



JOB DESCRIPTION FORM

Position Details

Position Title	Legal Practice Support Manager (Prosecutions)
Position Number	25516
Classification	Level 6 (PSCSA)
Division	Legal Practice Support
Branch	Operations
Date Effective	7 May 2026

Reporting Relationships

Supervisor/Manager	Assistant Director Legal Practice Support (Prosecutions)
Direct Reports	Various Level 4 and 5 Legal Practice Support Team Leaders

Overview of the Position

The Legal Practice Support Manager (Prosecutions) is responsible for the effective coordination and day-to-day management of personnel, operational and business support functions across prosecution support services within Legal Practice Support. The role contributes to the delivery of high-quality, timely and compliant legal support, with a strong focus on operational efficiency, service standards and positive stakeholder engagement within the ODPP.

Reporting to the Assistant Director Legal Practice Support (Prosecutions), the role works closely with senior leaders and operational teams to support agreed objectives and deliver key priorities. The position contributes to the implementation of organisational initiatives and change activities, while promoting continuous improvement in business processes and operational practices to support effective service delivery.

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 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

KEY RESULTS AREA	OUTCOMES
Service Delivery	<ul style="list-style-type: none"> • Manages the effective delivery of paralegal, clerical and administrative support services within the Prosecutions legal support areas of the ODPP. • Represents Legal Practice Support on relevant internal working groups, committees and external forums, as required. • Monitors operational priorities and feedback to inform service delivery and contribute to operational planning activities. • Supports the development, implementation and maintenance of operational and business plans, policies, procedures and service delivery standards to promote consistency, quality and continuous improvement. • Proven understanding of relevant legal practice and procedure.

<p>Leadership and Management</p>	<ul style="list-style-type: none"> • Provides day-to-day leadership and supervision to paralegal, clerical and administrative staff, promoting a supportive, inclusive and professional team environment. • Supports team performance through effective workload management, clear communication, coaching and development, and constructive performance feedback. • Contributes to workforce planning activities, including supporting recruitment, onboarding, leave management and resource allocation within prosecution support areas. • Encourages a culture of accountability, collaboration and continuous improvement aligned with ODPP values and service expectations. • Works collaboratively with Assistant Director, Legal Practice Support (Prosecutions), senior leaders and team leaders to support change initiatives, implement agreed improvements and maintain operational continuity. • Identifies operational risks or issues and escalates them appropriately, contributing to problem-solving and practical solutions.
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Builds and maintains effective working relationships with internal and external stakeholders to support collaboration and deliver high-quality customer service. • Establishes positive and professional relationships by providing clear guidance and constructive engagement, contributing to trust and cooperative decision-making. • Demonstrates effective stakeholder engagement skills to address and resolve complex operational matters, using evidence-informed approaches to support practical solutions and agreed outcomes.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Works collaboratively with the Assistant Director Legal Practice Support (Prosecutions) to support the implementation of agreed initiatives, policies, operational workflows and change activities relevant to legal practice support services. • Supports the achievement of ODPP priorities by ensuring legal support services are aligned with current operational needs and future directions. • Contributes to the identification, planning and implementation of business improvement opportunities and projects that enhance service delivery, including the effective use of digital capabilities, technology and process efficiencies within legal practice support. • Promotes an inclusive and collaborative work environment consistent with public sector values and diversity and inclusion principles.
<p>Promotion of a positive work environment and workplace behaviours</p>	<ul style="list-style-type: none"> • Supports the ODPP’s policies on workplace mental health and safety to provide a safe working environment. • Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. • Comply with the ODPP Code of Conduct and Public Sector Code of Ethics. • Demonstrates commitment to the core values of the ODPP.

Work Related Requirements

Essential:

COMPETENCY	DESCRIPTION
Job Specific	<ul style="list-style-type: none"> • Demonstrated problem-solving and analytical skills, with the ability to contribute practical input to agency change and improvement initiatives within an operational context. • Experience managing legal support services or comparable operational functions, including contributing to service improvement activities and supporting alignment with organisational priorities. • Sound understanding of legal practice and procedures, with the ability to apply this knowledge across a range of legal support functions. • Well-developed organisational and attention to detail skills; with the ability to manage competing priorities, contribute to continuous improvement, and deliver high-quality outcomes within defined areas of responsibility.
Leadership	<ul style="list-style-type: none"> • Demonstrated ability to provide effective operational leadership and supervision within a legal, professional services or other complex operational environment. • Demonstrated experience supporting and enhancing team performance, staff capability and service improvement initiatives within legal support services or similar operational settings. • Ability to manage and resolve workforce-related and sensitive matters professionally and constructively, in accordance with ODPP governance requirements and public sector standards.
Relationship Management	<ul style="list-style-type: none"> • Demonstrated ability to build and maintain productive working relationships with internal and external stakeholders within a legal or justice sector environment to support effective service delivery. • Well-developed interpersonal and communication skills, with the demonstrated ability to work collaboratively, engage constructively with stakeholders, and contribute to positive outcomes. • Demonstrated experience working effectively as part of a team, and supporting the development of others through guidance, mentoring and professional support.
Communication	<ul style="list-style-type: none"> • Well-developed written communication skills, with the ability to consistently prepare clear, accurate and professional documentation and correspondence. • Highly effective verbal communication and listening skills, with the ability to clearly convey information and engage constructively with a range of stakeholders.

Certification

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

Signature



Date

20/5/2026