

Executive Job and Person Specification

Title of Role:	Executive Managing Solicitor, Serious and Complex Crime	Remuneration Level:	SAES2
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 Executive Managing Solicitor, Serious and Complex Crime (EMS SCC), is responsible for the operation in all respects of the ODPP Serious and Complex Crime Section (the Section).

In that connection, the EMS SCC is, subject to the direction of the Director of Public Prosecutions, accountable for the management of a team of lawyers and administrative staff and for overseeing the prosecution of highly complex, resource-intensive, and often high-profile criminal matters by that team and the ODPP more generally. The role demands elite legal skills and experience, leadership at the highest standard, and effective and efficient management skills consistent with the ODPP's vision for high-quality outcomes and commitment to a safe and satisfying work environment.

In the discharge of the role, the EMS SCC must forge and maintain sound working relationships with law enforcement agencies, including SAPOL and federal authorities, to ensure timely and effective case preparation.

The EMS SCC leads with a focus on continuous improvement, ensuring effective capability is maintained and constantly enhanced.

The EMS SCC will 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.

The EMS SCC is also a foundational member of the ODPP Executive Committee and as such will be expected to undertake all of Office initiatives as directed by the Director.

Job Environment

The EMS SCC is subject to the direction of the Director who has responsibility for the administration of the ODPP in the discharge of the functions vested in the *Director by the Director of Public Prosecutions Act 1991* (SA) and other legislation. In addition, as a public sector employee, the EMS SCC is subject to all relevant obligations imposed under the *Public Sector Act 2009* (SA).

Reporting Relationships

The EMS SCC is required to report to the Deputy Director of Public Prosecutions or such other senior member of the ODPP as the Director determines.



Key Relationships/Interactions

The EMS SCC is required to:

- work closely and collaboratively with the Director, Deputy Director, Executive Managing Prosecutor, Executive Managing Solicitor, and Executive Director Operations.
- foster the continued formation and maintenance of positive, proactive participation and integration between the Serious and Complex Crime, Solicitor, and Trial Counsel sections in relation to all aspects of ODPP business and legal processes, policies, projects, and initiatives.
- develop effective working relationships with other ODPP personnel as well as external stakeholders including the Judiciary, the Courts Administration Authority, the legal profession, the South Australia Police, the Attorney-General's Department (AGD) and other agencies and organisations whose operations impact the delivery by the ODPP of an effective and efficient prosecution service.

Key Challenges

The EMS SCC will:

- Ensure the timely delivery of accurate and high-quality legal services in the prosecution of serious and complex matters to the Director.
- Meet the timeframes imposed for office wide responsibilities whilst simultaneously delivering complex advice and submissions and carrying out the day-to-day managerial functions of the Serious and Complex Crime Section within the ODPP.
- Manage resources in a volatile environment conditioned by factors such as a high level of community interest in the outcome of prosecutions and the exposure of staff to traumatic material and events.
- Exhibit strong leadership and decision making when faced with competing demands for limited internal resources through exercising innovation, appropriate use of technologies and modern management practices.
- Ensure a flexible and co-operative team spirit exists within the Serious and Complex Crime Section and cultivate harmonious and productive working relationships across the ODPP and criminal justice system generally.
- Continually scan the horizon for risks to the delivery of an effective and efficient prosecution service and means of improving such service.

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 half yearly 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 including the AGD Leadership Expectations; and
- Employment is dependent upon a National Police Certificate clearance and police check that the AGD and the Director find 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.

Flexible Working Arrangement Options

- Part time working arrangements are available in this role.
- Job Sharing arrangements are available in this role.
- Work from home or telework arrangements are available in this role.
- Remote working arrangements are available in this role.

Responsibilities

This Executive Job and Person Specification is not exhaustive and describes the type and nature of duties that the Executive Manager Serious and Complex Crime may be required to perform. The Executive may be required by the Director to perform any duties commensurate with their classification level, skills, experience and qualifications.



Key Responsibilities	Specified Duties	Performance Indicator/ Measurement
<p>Leadership</p>	<ul style="list-style-type: none"> • Lead with emotional intelligence and empathy, fostering a high-trust, inclusive culture where people feel valued and safe to raise concerns. • Resolve conflict constructively and apply sound problem-solving to navigate challenges. • Model AGD's Leadership Expectations of self-awareness, trust, and team building. • Drive continuous improvement in workload, performance, and wellbeing, ensuring the team has the capability and culture to succeed. • Approach the role with a trauma-informed lens, protecting staff from vicarious trauma while supporting ODPP to achieve justice for the community. 	<ul style="list-style-type: none"> • Active and effective engagement with SCCS leaders. • Forums and processes established to build leadership capability and reinforce behavioural expectations. • Conflicts resolved promptly • Improved team performance and collaboration, reflected in better matter throughput and streamlined workflows. • Trauma-informed practices embedded in operations, with staff reporting adequate support for vicarious trauma and a consistent victim-focused approach.
<p>Management of the SCCS</p>	<ul style="list-style-type: none"> • Be accountable to the Director for the leadership and management of the SCCS to deliver a high performance, quality prosecution service. • Identify and manage practice risks, with a focus on ODPP and community reputation, psychosocial hazards, and legislative compliance. • Monitor and improve team performance through regular reviews, clear expectations, and performance improvement strategies where needed. • Oversee the provision of professional advice, instruction, and adherence to ODPP Prosecutorial Guidelines and the Director's instructions across all SCCS staff. • Lead professional education and development for all SCCS staff, with day-to-day delivery led by the SAES1 SCCS managers. • Oversee wellbeing and all human resource functions for SCCS staff, supported by the SAES1 SCCS managers. 	<ul style="list-style-type: none"> • SCCS management team achieving individual and team goals/KPIs, demonstrating high performance and service quality. • Practice risks identified, documented, and managed, with evidence of legislative compliance and mitigation of reputational and psychosocial hazards. • Team performance monitored regularly, with clear expectations, timely interventions, and workforce planning recommendations actioned. • Professional education, development, and wellbeing functions effectively delivered, with SAES1 SCCS managers leading day-to-day support.



