



JOB DESCRIPTION FORM

Position Details

Position Title	Legal Officer
Position Number	Various
Classification	Level 1LG (PSCSA)
Division	Legal Services
Branch	Various
Date Effective	12 March 2025

Reporting Relationships

Supervisor/Manager	Practice Manager 6LG
Direct Reports	Nil

Overview of the Position

1LG Legal Officer is an entry level prosecutor position at the ODPP. It is a training position for practitioners who have been admitted as a practitioner of the Supreme Court of Western Australia for no more than 2 years and 6 months prior to the date on which this position is advertised on jobs.wa.gov.au or, if not yet admitted, who will be admitted as a practitioner of the Supreme Court of Western Australia by Monday 8 February 2027.

Mission Statement

Mission

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

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.

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 LEGAL OFFICER 1LG

1LG Legal Officer is an entry level prosecutor position at the ODPP. It is a training position for practitioners who have been admitted as a practitioner of the Supreme Court of Western Australia for no more than 2 years and 6 months prior to the date on which this position is advertised on jobs.wa.gov.au or, if not yet admitted, who will be admitted as a practitioner of the Supreme Court of Western Australia by Monday 8 February 2027.

1LG Legal Officers are provided a range of experiences and learning opportunities in the practice of criminal law within a supportive environment which promotes structured training and development. This position offers an introduction to legal practice which is focussed on developing sound knowledge of criminal law, practice and procedure, with an emphasis on understanding the role and obligations of a prosecutor and the functions and operations of the ODPP.

1LG Legal Officers perform their work under close management and supervision delivered by Senior State Prosecutors. With that support they are trained in the general practice of criminal law and the specific role of a prosecutor. The skills and knowledge acquired by this training will lead to them taking responsibility for supervised management of less complex cases. As they develop and acquire the requisite experience, confidence, familiarity and knowledge of relevant law, practice and procedure, 1LG Legal Officers are allocated counsel roles in less complex court hearings and junior counsel roles at jury trials.

The longer term aim of the ODPP is that 1LG Legal Officers will develop the knowledge, experience, skills and judgment necessary to become a 2LG State Prosecutor.

In addition to structured, supervised and supportive practical training, 1LG Legal Officers 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. Those activities include some specifically focussed on the training and development of entry level legal positions.

1LG Legal Officers receive fundamental introduction to 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, under the guidance of management and supervision, in various aspects of the ODPP legal practice, including:

- case management of charges of indictable offences
- trial and sentencing preparation and proceedings
- drafting of court documents and legal submissions
- legal research
- appearances as counsel at various court hearings.

Work Related Requirements

Essential Eligibility Requirements:

REQUIREMENT	DESCRIPTION
Admission	Has been admitted as a practitioner of the Supreme Court of Western Australia for no more than 2 years and 6 months prior to the date on which this position is advertised on jobs.wa.gov.au or, if not yet admitted, who will be admitted as a practitioner of the Supreme Court of Western Australia by Monday 8 February 2027.
Willingness & Availability	Are willing and available to: <ul style="list-style-type: none"> • appear as counsel at court hearings • work outside of normal business hours • travel intrastate (including by small aircraft)
Capability	Are capable of dealing with exposure to sensitive and potentially emotionally disturbing subject matter (e.g. graphic and disturbing photographic material and vulnerable people).

Essential Competencies

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

Certification

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

Signature: _____



Date: _____

17/04/2026

Director Legal Services