



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Senior State Prosecutor
<b>Position Number</b>	Various
<b>Classification</b>	Level 6LG (PSCSA)
<b>Division</b>	Legal Services
<b>Branch</b>	Various
<b>Date Effective</b>	25/09/2024

### Reporting Relationships

<b>Supervisor/Manager</b>	Practice Manager L6LG
<b>Direct Reports</b>	Up to 10 Prosecutors of various levels

### Overview of the Position

Except for Consultant level State Prosecutors, Senior State Prosecutors are the most Senior Prosecutor positions at the ODPP. In addition to responsibility for the prosecution of criminal cases amongst the most complex prosecuted by the DPP, 6LG Senior State Prosecutors have formal managerial and supervisory responsibilities for other prosecutors.

## **Mission 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 SENIOR STATE PROSECUTOR 6LG

6LG is a Senior State Prosecutor level, second only to Consultant level State Prosecutors in the seniority of prosecutor positions at the ODPP. In addition to responsibility for the prosecution of criminal cases amongst the most complex prosecuted by the DPP, 6LG Senior State Prosecutors have formal managerial and supervisory responsibilities for other prosecutors.

6LG Senior State Prosecutors should have an exceptionally thorough knowledge of criminal law, practice and procedure, a comprehensive understanding of the role and obligations of a prosecutor and the functions and operations of a prosecuting agency, and highly developed skills in general practice of the law. Practice of law should include extensive experience in both counsel and solicitor roles.

6LG Senior State Prosecutors work with a great degree of autonomy, minimal supervision and are required to exercise sound and decisive judgement on recommendations made to them by less experienced prosecutors about the appropriate course of proceedings for criminal cases prosecuted by the DPP.

Cases managed and prosecuted by 6LG Senior State Prosecutors commonly involve those which are amongst the more serious and complex homicide, sexual assault and commercial drug dealing charges. 6LG Senior State Prosecutors may also be required to manage and appear at appellate proceedings.

6LG Senior State Prosecutors are part of the ODPP leadership group and are expected to actively participate in the training and development of less experienced colleagues and drive the cultural improvement of the Office by displaying exemplary standards of manner, integrity and industry to the performance of their work.

## Work Related Requirements

### Essential Eligibility Requirements

REQUIREMENT	DESCRIPTION
<b>Admission</b>	<ul style="list-style-type: none"> <li>Admitted, or eligible for admission, as a practitioner of the Supreme Court of Western Australia.</li> </ul>
<b>Willingness and availability</b>	<p>Are willing and available to:</p> <ul style="list-style-type: none"> <li>appear as counsel at court hearings.</li> <li>work outside of normal working hours.</li> <li>travel intrastate as required (by small aircraft and car).</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>

**Essential:**

COMPETENCY	DESCRIPTION
<b>Practice of the Law</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of criminal law, practice and procedure.</li> <li>• Highly developed legal research and analysis skills.</li> <li>• Extensive ability and experience in presenting quality legal advice and recommendations</li> <li>• Extensive experience managing and preparing cases for court hearings.</li> <li>• Extensive experience appearing as counsel at complex court hearings.</li> </ul>
<b>Communication &amp; Relationship Management Skills</b>	<ul style="list-style-type: none"> <li>• Extensive ability and experience 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;</li> <li>• developing and maintaining productive external relationships</li> </ul> </li> </ul>
<b>Organisation and Time Management Skills</b>	<ul style="list-style-type: none"> <li>• Extensive ability and experience 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> </ul> </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>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Extensive ability, experience and potential in relation to:               <ul style="list-style-type: none"> <li>• mentoring of less experienced colleagues;</li> <li>• participating on operational committees and working groups;</li> <li>• contributing ideas for improvement to quality of the delivery of services;</li> <li>• supervising, managing and directing others in the performance of their work; and</li> </ul> </li> <li>• performing their own work with exemplary standards of manner, integrity and industry.</li> </ul>

**Certification**

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

Signature .....

Date .....

Director of Public Prosecutions