



JOB DESCRIPTION FORM

Position Details

Position Title	Travel Officer
Position Number	Various
Classification	Level 2 (PSCSA)
Division	Operations
Branch	Legal Practice Support
Date Effective	11/11/2024

Reporting Relationships

Supervisor/Manager	Travel Team Leader
Direct Reports	Nil

Overview of the Position

Facilitate travel and accommodation arrangements for internal and external clients at the ODPP for the attendance at court proceedings in the Metropolitan and Circuit Regions, in addition to other required business travel.

The Travel Officer will be required apply the relevant ODPP Travel Policies & Procedures to facilitate and monitor:

- Air, bus and rail travel bookings.
- Accommodation, meal allowances and taxi and ride share bookings.
- Fuel allowance for own vehicle use.
- Approvals and reconciling bookings with the ODPP Finance Team.

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

KEY RESULTS AREA	OUTCOMES
Customer Service	<ul style="list-style-type: none"> • Liaise with ODPP Staff including state prosecutors and paralegals to arrange booking of travel and accommodation for court attendance and other requirements of the practice. • Liaise with travel and accommodation providers in accordance with ODPP Travel Policies and Procedures to facilitate bookings. • Liaise with ODPP Finance Team to reconcile travel and accommodation purchases. • On occasion, liaise with victims and witnesses regarding travel arrangements.
Information Management	<ul style="list-style-type: none"> • Maintain detailed and transparent records of all bookings made in a shared working environment. • Maintain traveler details and other profiles as required. • Update information management systems.
Workplace Behaviours	<ul style="list-style-type: none"> • Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. • Supports the ODPP's policies on workplace mental health and safety and helps to foster a safe working environment. • Complies with the Public Sector Code of Ethics and the ODPP's Code of Conduct. • Demonstrates commitment to the core values of the ODPP.

Work Related Requirements**Essential:**

COMPETENCY	DESCRIPTION
Job Specific	<ul style="list-style-type: none"> • Clerical and administrative skills. • Experience in logistics and/or travel administration • Demonstrated work practices that reflect a positive and organised approach to work, including effective time management and attention to detail.
Relationship Management	<ul style="list-style-type: none"> • Demonstrate a customer service focus with internal and external stakeholders. • Ability to work effectively as a member of a team.
Communication	<ul style="list-style-type: none"> • Well-developed negotiation and communication skills (verbal, written and interpersonal). • Demonstrate a courteous and professional manner with stakeholders in person, electronically and over the telephone.
Information Management	<ul style="list-style-type: none"> • Familiarity with travel booking, practice management and record keeping systems.

Other essential role requirements:

The position requires participation in the Travel Team availability roster after hours and on weekends.

Certification

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

Signature

A handwritten signature in black ink, appearing to be 'A. [unclear]', written over a horizontal line.

Date 12/11/24

A/Director Operations