

JOB DESCRIPTION FORM

Position Details

Position Title	State Prosecutor
Position Number	Various
Classification	Level 5LG (PSCSA)
Division	Legal Services
Branch	Various
Date Effective	1 April 2025

Reporting Relationships

Supervisor/Manager	Practice Manager 6LG
Direct Reports	Nil

Overview of the Position

5LG is the most senior level State Prosecutor position at the ODPP which does not have formal managerial or supervisory responsibilities for other prosecutors.

This position is appropriate for practitioners with extensive experience in criminal law or another legal field where they have gained relevant, transferable knowledge and experience.

At the ODPP we consider all our people to be leaders and aim to build the impact of their leadership in our important work for the community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described in [Leadership Expectations](#).

The leadership context of this position is [Leaders of Others](#) and there are opportunities for professional development and growth

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:

- 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, and 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* (WA);
- 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

ABOUT STATE PROSECUTOR 5LG

5LG is the most senior level State Prosecutor position at the ODPP which does not have formal managerial or supervisory responsibilities for other prosecutors. This role is appropriate for practitioners with extensive experience in criminal law or another legal field where they have gained relevant, transferable knowledge and experience.

State Prosecutors at this level should have a very thorough knowledge of criminal law, practice and procedure and a comprehensive understanding of the role and obligations of a prosecutor and the functions and operations of the ODPP, and well-developed skills in general practice of law. Practice of law should include extensive experience in both counsel and solicitor roles.

5LG State Prosecutors work under management and supervision delivered by Senior State Prosecutors but are expected to perform their functions and duties with a high degree of autonomy.

Cases managed and prosecuted by 5LG State Prosecutors commonly involve very serious allegations of sexual assault, armed robbery, grievous bodily harm and commercial drug dealing. These cases regularly present very complicated issues of fact and law and involve dealing with vulnerable victims and witnesses. 5LG State Prosecutors are allocated counsel roles for various complicated hearings, including jury trials in the District and Supreme Courts for charges of very serious crimes. These counsel roles are expected to be conducted with a high degree of independence.

The longer-term aim of the ODPP is that 5LG State Prosecutors will:

- develop the knowledge, experience, skills and judgment which are necessary for appointment as an authorised officer pursuant to section 80(2)(e) of the *Criminal Procedure Act 2004 (WA)*: to commence prosecutions for indictable offences in superior courts.
- progress to case management and prosecution of homicide and other highly complex matters.
- develop the additional knowledge, experience, skills, judgment and leadership attributes which are necessary to operate with the level of independence and responsibility which is expected of 6LG Senior State Prosecutors.

In addition to structured, supervised and supportive practical training, 5LG State Prosecutors will participate in the ODPP Continuing Legal Education programme. This programme provides all ODPP legal staff with regular opportunities to participate in a variety of legal education activities, by which they can earn and maintain their Continuing Professional Development points. These activities include some specifically focussed on training and development of senior level State Prosecutors. 5LG State Prosecutors also have opportunity to present legal education training.

5LG State Prosecutors receive advanced familiarisation with the role of a prosecutor in the practice of criminal law and ODPP business operations, including:

- ODPP corporate policies, practices and procedures.
- ODPP information technology systems.
- ODPP prosecution policy and guidelines.
- ODPP legal case management practice and procedure.
- statutory law relevant to criminal practice.
- judicial law relevant to criminal practice.

These positions provide opportunities to participate, under the guidance of management and supervision, in various aspects of the ODPP legal practice, including:

- case management of charges of indictable offences.
- trial and sentencing preparation.
- listing and other short hearing proceedings.
- drafting of court documents and legal submissions.
- legal research.
- appearances as counsel at various court hearings, including jury trials.

Work Related Requirements

Essential Eligibility Requirements:

REQUIREMENT	DESCRIPTION
Admission	<ul style="list-style-type: none"> Have been admitted, or are immediately eligible for admission, as a practitioner of the Supreme Court of Western Australia.
Willingness and Availability	<ul style="list-style-type: none"> Are willing and available to: <ul style="list-style-type: none"> appear as counsel at court hearings. work outside of normal business hours. travel intrastate (including by small aircraft).
Capability	<ul style="list-style-type: none"> Can deal with exposure to sensitive and potentially emotionally disturbing subject matter (e.g. graphic and disturbing photographic material and vulnerable people).

Essential Competencies:

COMPETENCY	DESCRIPTION
Practice of Law	<ul style="list-style-type: none"> Thorough knowledge of criminal law, practice and procedure. Well-developed legal research and analysis skills. Considerable ability and experience in presenting quality legal advice and recommendations. Considerable experience in managing and preparing cases for court hearings. Considerable experience in appearing as counsel at complex court hearings.
Communication & Relationship Management Skills	<ul style="list-style-type: none"> Ability, experience and potential in relation to: <ul style="list-style-type: none"> general oral and written communication practices; dealing with persons from diverse cross-sections of the community; effective communication in challenging and difficult circumstances; building and maintaining positive relationships with fellow employees; and developing and maintaining productive external relationships.
Organisational & Time Management Skills	<ul style="list-style-type: none"> Ability, experience and potential in relation to: <ul style="list-style-type: none"> managing a busy workload; organising timely attention to due tasks; organising competing work priorities; developing efficiencies in work practices; retaining information from learning experiences; and achieving a sensible and healthy balance between work requirements and personal priorities.
Individual Characteristics	<ul style="list-style-type: none"> Personal qualities and traits that align with the ODPP vision and culture, supporting its mission.
Leadership	<ul style="list-style-type: none"> Ability, experience and potential in relation to: <ul style="list-style-type: none"> mentoring and developing legal staff, contributing to internal committees and undertaking continuous professional development, driving service improvements through critical thinking and innovation.

Certification

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



Signature
Director Legal Services

Date 14 April 2025