

Executive Job and Person Specification

Title of Role:	Domestic, Family and Sexual Violence (DFSV) Manager	Remuneration Level:	SAES1
Agency:	Office of the Director of Public Prosecutions (ODPP)	Type of Appointment:	Executive Contract
Division:	Attorney-General's Department	Position Number:	
Approved by		Approval Date:	

Primary Purpose

The primary purpose of the Domestic, Family and Sexual Violence (DFSV) Manager is to be accountable to the Executive Managing Solicitor (EMS) for establishing and leading a team to focus on providing specialist, trauma-informed, suspect centric, targeted legal services in the prosecution of DFSV matters. The DFSV Manager will play a central role in embedding sustained cultural and practice change across the ODPP's approach to DFSV prosecution.

The DFSV Manager will be responsible for monitoring developments in the common law world to identify changes and initiatives that improve the effectiveness of DFSV prosecutions. This includes educating and supporting SAPOL investigators to ensure the DFSV investigations produce prosecution briefs that give the victim the best chance of attaining justice.

As the Office prioritises implementation of the Royal Commission's recommendations, the DFSV Manager ensures the Office has adequate capacity and dedicated focus to support successful delivery of these outcomes. This role will also contribute to data collection and reporting across DFSV prosecutions, supporting the ODPP's accountability obligations under the Royal Commission recommendations. This includes working with relevant ODPP teams to develop meaningful metrics that track outcomes for victims, identify systemic issues, and inform continuous improvement in DFSV prosecution practice.

Job Environment

The purpose of the Solicitor Section is to provide an efficient and effective prosecution solicitor service to the Director by preparing high-quality briefs, delivering timely legal advice, and conducting prosecutions with integrity and professionalism.

The Solicitor Section has two parts: a Junior Section with standardised training programs for junior solicitors to build skills on lower complexity matters, and a Senior Section for more experienced solicitors handling complex work.

Reporting Relationships

- The DFSV Manager reports directly to the Executive Managing Solicitor. Regular updates will be provided to the Executive through the Executive Managing Solicitor.
- A team of approximately 7 ODPP LEC solicitors will report to the DFSV Manager.



Key Relationships/Interactions

- The DFSV Manager will work closely with MICAT, the Vulnerable Witness Teams, the Witness Assistance Team, as well as other teams across the Solicitor Section and the dedicated SAPOL DFSV section.
- The DFSV Manager will work closely with MICAT to improve processes with SAPOL to enable early information sharing, case preparation and prosecutorial decision-making.
- The DFSV Manager will work in collaboration with the Policy and Practice Manager, the Learning and Development Specialist to develop and implement improved practices to DFSV prosecution.
- The DFSV Manager will build and maintain productive working relationships with domestic violence support agencies, victim advocacy organisations, and other key stakeholders to ensure a coordinated, victim-centred response across the justice system and early identification and file triage.
- The DFSV Manager will develop effective working relationships with other ODPP Executive members.

Key Challenges

- To instil within the DFSV team and then more broadly the importance of a trauma-informed approach to prosecuting DFSV matters, that is suspect-centric and aims to build the best case giving the victim the best change of attaining justice.
- 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.
- Maintain and improve a high standard of legal practice and operations, and at the team and organisation levels.

Special Employment Conditions (if relevant)

- Eligibility to work in Australia.
- Out of hours work will be required.
- May be exposed, either directly or indirectly to confidential, sensitive, confronting and/or distressing material including photographs, written descriptions and other evidentiary material.

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.
- Abide by the ODPP Civility Code and Statement of Values.

Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

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 DFSV Manager is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Leadership	<ul style="list-style-type: none"> • Develop and lead a team with deep understanding of the dynamics of DFSV, including the impacts on victims navigating the criminal justice system. • Foster a trauma-informed practice culture within the team, ensuring prosecutors are equipped to recognise and respond appropriately to the complex needs of DFSV victims, and implement processes for the early identification of files requiring special arrangements. • Adopt an approach to prosecuting DFSV matters that is suspect centric, aimed at attaining justice for the victim through building the best possible case. • Work with ODPP teams to develop metrics that track outcomes for victims, identify systemic issues, and inform continuous improvement in DFSV prosecution practice. 	<ul style="list-style-type: none"> • Feedback is provided to the Team Manager via the ODPP Performance Management system, that the Executive Managing Solicitor 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. • Contribute to data collection and reporting across DFSV prosecutions, supporting the ODPP's accountability obligations under the Royal Commission recommendations.
Undertake complex and sensitive legal work and oversee the work of other legal staff.	<ul style="list-style-type: none"> • Oversee criminal prosecutions across the Supreme Court, District Court and other Courts, and provide expert legal and policy advice on criminal law, prosecution policy, guidelines and ethical practice. • If required, undertake extended periods focused exclusively on major trial work, including conducting and appearing as trial or appeal counsel in complex and sensitive cases. • Mentor and guide junior prosecutors in their development. 	<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.
Learning and Development	<ul style="list-style-type: none"> • Work collaboratively with the Learning and Development Specialist and the Policy and Practice Manager to develop and implement targeted training programs to build staff capability in the identification and prosecution of 	<ul style="list-style-type: none"> • Creation of targeted training programs to build staff capability and understanding of all DFSV matters.

