



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Brief Out Team Leader
<b>Position Number</b>	25463
<b>Classification</b>	Level 6 (PSCSA)
<b>Division</b>	Operations
<b>Branch</b>	Legal Practice Support
<b>Date Effective</b>	June 2026

### Reporting Relationships

<b>Supervisor/Manager</b>	Assistant Director Legal Practice Services (Trials) Level 8 (PSCSA)
<b>Direct Reports</b>	Administration Officer L3

### Overview of the Position

The Office of the Director of Public Prosecutions for Western Australia is committed to delivering a prosecution service of excellence.

To achieve this, it is sometimes necessary to make use of the legal skills and knowledge available in the wider legal community of Western Australia, by instructing independent barristers to appear in Court on behalf of the ODPP.

To do this, the ODPP maintains a Brief Out list of approved Counsel. We will select appropriate and available Counsel from this list to conduct trials in the Supreme, District and Children's Courts of WA.

The Brief Out Team Leader is responsible for overseeing the operational functions of the Brief Out Team, ensuring efficient service delivery and payments, and serving as a liaison between Brief Out Counsel and the ODPP. The Brief Out Team Leader supports governance, risk, administration, and continuous improvement within the ODPP, and assists in the daily management of the team's people and culture. The Team Leader also:

- Ensures effective communication and maintenance of agreed service levels with Brief Out Counsel.
- As part of the leadership team, supports management in developing and maintaining high standards of service within the team and across the ODPP.
- Leads, engages, mentors, and develops support staff by sharing knowledge, skills, training, and experiences.

## **Purpose 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 skillfully 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: 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
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Supervises and leads a team of administration staff.</li> <li>• Assists with the delivery of operational outcomes through allocating, delegating, monitoring, and reporting work activities.</li> <li>• Provides staff training, development and induction.</li> <li>• Maintains and supports a positive and customer-focused team culture.</li> <li>• Influences others to achieve common goals.</li> </ul>
<b>Operational Management and Service Delivery</b>	<ul style="list-style-type: none"> <li>• Coordinates service delivery issues in consultation with the Director Legal Services, Practice Managers and senior paralegals of the legal team, and Logistics Coordinator.</li> <li>• Assists with the coordination of service delivery issues in consultation with the Trial Team Paralegal Management Group and the Team.</li> <li>• Facilitate onboarding of newly appointed Brief Out Counsel.</li> <li>• Manages communication through the Team mailbox and other communication channels.</li> <li>• Facilitates official correspondence and feedback.</li> <li>• Build relationships with a range of internal stakeholders and Brief Out Counsel to ensure that cases are progressed and that any necessary further inquiries are carried out efficiently.</li> <li>• Contribute to the development of policies, procedures, practices and initiatives designed to enhance service delivery within the legal practice.</li> <li>• Application of purchasing and invoice processing requirements in a Government Agency environment aligned with WA State Procurement Framework and Treasurers Instructions (TI).</li> </ul>
<b>Workforce Management</b>	<ul style="list-style-type: none"> <li>• Assists with the professional and performance management of staff, including mentoring.</li> <li>• Responsible for the everyday people management of the Team.</li> </ul>
<b>Workplace Behaviours</b>	<ul style="list-style-type: none"> <li>• Supports the ODPP’s policies on workplace mental health and safety, to provide a safe working environment, including the management of working from home applications and approvals.</li> <li>• Demonstrates ethical behaviour in all dealings with colleagues and stakeholders.</li> <li>• Comply with the Public Sector Code of Ethics and the ODPP’s Code of Conduct.</li> <li>• Demonstrates commitment to the core values of the ODPP.</li> </ul>

## Work Related Requirements

### Essential:

COMPETENCY	DESCRIPTION
<b>Service delivery and Leadership</b>	<ul style="list-style-type: none"> <li>• Proven supervisory and leadership experience.</li> <li>• Demonstrated ability to:                             <ul style="list-style-type: none"> <li>○ Interpret and apply legislation, policies, and procedures.</li> <li>○ Accurately analyse process complex information and act upon detailed instructions.</li> <li>○ Use initiative and apply problem solving skills.</li> <li>○ Coordinate and prioritise work to achieve outcomes within set time frames, either working independently, as a team member or as a supervisor.</li> </ul> </li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Proven ability to work collaboratively within a team environment contributes to the achievement of the team goals.</li> <li>• Demonstrated interpersonal skills, with the ability to build and maintain effective relationships with stakeholders.</li> <li>• The ability to influence others.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Well-developed communication skills, including the ability to structure and present complex information clearly, accurately, and succinctly.</li> <li>• Well-developed negotiation and verbal communication and listening skills.</li> </ul>
<b>Information and Knowledge Management</b>	<ul style="list-style-type: none"> <li>• The ability to develop practical and innovative solutions to resolve workflow and other day-to-day issues.</li> <li>• Experience in working with case or document management systems.</li> </ul>

### Certification

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

Signature

Date 29 April 2026



Acting Director Corporate Services