedings and the rules of evidence.
- High level of skill and experience in advocacy, the preparation of briefs of evidence and conducting prosecutions in a court setting (desirable).
- Possession of, or progress towards, a relevant tertiary qualification (desirable).

Special requirements/equipment

- This position is identified under Section 6 of the Working with Children (Criminal Record Checking) Act 2004 as Child Related Work. Applicants must have a current Working with children Check to be eligible for appointment to this position.
- It is a requirement of the position holder to hold a valid C class driver's licence or equivalent.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director, Corrective Services

Signature: _____ Date: _____

HR certification date: August 2025