

# Role Description

## Solicitor Level 1

Cluster	Justice
Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Location	NSW
Classification/Grade/Band	Prosecution Officer (Lawyer) Level 1
ANZSCO Code	271311
PCAT Code	2521118192
Date of Approval	15 August 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 recognised for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and other stakeholders in the criminal justice system and the wider community.

### Primary purpose of the role

This is a litigation lawyer role that involves preparing and conducting criminal prosecutions on behalf of the Director of Public Prosecutions (DPP) in NSW courts. The role includes screening less complex briefs received from police and other investigating bodies, preparing advice about evidence and charges, assisting in the negotiation of pleas of guilty in appropriate cases, undertaking simple advocacy work and instructing in trials and appeals.

### Key accountabilities

- Manage a diverse criminal law practice prosecuting matters before NSW courts in accordance with Prosecution Guidelines, Delegations, ODPP policies and procedures and the NSW Charter of Victim's Rights.
- Maintain up-to-date knowledge of all relevant law and procedures to provide advice to internal and external stakeholders of the ODPP
- Work collaboratively in a team to prepare matters for hearing or trial including liaising with key stakeholders, drafting notices and maintaining accurate records to ensure continuity in the carriage of criminal prosecutions from registration to completion.
- Instruct Counsel in the District and Supreme Court and the Court of Criminal Appeal in criminal prosecutions and appeals.
- Conduct and appear in less complex prosecutions on behalf of the ODPP.

- Communicate effectively with internal and external stakeholders to ensure efficient and effective prosecutions.

## Key challenges

- Balance competing demands and ensure professional standards are met in the preparation and prosecution of matters in a high volume time-sensitive environment
- Maintain professional relationships with external stakeholders to ensure delivery of effective prosecutions.
- Exposure to traumatic material and events in prosecutions.

## Key relationships

Who	Why
<b>Internal</b>	
Solicitor's Executive, Director's Chambers. Crown Prosecutors, Managing Solicitors, solicitors and other ODPP staff	<ul style="list-style-type: none"> <li>• Collaborate with and engage in teamwork to ensure the delivery of an effective and efficient prosecution service.</li> </ul>
<b>External</b>	
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, other policies and the NSW Victim's Rights Charter</li> </ul>
Police and other investigative bodies	<ul style="list-style-type: none"> <li>• Liaise with police and other investigative bodies to obtain all necessary material and information and support required for effective prosecution of matters.</li> </ul>
Courts	<ul style="list-style-type: none"> <li>• Interact with court registries and court officers and members of the Bench to assist in the administration of justice.</li> </ul>
Defence Lawyers	<ul style="list-style-type: none"> <li>• Liaise and negotiate with defence representatives to ensure an effective and efficient prosecution service.</li> </ul>
External agencies	<ul style="list-style-type: none"> <li>• Engage with and provide services to maintain effective relationships with key stakeholders for the provision of high quality service.</li> </ul>

## Role dimensions

### Decision making

The position holder must exercise professional judgment when conducting a prosecution and is accountable for decisions made in that regard.

### Reporting line

Managing Solicitor

### Direct reports

N/A

## Budget/Expenditure

Nil

## Essential requirements

Degree or diploma in law and eligible for admission as a Legal Practitioner of the Supreme Court of New South Wales.

Practising Certificate issued by the Law Society of NSW.

Understanding of the ODPP's Prosecution Guidelines.

Ability to undertake less complex advocacy work.





Current driver's licence and willingness to travel.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>