

Executive Job and Person Specification

Title of Role:	Circuit Manager	Remuneration Level:	SAES1
Agency:	Office of the Director of Public Prosecutions (ODPP)	Type of Appointment:	Executive Contract 1-3 years duration
Division:	Legal, Legislative and Justice Services	Position Number:	

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Circuit Manager is to be accountable to the Director for:

- the management of a team of professional staff, including leadership, management, professional development and wellbeing;
- responsible for the oversight of legal work within the team, and for the conduct of complex and/or sensitive matters in the Supreme Court, District Court and other courts;
- contribute to the fulfillment of the ODPP corporate obligations and to proactively participate in the business of the ODPP; and
- promote safe work practices, wellbeing and diversity within the workplace.

The Circuit Manager is expected to approach the role from a standpoint of trauma minimisation for victims and their families, from a position of vigilance against vicarious trauma, and with the objective of the ODPP maximising its skills and abilities to attain justice for the community.

Reporting Relationships

- The Circuit Manager will report to the Executive Managing Solicitor, the Legal Operations Manager or the Deputy Director.
- A team of solicitors or trial counsel will report to the Circuit Manager. These staff will range from LEC1 to LEC5 in classification. The team will also include administrative law clerks who will take work direction from the Circuit Manager but will report administratively to an alternate role.

Key Relationships/Interactions

- The Circuit Manager will foster the formation and maintenance of positive relationships between the ODPP and external agencies.
- The Circuit Manager will develop effective working relationships with other ODPP Executive members.

Key Challenges

- Contribute to the ongoing review of the Office's role and participation in the criminal justice system with a view to the identification of possible improvements to the system to achieve the more efficient, effective and speedy dispensation of justice in criminal matters.
- Contribute to the ongoing management of resources and maintenance of staffing levels across

- the ODPP to ensure optimal balance between workload and wellbeing.
- Maintaining and improving a high standard of legal practice personally, and at the team and organisation levels.

Special Employment Conditions (if relevant)

- Eligibility to work in Australia
- Out of hours work will be required
- Some intra/interstate travel involving overnight absences may be required.

AGD Conditions

- Participation in quarterly performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a SA Police Background Screening and National Criminal History Record Check that the AGD finds satisfactory.

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working. You are encouraged to discuss the flexible working arrangements for this role.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Circuit Manager is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Manage a team of professional staff</p>	<p>Be accountable to the Director for the management of a team of solicitors including in:</p> <ul style="list-style-type: none"> the provision of professional advice and instruction in the conduct of ODPP business; the provision of professional education and development; the monitoring and management of wellbeing; and the measurement and management of performance of team members and team <p>which will enable the team to provide a highly efficient and effective public prosecution service;</p> <p>May be required to undertake management of a trial counsel or solicitor team</p>	<ul style="list-style-type: none"> Feedback is provided to the Circuit Manager via the ODPP Performance Management system, that the direct line report and the Director are satisfied with the management of the team from the perspective of quality of work performed and the professional and performance management of team members



<p>Undertake complex and sensitive legal work and oversee the work of other legal staff.</p>	<ul style="list-style-type: none"> • Be responsible for overseeing the conduct of criminal prosecutions in the Supreme Court, District Court and other Courts, provision of detail legal/policy advice regarding criminal law and the interpretation and application of law, prosecution policy, guidelines and ethical practice; • Subject to the needs of the Office, if required, undertake extended periods of time devoted exclusively to major trial counsel work. • Undertake conduct and/or appear as trial or appeal counsel in the more complex and/or sensitive criminal cases and provide guidance and direction to other more junior prosecutors; 	<ul style="list-style-type: none"> • Feedback from the direct report and the Director is positive in respect of performance of the Senior Solicitor in undertaking complex and sensitive legal work and providing leadership and support to other staff in their legal work.
<p>Corporate Obligations</p>	<ul style="list-style-type: none"> • Contribute and at times, as required by the Director, take leadership of whole of Office projects and initiatives, whilst at all times meeting corporate responsibilities and obligations, including ensuring that the Circuit Manager's team and team members meet and discharge all corporate obligations and responsibilities. 	<ul style="list-style-type: none"> • Demonstrated participation in a leadership role in non-legal activities relating to the ODPP and/or the AGD. • Demonstrated participation and compliance with all corporate obligations and responsibilities.
<p>Participate effectively in the business of the ODPP</p>	<ul style="list-style-type: none"> • Responsible for contributing to and participating in office initiatives to improve business processes and accountable for promoting and ensuring efficient use by the team of new business tools including the Prosecution Case Management System (PCMS) and whole of Office performance measures. • Responsible for working with the ODPP Executive to be proactive, flexible and innovative in identifying and maintaining appropriate resourcing, including staffing levels and support, of the Office. 	<ul style="list-style-type: none"> • Demonstrated participation in planning, implementation and/or ongoing utilisation of business tools within the PCMS and promotion of those business tools to the team and other staff in a positive and informed manner. • Regular proactive and positive contributions to discussion in relation to staffing and workload with the SAES1 Managers and direct report.

