

# Role Description

## Solicitor Level 2

Cluster	Stronger Communities
Department/Agency	Office of Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Lawyer) Level 2
ANZSCO Code	271311
PCAT Code	2521118192
Date of Approval	29 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 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 briefs received from police and other investigating bodies, providing advice about evidence and charges, negotiating pleas of guilty in appropriate cases, conducting hearings, undertaking advocacy work and instructing in trials.

### Key accountabilities

- Manage a diverse criminal 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 high level legal advice to and on behalf of the DPP.
- Conduct and appear in prosecutions on behalf of the DPP before the Local, Children's, District and Supreme Courts of New South Wales including Courts in regional areas.
- Instruct Counsel in District and Supreme Court criminal prosecutions.
- Provide guidance and mentoring to less experienced lawyers.
- 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 internal and external stakeholders to ensure delivery of effective prosecutions.
- Exposure to traumatic material and events in prosecutions.

## Key relationships

### Internal

Who	Why
Senior management, Director's Chambers, Crown Prosecutors, Managing Lawyers, 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>

### External

Who	Why
Victims/Witnesses	<ul style="list-style-type: none"><li>Deliver on the ODPP commitment to victims and witnesses and meet the obligations under the ODPP Guidelines and NSW Charter of Victim's Rights.</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, information and assistance required for the effective prosecution of matters.</li></ul>
Courts	<ul style="list-style-type: none"><li>Interact with court registries, 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 services.</li></ul>

## Role dimensions

### Decision making

Exercise legal delegations on behalf of the DPP under the Director of Public Prosecutions Act and other relevant legislation, Prosecution Guidelines and ODPP policies and procedures. Exercise professional judgement and be accountable for decisions made.

### Reporting line

Managing Solicitor

### Direct reports

Nil

### 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
- Experience in criminal law is required, including advocacy experience
- 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.

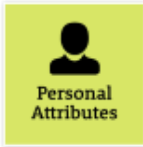
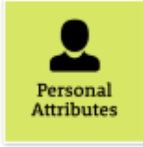
The capabilities are separated into focus capabilities and complementary capabilities

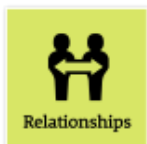
### Focus capabilities

*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
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"><li>• Be flexible, show initiative and respond quickly when situations change</li><li>• Give frank and honest feedback and advice</li><li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li><li>• Raise and work through challenging issues and seek alternatives</li><li>• Remain composed and calm under pressure and in challenging situations</li></ul>	Adept
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<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>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept

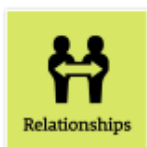


### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced



### Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

Adept



### Think and Solve Problems

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

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



## 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

## 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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	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	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	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	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	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