



Application Package

**Thank you for your interest in working with
the Office of the Director of Public Prosecutions (ODPP).**

This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

ABOUT US

The core work of the ODPP is to conduct criminal prosecutions under Western Australia state law in the District and Supreme Courts. Other responsibilities of the Office include:

- conduct of a range of committal matters at the Magistrates Court, Central Law Courts, Perth, where the ODPP has jurisdiction over indictable offences; triable summarily and summary offences;
- conduct of all appellate work flowing from those criminal prosecutions;
- management of a range of proceeds of crime matters pursuant to the *Criminal Property Confiscation Act 2000* and the *Misuse of Drugs Act 1981*;
- responsibility for the prosecution of offences in the Children's Court;
- conduct of all matters in the Drug Court that are dealt with on indictment;
- consideration and approval of requests for extradition of accused from interstate and overseas;
- provision of legal advice on legislative change to Parliament and the Attorney General; and
- provision of advice on matters of legal consideration to Police and other investigative agencies.

The ODPP's mission is: ***To provide the people of Western Australia with a fair and just criminal prosecution service.***

To achieve this, the ODPP is committed to following core values:





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INFORMATION FOR APPLICANTS

Equal employment opportunity employer:

The ODPP is an equal employment opportunity employer and encourages Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds, women, and all genders to apply for advertised positions.

Employer of Choice:

The ODPP strives to be an employer of choice. To make us a great place to work we:

- Promote flexible working practices
- Provide a range of benefits, including salary packaging arrangements
- Provide access to employee assistance program
- Conduct a comprehensive Induction Program
- Offer membership to an active Social Club

THE RECRUITMENT PROCESS

Eligibility

To be eligible for a **permanent** appointment to a position with the ODPP it is essential that you are an Australian citizen or have permanent resident status in Australia. Non-permanent residents of Australia are only eligible to apply for fixed term appointments.

Proof of rights to work in Australia will be required to be provided prior to any appointment being made.

ODPP Policy requires all employees to undergo criminal record screening. The screening is conducted by the ODPP with the cost borne by the Department. You will be asked to complete a consent form, and produce the required supporting identification, if you are successful in acquiring an interview. Previous criminal conviction or pending charges may not necessarily preclude employment.

Any legal staff appointed will be required to produce their Admission Certificate prior to appointment.

HOW TO APPLY

1. Read all the job information

We strongly recommend that you read all the information provided. This may include the job advertisement, the Job Description Form and this Application Package before preparing and submitting your application.



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If you are still unclear about the position or the recruitment process after you have read all the information, we encourage you to speak with the contact person listed in the job advertisement to learn more about the position, the team and the agency

2. Preparing your application

Your application is very important as it will determine your progression to the next stage of the selection process. The 'How to Apply' section of the job advertisement clearly outlines what documents you need to provide to apply for this position. This will generally include:

- *A comprehensive resume/CV*
Your resume should be up to date and should focus on information that is relevant to the job you are applying for. Please include, as a minimum, your basic personal details, details of your work history and experience, and details of your education, academic qualifications and professional training.
- *A statement addressing the work related requirements*
The work related requirements are the knowledge, skills, abilities and competencies that are necessary to successfully undertake the duties of the position. All essential work related requirements will be assessed at some stage during the selection process

The job advertisement may ask that you demonstrate your ability to meet some or all of the work related requirements (selection criteria) in your written application, for example, by providing a written statement addressing some or all of the work related requirements.

The job advertisement will include precise details of what is required. It is important that you provide whatever has been requested within the specified page limit.

- *Referees*

The Application for Vacancy Form asks you to nominate two (2) referees who can comment on your work experience and your knowledge and skills. At least one of your referees should be a current or recent supervisor or manager. We recommend you check with your referee before nominating them.

3. Submitting your application

Only online applications lodged through the WA Government jobs board (www.jobs.wa.gov.au) website will be accepted. Emailed and posted applications will not be accepted unless otherwise specified in the job advertisement.

The job board has the facility for you to create your own profile, which can be used to store your details (including attachments) so that you can use them each time you apply for a vacancy. It also allows you to establish email alerts that will notify you each time a vacancy matching your search criteria is advertised, as well as view applications you are currently working on.

To submit your application online, click on the 'Apply for Job' button at the end of the advertisement. When submitting your application online you will be asked to complete an online application form and then attach the requested documentation. Please ensure your documents are in MS Word or PDF format.

Once you have applied for a vacancy online, you will receive:

- An online receipt including the date and time that your application was submitted; and
- An emailing confirming that your application has been received.

If you do not receive either of the above, or if you have attempted to apply online and experienced technical difficulties, please call the **Human Resources Officer on 08 9425 3989** in order that this may be investigated. It must be ensured that contact is made prior to the closing date.

It is your responsibility to ensure your application is received by the nominated closing time and date. Please ensure you have plenty of time to submit your application to allow for unanticipated problems.

Late applications will not be accepted.

THE SELECTION PROCESS

ODPP recruitment and selection processes are designed to complement best practice and public sector initiatives. Therefore, each process may vary slightly depending on the job. Below is a general outline of what you may expect when applying for a position with the ODPP.

1. Applications are assessed

The selection panel will assess each application and agree on a 'shortlist' of the most competitive applicants based upon each applicant's ability to demonstrate how they meet the work related requirement outlined in the advertisement. These applicants will be invited for further assessment.

2. Further assessment is conducted

The selection panel may use a variety of methods to assess shortlisted applicants' suitability for the position. In most cases, a formal structured interview is conducted. These interviews provide an opportunity for the selection panel to ask you questions relating to your skills and experience relevant to the work related requirements.

Other assessment methods that may be used include:

- Work sample tests or practical activities;
- Presentations;
- Case scenarios or role plays; and/or
- Feedback from your referees.

3. A decision is reached

When the selection process is finalised, the selection panel will prepare a report recommending the most suitable applicant for the position. This recommendation will take into account all information gathered throughout the entire selection process

4. Applicants are notified

Once the selection report and recommendation is endorsed, all applicants will be notified in writing (by email) of the outcome of the recruitment process. All applicants are given the opportunity to seek feedback. We encourage all applicants to seek feedback as this will help with future applications.

The ODPP is committed to meeting the WA Public Sector Employment Standard and applicants can expect that the compliance requirements of this Standard will be adhered to throughout the selection process. However, if you believe that the Employment Standard has been breached and that you have been adversely affected by the breach, you can submit a breach of standard claim. Details of how to lodge a breach of standard claim are provided to unsuccessful applicants when they are advised of the outcome.

Further information regarding the Employment Standard and the breach claim process can be found on the Public Sector Commission's website: <http://www.publicsector.wa.gov.au/> .

Some applicants may be unsuccessful but may have been assessed as suitable. These applicants will be notified that they have been found suitable and may be considered for appointment to similar vacancies arising during the six months following the completion of the recruitment and selection process.

5. Successful applicant is given a formal offer of employment

At the conclusion of the breach period, the most suitable applicant is given a formal offer of employment. If this offer is accepted, a member of the ODPP's Human Resources branch will contact the successful applicant to commence the on-boarding process.

We wish you the best of luck with your application.

