

Role Description

Managing Solicitor

Cluster	Justice
Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Operations
Location	NSW
Classification/Grade/Band	Prosecution Officer (Lawyer) Level 4
ANZSCO Code	271311
PCAT Code	2521118192
Date of Approval	17 January 2019
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 recognised for its excellence and leadership, acting in the public interest for the 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

The role of the Managing Solicitor is to lead, co-ordinate and manage the operations and resources of a team to effectively deliver prosecution services. This role includes developing staff competencies, measuring efficiency and ensuring compliance with ODPP process, policies and procedures.

Key accountabilities

- Lead and manage the operations of a team in accordance with Prosecution Guidelines, ODPP policies and procedures, and the NSW Charter of Victim's Rights.
- Co-ordinate support service delivery to ensure effective utilisation of staff to meet commitments.
- Develop and manage staff performance. Evaluate and report on the quality and effectiveness of team activity.
- Identify and implement ODPP initiatives to improve systems and work practices to achieve the efficient use of resources and highest quality service delivery.
- Maintain up to date knowledge of all relevant law and procedures in order to conduct prosecutions and act as an expert source of advice on complex and sensitive legal issues.
- Exercise and report on legal, financial and administrative delegations to ensure efficient management of the team.
- Engage in effective communication with internal and external stakeholders. Represent the ODPP on relevant committees, forums and working parties to maintain collaborative working relationships with key internal and external stakeholders.

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.
- Ensure ongoing compliance with Prosecution Guidelines, time standards, legislative changes and ODPF policies and procedures.
- Exposure to traumatic material and events in prosecutions.

Key relationships

Who	Why
Internal	
Crown Prosecutors, Lawyers and other ODPF staff	<ul style="list-style-type: none"> • Collaborate with and engage in teamwork to ensure quality in the delivery of an effective and efficient prosecution service.
Team Members	<ul style="list-style-type: none"> • Sponsor an environment that fosters cohesive and collaborative work practices. Provide expert legal advice and professional support through mentoring and development opportunities. Conduct regular team meetings to build mentoring relationships and increase awareness of activity within the team.
Solicitor's Executive, Crown Chambers, Director's Chambers and Managing Solicitors	<ul style="list-style-type: none"> • Engage with the Solicitors Executive and other Managers regarding allocation and co-ordination of work and resources, policies and procedures, work and practice standards. Co-ordinate resources and service delivery outcomes with Crown Prosecutors and Director's Chambers.
External	
Victims/Witnesses	<ul style="list-style-type: none"> • Deliver on the ODPF's commitment to victims and witnesses and meet all obligations under the ODPF Prosecution Guidelines and other policies and the NSW Victim's Rights Charter.
Police and other investigative bodies	<ul style="list-style-type: none"> • Liaise with Police and other investigative bodies to obtain all necessary material, information and support required for the effective prosecution of matters.
Courts	<ul style="list-style-type: none"> • Interact with the court registries, court officers and members of the bench to assist in the administration of justice.
Defence Lawyers	<ul style="list-style-type: none"> • Liaise and negotiate with Defence representatives to ensure effective and efficient prosecution services.
External Agencies	<ul style="list-style-type: none"> • Engage with and provide services to maintain effective relationships with key stakeholders for provision of high quality service to victims and witnesses
External Committee	<ul style="list-style-type: none"> • Represent the ODPF on external committees, conferences and meetings.

Role dimensions

Decision making

Exercise legal delegations on behalf of the DPP under the Director of Public Prosecutions Act and other relevant legislation and in accordance with Prosecution Guidelines and ODPP policies and procedures commensurate with the role. Exercise financial and administrative delegations to ensure efficient management of the team and be accountable for decisions made. Plan and organise resources for effective prosecutions in NSW courts. Prepare submissions to the Solicitors Executive and DPP on legal and operational matters.

Reporting line

Deputy Solicitor for Public Prosecutions.

Budget/Expenditure

Sydney: \$5000 (Goods and Services); \$2000 (out of scale witness expenses) Legal & Regional: \$10,000 (Goods and Services); \$2500 (out of scale witness expenses)

Essential requirements

- A degree or diploma in law and a practicing certificate as a Legal Practitioner of the Supreme Court of New South Wales.
- Detailed knowledge of criminal law practice and procedure.
- Experience in management and supervision of staff

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

This role also utilises an [occupation specific capability set](#).

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	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

Occupation / profession specific capabilities

Capability Set	Category and Sub-category	Level and Code
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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
Personal Attributes Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Stay calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in the face of strong, contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>achievement of organisational objectives</p> <ul style="list-style-type: none"> • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-category	Level and Code	Level Descriptions
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