Role Description
Aboriginal and Torres Strait
Islander Legal Internship Program

Cluster	Stronger Communities
Agency	NSW Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Administrative) Level 3
Senior executive work level standards	Not Applicable
ANZSCO Code	599214
PCAT Code	5991118192
Date of Approval	29 April 2021
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognized for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and others in the criminal justice system and the wider community.

Primary purpose of the role

This is an intern role for Aboriginal and Torres Strait Islander law students and involves providing high quality paralegal support in the delivery of an effective and efficient prosecution service.

Key accountabilities

• Provide high quality paralegal support to ODPP solicitors, Crown Prosecutors and other Counsel.
• Conduct legal research, maintain accurate file notes and records of proceedings, draft correspondence, organise witnesses and exhibits, and attend conferences.
• Liaise with external stakeholders including police, legal practitioners, witnesses and court registry staff to obtain and provide all necessary information and assistance.
• Prepare court documents for prosecutions and appeals efficiently and accurately to ensure that all relevant information and documents are available.
• Provide quality legal support including registration and updating matters, brief and file maintenance, diary management for meetings and conferences, photocopying and records management.

Key challenges

• Balance competing demands and ensure professional standards are met in the delivery of legal support services for preparation and prosecution of matters in a high volume, time sensitive environment.

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- Ensure the accuracy of record keeping, maintain integrity of data entry and file management systems.
- Exposure to traumatic material and events in prosecutions.

Key relationships

Who	Why
Internal	
Solicitor's Executive, Director's Chambers, Crown Prosecutors, Managing Solicitors, Managing Clerks/Manager Legal Support Services and other ODPP staff	• Collaborate with and engage in teamwork to ensure the delivery of an effective and efficient prosecution service.
External	
Victims/Witnesses	• Deliver on the ODPP's commitment to victims and witnesses and meet the obligations under the ODPP Guidelines and NSW Charter of Victim's Rights.
Police and other investigative bodies	• Liaise with police and other investigative to obtain all necessary material and information and assistance required for the effective prosecution of matters.
Defence Representatives	• Liaise with defence representatives to ensure an effective and efficient prosecution service.
External Agencies	• Engage with and provide services to maintain effective relationships with key stakeholders for teh provision of high quality services.

Role dimensions

Decision making

Maintain strict confidentiality in relation to ODPP information and act in accordance with Prosecution Guidelines and ODPP policies and procedures. Be accountable for integrity of data and clerical tasks.

Reporting line

Managing Solicitor

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

Demonstrated effective interpersonal, communication and organisational skills.

Essential requirements

Currently undertaking a Degree or Diploma in law.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views	Adept

		• Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Adept
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational