



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title Prosecutions Officer	Level 3	Position Number 30113, 36805, 37565 (Nominated)
Division/Directorate Transperth Train Operations	Branch/Section Security Services	
Effective Date May 2025	Health Task Risk Assessment Category 5	

Reporting relationships

Superordinate: Manager Professional Standards and Integrity, Level 6

Subordinates: No Direct Reports

Key role of this position

- Provides administrative and Prosecution Brief compilation duties to Prosecutions in the Transperth Train Operations Division and liaises with external agencies for matters pertaining to prosecutions.
- Provides a Court brief audit and management service to Prosecutions.
- Provides representation of the Public Transport Authority in Magistrates and Children's Courts for simple matters.

Core duties and responsibilities

Administration

- Compiles and processes summons prosecution documents.
- Assists as required with processing prosecution documents ensuring that they meet appropriate standards.
- Sets court appointment dates and manages follow up actions relating to prosecutions.
- Assists the Prosecution Section as required.
- Compiles and presents quarterly prosecution section statistics to Security Services Management.

Summons Brief Management

- Manages inward and outward flows of Summons Prosecution briefs.
- Audits incoming prosecution briefs to ensure appropriate standards are maintained.
- Liaises with Managers to ensure any errors are corrected prior to Court deadlines.
- Maintains a record of errors for analysis by Security Services Management.
- Coordinates the service of summons court documents.

Court Appearance

- At the direction of the Senior Prosecutor, attends the Magistrates and Children's Court to represent the Public Transport Authority (PTA) in simple criminal prosecutions.

Other

- Carries out as required, such tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Knowledge of contemporary customer service techniques and the ability to maintain composure when working with difficult customers.
- Demonstrated understanding of Court etiquette, processes, and jurisdiction.
- Demonstrated knowledge and understanding of relevant PTA related criminal legislation.
- Demonstrated knowledge of prosecution brief compilation techniques.
- Demonstrated ability to appear in Magistrates and Children's Courts and prosecute simple criminal matters.

2. Communication and Interpersonal

- Good communication skills including written, oral and interpersonal.

3. Organisation

- Ability to work within a team environment and work with minimal supervision.
- Good organisational skills.

4. Computer Literacy

- Demonstrated computer literacy, with ability to competently use the appropriate word processing spread sheet and database software packages.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- The PTA's People & Organisational Division shall advise all External Applicants that, if they become the recommended Applicant, they will be required to provide at their own expense, a National Police Clearance (NPC) issued within 3 months from the date the NPC was requested by the PTA.
- Ability to pass WA Police integrity check for Railway Special Constable, WA Police Special Constable status, and WA Police Incident Management System (IMS) access.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date