



# Job Description Form

## SENIOR PROSECUTIONS OFFICER

### LEVEL 5 (02203945)

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#### KEY RESPONSIBILITIES

- Coordinates prosecution and enforcement activities for WorkCover WA.
- Manages disclosure of evidence for prosecutions commenced by WorkCover WA and advises staff in the preparation and completion of prosecution briefs.
- Provides information and advice to Compliance staff and relevant stakeholders in relation to prosecution matters.

#### STATEMENT OF DUTIES

##### Prosecutions

- Reviews prosecution briefs prepared by authorised officers to ensure they meet the necessary legal requirement of evidence and recommends appropriate enforcement responses.
- Prepares and finalises correspondence and actions in relation to prosecutions undertaken by WorkCover WA.
- Provides advice to senior management regarding significant enforcement issues, media releases and prosecution outcomes.
- Prepares prosecution notices and attends court to prosecute offences under the *Workers Compensation and Injury Management Act 2023* and associated regulations.
- Liaises with the State Solicitor's Office on issues relating to prosecutions.
- Assists with preparing reports relating to prosecution functions and responses to public enquiries regarding prosecution outcomes.
- Provides information and advice to Branch staff and relevant stakeholders in relation to prosecution matters.
- Maintains a contemporary understanding of administrative and judicial procedures and government policy, standards and instructions.
- Contributes to the development, implementation and evaluation of policies, systems, procedures, and initiatives which improve compliance outcomes.

##### Other

- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO and Diversity, WHS and Records Management.
- Participates in the Performance Pathway process as part of the Development Hub. Performs other duties as directed.

## PERSONAL CHARACTERISTICS

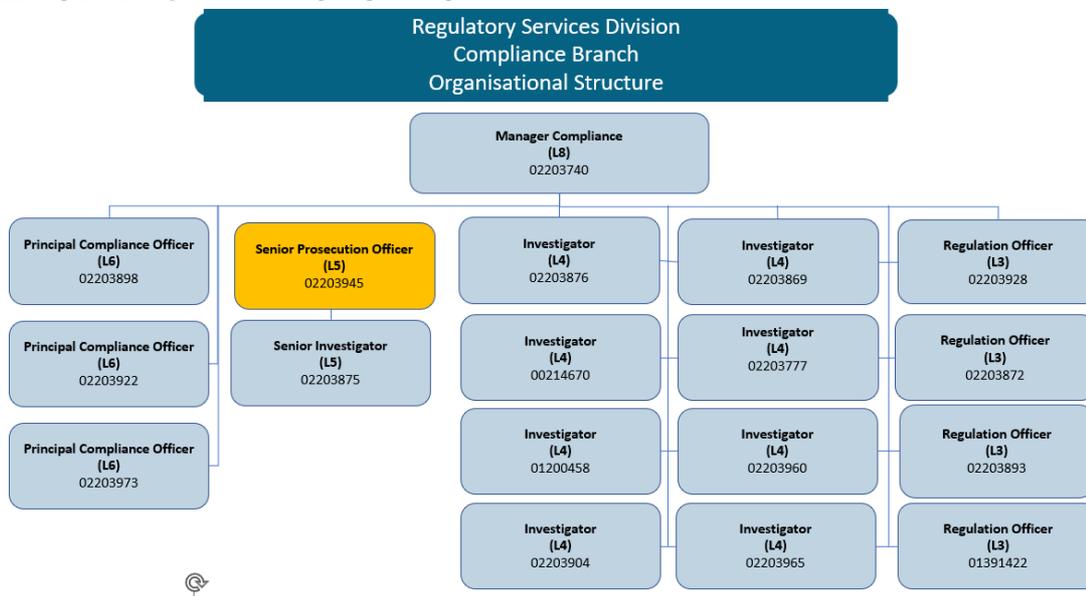
- Committed to a strong work ethic and self-improvement
- Customer focused
- Exhibits personal integrity and professionalism
- Innovative.

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this critical to our success and, to support this, we have adopted Leadership Expectations which provides a common understanding of the mindsets and expected behaviours required of our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

## REPORTING RELATIONSHIPS



## SELECTION CRITERIA

### Essential

1. Demonstrated skills and experience in the management of prosecutions within a compliance environment and the Western Australian legal framework, processes and judicial system.
2. Demonstrated oral and written communication skills including the ability to testify in court proceedings, provide specialist advice to a range of stakeholders and prepare a range of written documentation, including court and legal documentation.
3. Sound analytical, conceptual and problem-solving skills, including demonstrated ability to research, analyse and present information relevant to legislative and judicial requirements.
4. Well-developed planning and organisational skills.

### Desirable

1. Possession of or progression toward a relevant post-secondary or tertiary qualification in justice or legal studies and/or qualification in the field of regulatory enforcement such as a Certificate IV in Government Investigations.

## CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at January 2026.



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General Manager  
Regulatory Services Division



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Chief Executive Officer