<p>Promote Safe work practices, Wellbeing and Diversity</p>	<ul style="list-style-type: none"> • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace; • Embrace and encourage diversity and cultural differences in the workplace. • Comply with the ODPP Civility Code and conduct in accordance with the ODPP Statement of Values. 	<ul style="list-style-type: none"> • Pro-active measures are undertaken to adhere to and prevent injuries; • Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented; • Individual differences are encouraged and accommodated in the workplace.
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Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Qualification (Essential)</p>	<p>A tertiary qualification in Law. Eligible for admission or admitted as a Practitioner of the Supreme Court of South Australia.</p>
<p>Technical Expertise (Essential)</p>	<p>Ability to effectively lead, manage, motivate and support highly professional teams of prosecutors, trial counsel, paralegals and legal support staff.</p> <p>Experienced and highly skilled as a trial or appellate counsel in complex criminal cases before the Supreme Court of a State.</p> <p>Outstanding verbal and written communication skills and an ability to related effectively to fellow professionals in the criminal justice system and formulate responses to community concerns about criminal justice issues.</p> <p>Outstanding intellectual and conceptual abilities for identifying strategic opportunities for improving the existing criminal justice system.</p> <p>An understanding of the structure of Government, the role of the office and the DPP within Government and operating in a public sector context.</p> <p>An understanding of, experience in and / or the ability to manage to the spirit and principles of the Premier’s Safety Commitment and the legislative requirements of the Work Health and Safety Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.</p>
<p>Technical Expertise (Desirable)</p>	<p>Knowledge of the South Australian criminal justice system</p> <p>Sound experience as counsel in criminal appeal cases before intermediate appellate courts.</p> <p>Eligible for admission or admitted as a Practitioner of the High Court of Australia. Post graduate qualifications in law or a management related discipline would be highly regarded.</p>

Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Circuit Manager. Key behaviours for this role are listed. This broader group of behaviours are applicable to your ongoing success in the role.

Element	Behaviours
Shapes Strategic Thinking and Change	Creates vision Inspires Thinks and acts strategically Leads and influences change Solves problems
Achieves Results	Achieves and delivers results Manages resources (people and budgets) Drives organisational effectiveness Exercises sound judgement Manages compliance with legislation Assumes Accountability Evaluates Applies Technical Expertise
Drives Business Excellence	Influences organisational performance Predicts and plans for future organisational needs Leads and develops people Builds capability and expertise Promotes a customer service ethos Directs Resources
Forges Relationships and Engages Others	Develops and uses political savvy Negotiates and influences Manages Conflict Promotes information sharing and the gathering of knowledge Establishes and maintains strategic networks Communicates clearly and adapts to audience
Exemplifies Personal Drive and Professionalism	Models the South Australian Executive Service values Engages with risk and shows personal courage Displays flexibility and resilience Demonstrates self awareness and a commitment to personal development Promotes and integrates diversity into the workplace Values wellbeing for self and others

Acknowledged by occupant _____ / /
 (Print name) (Signature)

Acknowledged by line manager _____ / /
 (Print name) (Signature & title)

