

# Role Description

## Solicitor Advocate

Cluster	Stronger Communities
Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Lawyer) Level 5
ANZSCO Code	271311
PCAT Code	2521118192
Date of Approval	08 March 2018
Agency Website	<a href="http://www.odpp.nsw.gov.au">www.odpp.nsw.gov.au</a>

### 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 a senior litigation role which involves conducting trials in the District Court and more complex matters in the Local and Childrens Court. It involves assessing cases received from police and other investigating bodies; providing advice about the sufficiency of evidence and appropriate charges; negotiating pleas of guilty in appropriate cases and providing leadership and mentoring to lawyers in the ODPP.

### Key accountabilities

- Conduct trials in the District Court.
- Prosecute complex/sensitive matters before the NSW courts.
- Provide high level advice to and on behalf of the Director of Public Prosecutions.
- Provide leadership, guidance and mentoring to lawyers in the ODPP.
- Conduct matters in accordance with the Directors Guidelines and ODPP policies and procedures and the NSW Charter of Victims' Rights.
- Maintain up-to-date knowledge of the relevant law.

### Key challenges

- Prosecute matters of varying complexity before different jurisdictions which may often involve traumatic material and events.
- Meet strict time standards in the preparation of cases and provision of advice in a high volume work environment
- Deal with complex issues of law and fact that arise during a trial and have the ability to make cogent submissions to judicial officers with minimal notice or preparation time

## Key relationships

### Internal

Who	Why
Other Lawyers, Administrative staff and Witness Assistance Officers	<ul style="list-style-type: none"><li>• Work in a team environment to ensure the delivery of an effective and efficient prosecution service. Mentoring of legal staff.</li></ul>

### External

Who	Why
Victims/Witnesses	<ul style="list-style-type: none"><li>• Deliver on the ODPP's commitment to victims and witnesses and meet the obligations under the ODPP Guidelines and NSW Charter of Victim's Rights.</li><li>• Act with a high degree of sensitivity and understanding of the needs of victims of sexual assault and of the care givers together with a understanding of the best approach in a manner appropriate to their age and experience.</li></ul>
Police	<ul style="list-style-type: none"><li>• Liaise with police in the effective prosecution of matters.</li></ul>
Courts	<ul style="list-style-type: none"><li>• Interact with Judicial officers, Courts and their staff to assist in the administration of justice.</li></ul>
Defence Lawyers	<ul style="list-style-type: none"><li>• Proactively interact with defence representatives to ensure effective and efficient prosecutions.</li></ul>

## Role dimensions

### Decision making

The position holder exercises legal delegations commensurate with the role in the conduct of prosecutions. The role requires the ability to exercise professional judgment, to act in accordance with the Director's Guidelines and be accountable for the decisions made.

### Reporting line

Deputy Solicitor for Public Prosecutions

### Direct reports

Nil reports but undertakes mentoring and development of legal staff.

### Budget/Expenditure

Nil

## Essential requirements

- Degree or diploma in law and admission as a Legal Practitioner of the Supreme Court of New South Wales.
- Practising Certificate issued by the Law Society of NSW.
- Well developed advocacy skills with a high level of oral and written communication skills.
- Extensive knowledge and experience in criminal practice and procedure within New South Wales with substantial experience in appearance work in court.
- Current driver's licence and willingness to travel.

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>	Advanced
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Present with credibility, engage diverse audiences and test levels of understanding</li> <li>• Translate technical and complex information clearly and concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Contribute to and promote information sharing across the organisation</li> <li>• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>• Explore creative ways to engage diverse audiences and communicate information</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	Advanced



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



### Project Management

Understand and apply effective planning, coordination and control methods

- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate



### Manage and Develop People

Engage and motivate staff, and develop capability and potential in others














- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate



Optimise Business Outcomes

Manage people and resources effectively to achieve public value Foundational



Manage Reform and Change

Support, promote and champion change, and assist others to engage with change Foundational

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