



LE2 Prosecuting Solicitor Prosecution Services Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

Prosecution Services Branch (PSB) consists of a Strategy and Support Section encompassing the Major Indictable Brief Unit, Prosecution Support, Policy and Advice, Training and Administration; and an Operations Section consisting of 15 general prosecution units.

The Prosecuting Solicitor is accountable to the Supervising Senior Prosecutor for the provision of prosecution services including adjudication and less-complex advocacy. The Prosecuting Solicitor is expected to conduct prosecution files within the lower range of complexity and works under limited supervision and direction of the Supervising Senior Prosecutor. The Prosecuting Solicitor is expected to act in accordance with the ethics of the legal profession.

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Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent. The incumbent will be required to undertake psychometric testing as part of their selection process.
Location	The incumbent may be required to work in locations in metropolitan and regional areas within the State.
Qualifications	A degree in law and admitted as a practitioner of the Supreme Court of South Australia.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Prosecuting Solicitor is accountable to the Supervising Senior Prosecutor. The Prosecuting Solicitor is required to liaise with members of the public, internal and external clients, SAPOL employees and other SA public sector agencies.

The Prosecuting Solicitor is required to work collaboratively with managers, supervisors and employees across SAPOL and external stakeholders including but not limited to volunteers, members of the community and various multi-disciplinary teams within the SA public sector.

KEY OUTCOMES

The incumbent will contribute to the quality and timeliness of prosecutions within SAPOL by:

- Providing assistance in court in respect of prosecution matters under limited supervision and direction of a Supervising Senior Prosecutor/Prosecuting Solicitor.
- Developing and maintaining an up-to-date knowledge of legal issues affecting criminal prosecutions.
- Prepare assessment of briefs of evidence and determining in accord with the guidelines of the Director of Public Prosecutions any appropriate charges including the discontinuance of charges or the efficacy of alternative charges.
- Under the direction of a Supervising Senior Prosecutor/Prosecuting Solicitor, liaising with investigating police and identifying evidentiary material required to support a prosecution brief.
- Assist in the undertaking of legal research and provide recommendations to the delegate for consideration.

- Other duties as specified under the direction of a Supervising Senior Prosecutor/Prosecuting Solicitor.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- A degree in law and admitted (or eligible to be admitted) as a practitioner of the Supreme Court of South Australia.
- Possession of a South Australian practicing certificate.
- A sound ability to conduct legal research (statute and common law) and analyse and prepare legal opinions.
- Demonstrated working experience in a legal or similar environment.
- A sound knowledge of criminal law.

Desirable Characteristics

- Experience working within a criminal prosecution environment or government legal practice.
- Sound knowledge of the workings of SAPOL and the South Australian Public Sector.
- Strong academic record in relevant subjects (LLB/LP or equivalent).

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.