

Executive Job and Person Specification

Title of Role:	Deputy Director of Public Prosecutions	Remuneration Level:	SAES 2
Agency:	Office of the Director of Public Prosecutions	Type of Appointment:	Contract – 3 years
		Position Number:	M07857

Job and Person Specification Approval

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Primary Purpose

The primary functions of the Deputy Director of Public Prosecutions (Deputy Director) within the Office of the Director of Public Prosecutions (the ODPP) is to prosecute the most serious criminal trials and appeals, to work with the prosecution section management team to rebuild, develop, and retain the ODPP stocks of trial counsel, to provide the Director with advice and practical support in the conduct of all facets of the operations of the ODPP, to assist in the day-to-day management of the ODPP, and to deputise for the Director as required.

Job Environment

The Deputy Director 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 Deputy Director is subject to all relevant obligations imposed under the *Public Sector Act 2009 (SA)*.

Reporting Relationships

The Deputy-Director:

- reports to the Director of Public Prosecutions.
- is a foundational member of the ODPP Executive.
- with the Director, provides leadership in, and management of, all facets of ODPP operations.

Key Relationships/Interactions

The Deputy Director:

- works closely and collaboratively with the Director, the ODPP Executive, and the prosecution section management team.



- develops effective working relationships with other ODPP personnel as well as members of the Judiciary, the Courts Administration Authority, the legal profession, the South Australia Police and staff of the Attorney-General's Department (AGD).

Key Challenges

- Assisting the Director in the discharge of their obligations under the *Director of Public Prosecutions Act 1991* (SA) and other legislation to the courts, the legal profession, the government, and the people of South Australia efficiently and effectively
- The conduct of the most serious and complex criminal trials.
- The recruitment, development, and retention of in-house trial counsel.
- Assisting in the management of all aspects of ODPP business and legal questions.
- Participating in the delivery of the ODPP Change Program.
- Assisting in driving reform and developing strategy and vision for the ODPP.

Special Employment Conditions

- Eligible 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 assessments.
- 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.
- Employment is dependent upon a National Police Certificate clearance that the Director finds satisfactory.



Responsibilities

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

The Deputy Director is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Conduct of trial and appellate work	- Primary; to conduct sensitive and complex criminal prosecutions in the Supreme and District Courts; - Secondary; appear as counsel in criminal appeals in the High Court and in the Court of Appeal; - To advise the Director as required on any matter pertaining to criminal prosecutions and appeals.	All Legal work is undertaken to the satisfaction of the Director.
Management functions	- To assist the Director in the management of all facets of the operations of the ODPP. - To be a member of, and actively participate in, the ODPP Executive - To monitor, manage, and protect the wellbeing of all lawyers and administrative staff. - To review, monitor and retain such records and key performance indicators as required by the ODPP Executive and /or the Director.	- Performance is to the satisfaction of the Director. - Feedback is provided to the Deputy Director via the ODPP Performance Management system.
Leadership and Training	- To lead with influence and develop mutual trust and respect with all staff. - To recruit and develop of ODPP lawyers to a standard of excellence, and implement strategies to retain the same.	- Demonstration of SAES values and Public Sector Values - Meets relevant KPIs
Legislative Change	- To collaborate with senior ODPP staff to identify opportunities for reform and improvement as an office and as part of the criminal justice system more generally. - To provide advice to the Director as required on proposals for legislative and procedural change	Contributes regularly to discussions and projects relating to legislative reform and change.



Deliver Strategic Priorities	To lead and advance ODPP priorities as defined from time to time, particularly in relation to the criminal justice sector.	Services or programs delivered in scope and on time.
Relationship Management	- To forge and maintain constructive and productive relationships with internal and external stakeholders; - To manage negotiations and conflict effectively.	- Communication and engagement strategies developed and implemented. - Positive feedback from stakeholders and customers
Adherence to legislation	- To ensure the observance of legislative duties and obligations, government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act - Meet all obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995.	- Active participation and contribution in 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.
Contribute to Culture	- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken and contribute to a safe work environment; - Embrace and contribute towards diversity and cultural differences in the workplace.	- 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.



Knowledge and Experience

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

Technical Expertise (Essential)	• A tertiary qualification in Law. • Eligible for admission or admitted as a practitioner of the Supreme Court of South Australia. • Experienced and highly skilled as a trial counsel in complex criminal cases and appeals. • Experience in providing leadership to, and supervision of, legal practitioners and administrative staff in a high workload legal professional environment. • Knowledge of the South Australian legal system and environment and their impact on the community.
Technical Expertise (Desirable)	• Knowledge of the South Australian criminal justice system • 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.

Behavioural Competencies

Descriptors below provide the behavioural competencies required for performance in the Deputy Director role 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**.

The Deputy Director is also required to demonstrate broader behaviours under each of the five elements referred to below as determined in the South Australian Executive Service (SAES) Competency Framework.



Element	Behaviours
Shapes Strategic Thinking and Change	- Aligns strategies with the South Australian Government and AGD 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	- 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	- 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	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	- 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.