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<p>coercive control, cumulative harm, and other DFSV-related behaviours.</p> <ul style="list-style-type: none"> • Lead and champion building broader ODPP capability for the identification of coercive control, cumulative harm and other behaviours. 	
<p>Participate effectively in the business of the ODPP</p>	<ul style="list-style-type: none"> • Contribute to office initiatives that improve business processes, and ensure the team makes effective use of tools such as the Prosecution Case Management System (PCMS) and Office-wide performance measures. • Work with the ODPP Executive to proactively identify and maintain appropriate resourcing, including staffing levels and operational support. 	<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 Managers and direct report.
<p>Adherence to legislation</p>	<ul style="list-style-type: none"> • Within the areas under the control of the Executive ensuring the observance of Government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act. • Obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995 are satisfied. 	<ul style="list-style-type: none"> • Active participation and contribution to responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department assigned to the Director. • Documents and correspondence filed according to States Records Act, 1997.
<p>Promote Safe work practices, Wellbeing and Diversity</p>	<ul style="list-style-type: none"> • Actively monitor team wellbeing, with a focus on identifying and managing vicarious trauma risks through regular check-ins, workload monitoring, and access to appropriate support. • Foster a safe, inclusive team culture where staff feel comfortable raising wellbeing concerns, and where diversity and cultural differences are genuinely valued. • Model and promote safe work practices, uphold the ODPP Civility Code, and conduct yourself 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.

Qualifications, Skills, Knowledge and Experience relevant to the role

Qualification (Essential)	A tertiary qualification in Law and eligible for admission or admitted as a Practitioner of the Supreme Court of South Australia.
Technical Expertise (Essential)	<ol style="list-style-type: none"> 1. Demonstrated ability to lead, develop and support a specialist legal team, including managing workloads, performance and wellbeing. 2. Knowledge of the South Australian criminal justice system 3. Deep knowledge of criminal law as it applies to DFSV matters, including relevant legislation, case law, prosecution policy and ethical obligations. 4. Strong understanding of the dynamics of domestic, family and sexual violence, including trauma responses, victim behaviour and the particular vulnerabilities of DFSV complainants. 5. Familiarity with the Royal Commission recommendations and their implications for prosecution practice. 6. Ability to contribute to and implement practice reform, policy development and continuous improvement initiatives at an organisational level. 7. Experience working collaboratively with internal teams and external agencies, for example victim support services, to deliver coordinated outcomes for DFSV victims. 8. An understanding of the structure of Government, the role of the Office and the DPP within Government and operating in a public sector context.
Technical Expertise (Desirable)	<ol style="list-style-type: none"> 1. Sound experience as counsel in criminal appeal cases before intermediate appellate courts. 2. Eligible for admission or admitted as a Practitioner of the High Court of Australia. 3. Post graduate qualifications in law or a management related discipline would be highly regarded.

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 Senior Prosecutor. KEY behaviours for this role are listed. This broader group of behaviours are applicable to your ongoing success in the role.

Element	Behaviours
<p>Shapes Strategic Thinking and Change</p>	<ul style="list-style-type: none"> • Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages these accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Seeks to gather and understand all critical information when planning and making decisions • Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty • Champions new initiatives and stimulates change
<p>Achieves Results</p>	<ul style="list-style-type: none"> • Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans • Creates a shared sense of purpose towards achieving goals • Holds self and others accountable for quality, timely and cost effective results • Makes well informed effective and timely decisions even when information is incomplete and ambiguous • Makes complex decisions that require a high degree of judgement • Monitors performance and drives continuous improvement
<p>Drives Business Excellence</p>	<ul style="list-style-type: none"> • Anticipates and plans for future events, trends, problems and opportunities • Builds and manages capability and expertise of the workforce to achieve organisational goals • Models and promotes a customer service ethos • Astutely allocates resources for optimal short and long term outcomes. • Models a culture of financial responsibility, accountability and awareness • Sets clear performance standards that are linked to organisational outcomes. • Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation • Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.
<p>Forges Relationships and Engages Others</p>	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas. • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge • Adapts approach and communication style to suit the situation and audience • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
<p>Exemplifies Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Willing to embrace risk in decision making • Encourages diversity and uses this to enhance the objectives of the organisation • Models professionalism and confidentiality when dealing with sensitive issues • Models and remains positive under adversity and recovers quickly from setbacks • Demonstrates adaptability in dealing with change • Demonstrates an active commitment to ongoing development • Actively seeks feedback and engages in critical self-reflection • Upholds and promotes a high standard of wellbeing for self and others