Key Responsibilities	Specified Duties	Performance Indicator/ Measurement
<p>Undertake complex and sensitive legal work and oversee the work of other legal staff.</p>	<ul style="list-style-type: none"> • Oversee critical legal decisions, ensuring formal consultation with the Deputy and/or Director on key matters in accordance with ODPP policy. • Provide professional advice and instruction to SCCS staff and other ODPP staff, ensuring adherence to ODPP Prosecutorial Guidelines and the Director's instructions. • Oversee SCCS contributions to criminal prosecutions in the Supreme Court, District Court, and other courts. • Provide detailed legal and policy advice on criminal law, evidence, prosecution policy, guidelines, and ethical practice. • Appear as trial or appeal counsel in complex and sensitive matters and provide guidance and direction to the SCCS management team, prosecutors, and solicitors. • Champion best practice legal professional development, including delivering professional education and development for all SCCS staff. 	<ul style="list-style-type: none"> • Feedback from the direct report and the Director is positive in respect of performance of the Executive Manager Serious and Complex Crime in undertaking complex and sensitive legal work and providing leadership and support to the SCCS • Effective case management resulting in matters being court-ready, with reduced adjournments and delays attributable to prosecution preparedness.
<p>Deliver Strategic Priorities</p>	<ul style="list-style-type: none"> • Lead and contribute to whole-of-office projects and initiatives, including ODPP Change Program priorities, Agency and Whole of Government priorities, and the adoption of technology to improve legal service delivery. • Build and maintain collaborative relationships with external stakeholders, including SAPOL, CAA, FSSA, and AGD, to support service improvements and promote confidence in the ODPP. • Contribute to the overall management of the ODPP through Executive and committee participation, development of internal legal resources, and ensuring the SCCS management team meets its corporate responsibilities. 	<ul style="list-style-type: none"> • Quality and timeliness of contributions to Executive decisions and completion of actions arising from Executive/committee meetings. • Demonstrated participation and engagement by the SCCS Management team.



Key Responsibilities	Specified Duties	Performance Indicator/ Measurement
<p>Adherence to legislation</p>	<ul style="list-style-type: none"> • Within the areas under the control of the EMS SCC 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. • Provide advice to the Director as required on proposals for legislative and procedural change. 	<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"> • 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 contribute towards 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 physical and psychosocial 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.



Knowledge and Experience

Technical expertise relevant to the role (qualifications, skills, knowledge and/or experience):

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • A tertiary qualification in Law. Eligible for admission or admitted as a Practitioner of the Supreme Court of South Australia. • Ability to effectively lead, manage, motivate and support highly professional teams of prosecutors, trial counsel, paralegals and legal support staff. • Experienced and highly skilled as a trial or appellate counsel in complex criminal cases before the Supreme Court of a State. • Outstanding verbal and written communication skills and an ability to relate effectively to fellow professionals in the criminal justice system and formulate responses to community concerns about criminal justice issues. • Outstanding intellectual and conceptual abilities for identifying strategic opportunities for improving the existing criminal justice system. • An understanding of the structure of Government, the role of the Office and the DPP within Government and operating in a public sector context. • 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>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Knowledge of the South Australian criminal justice system • Experience as counsel in criminal appeal cases before intermediate appellate courts. • Eligible for admission or admitted as a Practitioner of the High Court of Australia. • Post graduate qualifications in law or a management related discipline

Behavioural Competencies and AGD Leadership Expectations

Descriptors below provide the behavioural competencies required for performance in the *Executive Manager Serious and Complex Crime*, based on the AGD Performance Matrix. These behaviours are applicable to your ongoing success in the role. KEY behaviours for this role are highlighted in **bold**. Executives are also required to demonstrate broader behaviours under each of these five elements, as determined in the South Australian Executive Service (SAES) *Competency Framework*. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams



For roles with people leadership, **critical** behaviours must include the following **bolded**:

Element	Behaviours
Shapes Strategic Thinking and Change	<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
Achieves Results	<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
Drives Business Excellence	<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.
Forges Relationships and Engages Others	<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
Exemplifies Personal Drive and Professionalism	<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

