

Office of the Director of Public Prosecutions

Crown Counsel – Statement of Duties

Objective

Responsible to the Director of Public Prosecution for the prosecution, as solicitor and counsel, of allocated matters on behalf of the State of Tasmania. Matters are allocated to suit the classification of the Crown Counsel.

Duties

- To prosecute as Solicitor and Counsel allocated matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court and Tribunals.
- To act as Solicitor and Counsel in such other litigious matters, including child safety matters involving the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court (all divisions) and Tribunals as may be allocated by the Director of Public Prosecutions.
- To assist more experienced legal practitioners in relation to complex, critical and novel criminal matters.

Level of responsibility

- Responsible for the effective and efficient delivery of prosecution services in accordance with the directions, policies and guidelines of the Director of Public Prosecutions and within allocated resources and agreed timeframes.
- Responsible for maintaining an extensive knowledge of criminal law, criminal law processes and procedures and maintaining effective liaison with complainants, witnesses, defence counsel, Tasmania Police and the Courts.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Initially works under direct supervision but with professional development would be expected to increasingly work under general supervision or general direction. Responsible for day to day decision making in connection with primary tasks but expected to consult with more senior legal practitioners in respect of more complex elements of work.

Selection criteria

1. A detailed knowledge of criminal and child safety law as it applies in Tasmania, including practice and procedure in the Supreme and Magistrates Courts enabling the effective and efficient conduct as solicitor and counsel of criminal prosecutions, summary prosecutions and child safety matters. **(35% weighting)**
2. Well-developed legal research skills, a demonstrated knowledge of the obligations and duties of a Prosecutor, and a demonstrated understanding of, and commitment to the principles contained in the *Children, Young Persons and their families Act 1997* together with the professional judgement to apply them in a consistent and empathetic manner. **(30% weighting)**
3. Demonstrated high level communication skills, including well developed advocacy skills, demonstrated negotiation skills, the capacity to effectively convey complex legal information to non-specialists and the ability to relate and liaise positively with complainants, witnesses, legal practitioners, judicial officers, police officers, child safety officers and court staff. **(20% weighting)**
4. A high level of personal initiative, resourcefulness and diligence, including demonstrated organisational and prioritisation skills that enable the management of complex and voluminous evidential and legal materials, the routine meeting of deadlines and completion of matters to specified performance standards. **(15% weighting)**

Essential requirements

- Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.
- Drivers licence.

Desirable requirements

- Nil.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty

- Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Crown Counsel
Number	Generic
Award	Legal Practitioners Agreement 2019
Classification	Legal Practitioner Level 3
Division	Office of the Director of Public Prosecutions
Full Time Equivalent	1.0
Output Group	Office of the Director of Public Prosecutions
Branch	DPP Criminal
Supervisor	Deputy Director Public Prosecutions
Direct Reports	Nil
Location	Hobart
Position category and funding	A030