



## **LE4 Senior Prosecuting Solicitor Prosecution Services Branch**

### **ORGANISATIONAL OVERVIEW**

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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**

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#### **Summary**

The Senior Prosecuting Solicitor is accountable to the Prosecution Manager for the provision of prosecution services including adjudication, negotiation and advocacy. The Senior Prosecuting Solicitor is expected to manage prosecution files across the full range of complexity. The incumbent is also responsible for the supervision, development, leadership and support and health and safety of all subordinate staff under their control.

In all regional locations (except Port Augusta Prosecution Unit) a Senior Prosecuting Solicitor is responsible for a range of administrative and functional activities associated with the ongoing performance of the unit and is therefore regarded as the Prosecution Supervisor. In these circumstances the Senior Prosecuting Solicitor, as the Prosecution Supervisor, reports to the Prosecution Manager, Regional, and provides criminal justice system expertise to the Tactical Coordination Group (TCG).

The Senior Prosecuting Solicitor is expected to act in accordance with the ethics of the legal profession.

Service

Integrity

Leadership

Collaboration

Courage

Respect



### Special Conditions

<b>Work Status</b>	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.
<b>Location</b>	The incumbent may be required to work in metropolitan and regional areas within the State.
<b>Qualifications</b>	A degree in law and admitted (or eligible to be admitted) as a practitioner of the Supreme Court of South Australia <b>(essential)</b> . Possession of an unrestricted practicing certificate <b>(essential)</b> .
<b>Out of Hours Work</b>	Some out of hours work may be required.
<b>Travel</b>	Intrastate and interstate travel is a requirement of the position.
<b>Performance Management</b>	The incumbent is required to participate in SAPOL's iEngage program.

### Reporting / Working Relationships

The Senior Prosecuting Solicitor reports to a Prosecution Manager. The Senior Prosecuting Solicitor provides supervision, leadership, support and professional supervision to their subordinate staff.

## KEY OUTCOMES

**The Senior Prosecuting Solicitor will contribute to the quality and timeliness of prosecutions conducted by SAPOL by:**

- Providing leadership, functional direction and support to legal and governance services for staff:
- Allocation and monitoring of tasks for departmental priorities, and achievement of quality required outcomes in a timely manner.
- Business planning and reporting, and development and implementation of work plans and associated programs.
- Providing advocacy services in the criminal jurisdiction on behalf of SAPOL in respect of proceedings commenced or prosecuted by SAPOL.
- Providing advice to staff and assistance in court in respect of prosecution matters.  
Maintaining an up-to-date knowledge of legal issues affecting criminal prosecutions.
- Contribute to the knowledge, management and function of the Prosecution Unit, including providing supervision and mentoring to subordinate staff within the unit.
- Conduct of complex prosecutions within the Prosecution Unit.
- Assessing briefs of evidence and determining in accordance with the Guidelines of the Director of Public Prosecutions appropriate charges including discontinuance of charges and the appropriateness of alternative charges.
- Liaising with investigating police and identifying evidentiary material required to support a prosecution brief.
- Negotiating with courts, opposing counsel and defendants in order to resolve matters in the most timely and cost effective manner.

- Proofing of witnesses and conducting other necessary preparatory actions prior to the conduct of trials.

## QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

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### 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 an unrestricted practicing certificate.
- Eligible under the LPEAC Rules to supervise practitioners who hold a restricted practising Certificate.
- A sound ability to conduct legal research (statute and common law) and analyse and prepare legal opinions.
- Significant, recent and relevant experience in criminal legal practice.
- Experience in the conduct of matters before Courts of Summary Jurisdiction (or higher) in Australia.
- Comprehensive knowledge of criminal law and relevant principles of evidentiary law.

### Desirable Characteristics

- Experience working within a government criminal prosecution environment.
- Sound knowledge of the workings of SAPOL and South Australian Government.

## CORPORATE RESPONSIBILITIES

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- 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.