



JOB DESCRIPTION FORM

Position Details

Position Title	Director People and Culture
Position Number	25398
Classification	Level 9 – SES (PSCSA)
Division	Executive
Branch	People and Culture
Date Effective	1 September 2025

Reporting Relationships

Supervisor/Manager	Director Public Prosecutions
Direct Reports	4 x Level 7, 3 x Level 6

Overview of the Position

The Director People and Culture leads and oversees the Office of the Director of Public Prosecutions' (ODPP) strategic and operational People and Culture function to deliver modern and innovative solutions and grow capability that enables business needs and supports the Office achieve its objectives.

The Director is also a member of the ODPP's Corporate Executive and contributes to the strategic direction and management of the ODDP and works collaboratively to deliver the Office's reform agenda.

The position is responsible for leading the development and management of the ODPP's people management strategies, initiatives, programs, services and a workforce culture that supports optimal organisational performance and productivity.

The Director also plays a pivotal role and provides the strategic direction and drives the operational outcomes of the Work Health, Safety and Wellbeing program. The role champions proactive and early intervention and preventative activities, psychology, mental and physical health and wellbeing services that supports the ODPP's commitment to proactive employee health and wellbeing management.

Purpose Statement

Purpose

Our purpose is to deliver an independent, fair and just criminal prosecution service to the community 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
Strategic Leadership and Alignment	<ul style="list-style-type: none"> • As a member of the Corporate Executive contribute to setting the strategic direction and management of the ODPP and delivery of the ODPP's reform agenda. • Provide critical expert advice to the Director Public Prosecutions and Corporate Executive Team in relation to workforce, safety and wellbeing, performance and capabilities. • Provide expert advice and recommendations to the Director Public Prosecutions on People and Culture matters, and responses to people and culture issues and managing corporate risks. • Lead the development of human resource capability across the directorate to deliver efficient and effective teams with a clear focus on the delivery of planned outcomes; to ensure quality and timely people and culture services in line with ODPP's goals and objectives. • Manage budgets and resources consistent with strategic plans and goals and ODPP budget strategy; and manage the human resources management related service level agreements between ODPP and service providers.
People and Culture Service Delivery	<ul style="list-style-type: none"> • Lead and develop a proactive People and Culture Division who can effectively partner with key stakeholders within the business across the full employee lifecycle, by providing expert advice, direction, support and tailored solutions to meet current and future business needs. • Lead and oversee the development and delivery of strategic workforce initiatives and programs, including partnering with executives to share workforce insights and identifying the opportunities and challenges of current and future workforce requirements. • Provide leadership across functional areas of recruitment, talent management, establishment, employee relations and industrial relations, work health, safety and wellbeing, organisational development and workforce strategy. • Lead development and analysis of evidence-based data to support organisational objectives and identify and mitigate workforce risks and develop and implement solutions to drive continuous improvement. • Lead and oversee the development and delivery of organisation-wide initiatives, strategies, plans and priorities aligned to corporate strategy that impact on the workforce, and alignment to workforce priorities and the achievement of ODPP objectives • Lead development and implementation of work, health, safety and wellbeing strategies including supporting systems and policy to drive a strong safety culture and ensure safety and wellbeing of employees at work, achieving relevant policy and statutory compliance. • Identify and leverage innovative and evidence-based, best practice solutions to ensure value add, expert advice, service, policies, projects and processes are delivered by People and Culture and opportunities to continually develop and improve service delivery are optimised. • Lead organisational change management programs ensuring a strategic and consultative approach to ensure positive and sustainable change outcomes. • Structure and deliver organisation-wide learning and development and professional development programs and supporting systems to meet business and employee needs.

	<ul style="list-style-type: none"> • Create a shared vision around people; partnering with senior leaders to develop and drive integrated talent management strategies, to build a diverse pipeline of future leaders and professionals, talent and capability aligned to future priority directions and future capability requirements.
Representation	<ul style="list-style-type: none"> • Develop, manage and maintain productive and client focused relationships with the executive and senior management, employees, and external stakeholders to support delivery of ODPP objectives. • Build partnerships with HR leaders across the justice system including other ODPP’s nationally, as well as other WA government agencies to share information and influence people related strategies and decision making that benefit ODPP
Workplace Behaviours	<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. • Complies with the Public Sector Code of Ethics and the ODPP’s Code of Conduct. • Demonstrates commitment to the core values of the ODPP.

Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**.

This role operates in the **Executive Leader** context, where leadership is about leading teams to achieve the strategic direction of several different business areas and to implement the associated operational strategies.

Work Related Requirements

Essential Requirements (selection criteria)

Job Specific	
Job Specific	<ul style="list-style-type: none"> • Demonstrated experience in the strategic design, delivery, and management of integrated people and culture programs, workforce management strategies, industrial relations, safety and wellbeing, change and transformation, and human resource service delivery. • Substantial experience and demonstrated record of achievement in managing considerable and complex human resources portfolios to achieve strategic organisational outcomes.
Leadership behaviours	
Leads collectively	<ul style="list-style-type: none"> • You proactively shape strategy to align with the collective needs of the agency and sector, balancing delivery of tactical short term requirements with creating value in the medium term.

<p>Think through complexity</p>	<ul style="list-style-type: none"> • You foresee the consequences and risks of your decisions even when they may only be evident in the medium term or are external to your business areas.
<p>Dynamically sense the environment</p>	<ul style="list-style-type: none"> • You scan and decipher internal and external environments, leveraging understanding to influence and persuade others so as to create value for Western Australians; and proactively build your networks to deliver value for your business area and the agency.
<p>Deliver on high leverage areas</p>	<ul style="list-style-type: none"> • You identify the strategic priorities that are essential for your business area and agency; and demonstrate a drive to deliver both short and medium term strategic objectives for your business areas while also contributing to the delivery of future value to the agency.
<p>Build Capability</p>	<ul style="list-style-type: none"> • You proactively build long term capability in the sector to create value for the future of Western Australians.
<p>Embody the spirit of public service</p>	<ul style="list-style-type: none"> • You are committed to maintaining good corporate governance and proactively identify potential reputational risk and areas of non-compliance. You promote respect for the sector, monitor ethical issues and deal appropriately with any misconduct.
<p>Lead adaptively</p>	<ul style="list-style-type: none"> • You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.

Certification

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

Signature 
 Director Public Prosecutions

Date 11-6-26