



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Legal Officer
<b>Position Number</b>	Various
<b>Classification</b>	Level 1LG (PSCSA 2024)
<b>Division</b>	Legal Services
<b>Branch</b>	Confiscations
<b>Date Effective</b>	22 June 2026

### Reporting Relationships

<b>Supervisor/Manager</b>	6LG
<b>Direct Reports</b>	Nil

### Overview of the Position

The 1LG Legal Officer (Confiscations) is an entry level legal position within the ODPP's Confiscations team. It is a structured training role for early career practitioners, providing practical experience in proceeds of crime and confiscation law.

The role focuses on developing foundational knowledge of the Criminal Property Confiscation Act 2000 and related legal principles, alongside exposure to civil litigation processes relevant to asset restraint and forfeiture.

Under close supervision, the 1LG Legal Officer assists with the preparation and management of confiscation matters, supports more senior practitioners in complex litigation, and progressively develops the skills required to manage less complex matters and appear in court.

## **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**

<b>KEY RESULTS AREA</b>	<b>OUTCOMES</b>
<b>Confiscation Legal Practice</b>	<ul style="list-style-type: none"> <li>Assists in the conduct of civil proceedings under the Criminal Property Confiscation Act 2000, including supporting applications to freeze and confiscate property and for ancillary declarations/orders.</li> <li>Assists in the preparation and presentation of matters before WA Courts in accordance with legislation and established practice.</li> </ul>
<b>Legal Advice &amp; Case Management</b>	<ul style="list-style-type: none"> <li>Provides support in the delivery of legal advice on confiscation and proceeds of crime cases.</li> <li>Assists in the management of allocated matters, ensuring compliance with legislative, procedural and policy requirements.</li> </ul>
<b>Preparation of Legal Documents</b>	<ul style="list-style-type: none"> <li>Prepares draft affidavits, submissions, court documents and correspondence to a high professional standard under supervision.</li> <li>Supports the preparation of complex and sensitive legal material in a timely manner.</li> </ul>
<b>Stakeholder Liaison</b>	<ul style="list-style-type: none"> <li>Assists in liaising with investigators, law enforcement agencies and other stakeholders in relation to confiscation and proceeds of crime matters.</li> <li>Builds effective working relationships to support the conduct of proceedings.</li> </ul>
<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>Maintains appropriate file management and record-keeping practices.</li> <li>Develops legal skills and knowledge through supervised practice and ongoing professional development.</li> </ul>
<b>Workplace Behaviours</b>	<ul style="list-style-type: none"> <li>Demonstrates ethical behaviour in all dealings with colleagues and stakeholders.</li> <li>Complies 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>Qualifications</b>	<ul style="list-style-type: none"> <li>Admission, or eligibility for admission, as a Legal Practitioner in Western Australia.</li> </ul>
<b>Practice of the Law</b>	<ul style="list-style-type: none"> <li>Demonstrated foundational knowledge of legal principles and the ability to interpret and apply relevant legislation, policies and guidelines under supervision.</li> <li>Ability to assist in managing allocated legal matters of limited complexity, with guidance, and complete tasks in a timely manner.</li> <li>Demonstrated understanding of civil law and procedure, with developing knowledge of criminal law.</li> <li>Developing experience, or the ability to develop experience, in court appearances, including assisting with the conduct of matters and appearing under supervision.</li> </ul>
<b>Individual Characteristics</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to adopt professional work practices and exercise sound judgement with guidance.</li> <li>Demonstrates attention to detail, openness to feedback, flexibility and the ability to prioritise tasks when managing competing demands.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>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, under supervision.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Developing written communication skills, including the ability to draft legal documents clearly and accurately under supervision.</li> <li>Effective verbal communication skills, including the ability to communicate appropriately with stakeholders and represent the ODPP professionally, with guidance.</li> </ul>

**Desirable:**

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

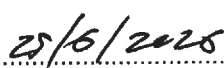
**Certification**

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

Signature



Date



Director Legal Services