Role Description
Prosecution Officer (Administrative) Level 2

Cluster	Stronger Communities
Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Administrative) Level 2
ANZSCO Code	531111
PCAT Code	6111118171
Date of Approval	19 April 2018
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognized for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and others in the criminal justice system and the wider community.

Primary purpose of the role

This is an administrative role which involves providing high quality legal support in the delivery of an effective and efficient prosecution service.

Key accountabilities

- Provide high quality legal support to ODPP staff, Crown Prosecutors and other Counsel.
- Register and update matters; maintain files, briefs, file notes and records of proceedings; organise of court lists witnesses, exhibits, meetings, diaries and conferences.
- Liaise with external stakeholders including police, legal practitioners, witnesses and court registry staff to obtain and provide all necessary information and assistance.
- Provide general legal support including drafting correspondence, photocopying, records and supply management, reception work, mail delivery and photocopying.

Key challenges

- Balance competing demands and ensure professional standards are met in the delivery of clerical support services for preparation and prosecution of matters in a high volume, time sensitive environment.
- Ensure the accuracy of record keeping, maintain integrity of data entry and file management systems for effective prosecutions.
- Exposure to traumatic material and events in prosecutions.

Key relationships

Internal

Who	Why
Solicitor's Executive, Director's Chambers, Crown Prosecutors, Managing Solicitors, Managers of Legal Support and other ODPP staff	• Collaborate with and engage in teamwork to ensure the delivery of an effective and efficient prosecution service.

External

Who	Why
Victims and Witnesses	• Deliver on the ODPP's commitment to victims and witnesses and meet the obligations under the ODPP Guidelines and Victim's Rights Act
Police and other investigating bodies	• Liaise with police and other investigating bodies to obtain all necessary material, information and assistance required for the effective prosecution of matters
Courts	• Interact with court registries and court officers to assist in the administration of justice.
Defence Representatives	• Liaise with defence representatives to ensure an effective and efficient prosecution service.
External agencies	• Engage with and provide services to maintain effective relationships with key stakeholders for the provision of high quality services

Role dimensions

Decision making

Maintain strict confidentiality in relation to ODPP information and act in accordance with ODPP policies and procedures. Be accountable for integrity of data and clerical tasks.

Reporting line

Manager Legal Support

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Experience in the delivery of clerical support services including advanced word processing and data entry skills.
- Effective interpersonal, communication skills and organisational skills

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
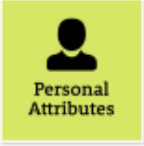
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate

	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational