



JOB DESCRIPTION FORM

Position Details

Position Title	Confiscations Lawyer
Position Number	Various
Classification	Level 2LG (PSCSA 2024)
Division	Legal Services
Branch	Confiscations
Date Effective	22 June 2026

Reporting Relationships

Supervisor/Manager	6LG
Direct Reports	Nil

Overview of the Position

The 2LG Confiscations Lawyer undertakes file management of allocated cases, appearances as counsel in all WA courts and provides professional advice and support to paralegal and clerical staff within the Team. It is an entry level position within the Team and is suitable for practitioners with limited legal experience with an interest in criminal confiscation matters.

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
Confiscation & Proceeds of Crime Litigation	<ul style="list-style-type: none"> • Conducts civil proceedings under the Criminal Property Confiscation Act 2000, including applying to freeze and confiscate property and for ancillary declarations/orders to advance proceedings • Prepares and presents matters before WA Courts effectively in accordance with legislation and established practice.
Legal Advice & Case Management	<ul style="list-style-type: none"> • Provides legal advice on confiscation and proceeds of crime cases. • Manages allocated cases efficiently and effectively, ensuring compliance with legislative, procedural and policy requirements.
Preparation of Legal Documents	<ul style="list-style-type: none"> • Prepare and settle affidavits, submissions, court documents and correspondence to a high professional standard. • Assists in the preparation of complex and sensitive legal material in a timely manner.
Stakeholder Liaison	<ul style="list-style-type: none"> • Liaises with investigators, law enforcement agencies and other stakeholders in relation to confiscation and proceeds of crime matters. • Maintains effective working relationships to support the successful conduct of proceedings.
Professional Standards & Development	<ul style="list-style-type: none"> • Maintains appropriate file management and record-keeping practices. • Develops legal skills and knowledge through supervised practice and professional development.
Workplace Behaviours	<ul style="list-style-type: none"> • 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.

Work Related Requirements**Essential:**

COMPETENCY	DESCRIPTION
Qualifications	<ul style="list-style-type: none"> Admission, or eligibility for admission, as a Legal Practitioner in Western Australia.
Practice of the Law	<ul style="list-style-type: none"> Demonstrated knowledge of legal principles and the ability to interpret and apply relevant legislation, policies and guidelines under supervision. Ability to manage allocated legal matters of limited to moderate complexity, with guidance, and complete tasks in a timely manner. Demonstrated understanding of civil law and procedure, with developing knowledge of criminal law Experience, or the ability to develop experience, in court appearances, including assisting with the conduct of matters and appearing under supervision.
Individual Characteristics	<ul style="list-style-type: none"> Demonstrated ability to adopt professional work practices and exercise sound judgement with guidance. Demonstrates attention to detail, openness to feedback, flexibility and the ability to prioritise tasks when managing competing demands.
Relationship Management	<ul style="list-style-type: none"> Demonstrated ability to build and maintain effective working relationships with a range of stakeholders, including police officers, victims, witnesses, court staff, legal practitioners and colleagues
Communication	<ul style="list-style-type: none"> Well-developed written communication skills, including the ability to draft legal documents clearly and accurately. Effective verbal communication skills, including the ability to provide advice and represent the ODPP professionally in court and with stakeholders.

Desirable:

COMPETENCY	DESCRIPTION
Experience	<ul style="list-style-type: none"> Experience in asset confiscation law, proceeds of crime, coercive investigation powers, or litigation within a public sector or prosecution environment.

Certification

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

Signature 

Date *25/6/2020*

Director Legal Services