



Office of the Director of Public Prosecutions for Western Australia



Job Application Information

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

This applicant package provides you with information about the ODPP, and guides you through the application process to assist you in preparing and submitting your application.

We look forward to receiving your application!

If you are experiencing difficulties accessing the Job Application Package, lodging your application, or you have any access needs that may require adjustments to the application or interview process, including alternative methods of communication and/or application, please contact the team at peopleandculture@dpp.wa.gov.au.

The ODPP is an equal opportunity employer. We recognise the value that people of diverse backgrounds bring to the workforce. We are committed to improving employment opportunities and outcomes through the recruitment, development and retention of Aboriginal and Torres Strait Islander people, young people, people with disability, women, people of diverse sexualities and genders and people from culturally diverse backgrounds.

About the ODPP

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

For further information about the ODPP, please refer to the ODPP website: www.dpp.wa.gov.au.

INFORMATION FOR APPLICANTS

In addition to working with a team of highly skilled, dedicated and valued employees, you will be rewarded with:

- Flexible work practices including working from home options;
- Access to generous leave arrangements including paid parental leave and the opportunity to purchase additional leave each year;
- Annual Leave Loading (17.5% of the salary for four weeks)
- Parent and wellbeing facilities to support parents returning from parental leave;
- Opportunities to attend a range of internal and external learning and development seminars;
- Access to a range of social and employee wellness events and programs;
- Central Perth location with easy access to Public Transport;
- End of Trip facilities.

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 if they possess a valid visa with working rights for the duration of the fixed term appointment.

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 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 and Practising 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.

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. Or it may ask for a covering letter to give a broad overview of the skills and knowledge and experience you would bring relevant to the role.
 - 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 online application form that you submit as part of your application 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 contact us at peopleandculture@dpp.wa.gov.au in order that this may be investigated. Make sure 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 or if it is a pool recruitment process, the most suitable applicants to be placed in the pool.

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 twelve months following the completion of the recruitment and selection process.

5. Successful applicant is given a formal offer or employment

At the conclusion of the breach period, the recommended 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.

Good Luck!