

## Office of the Director of Public Prosecutions

### Crown Counsel (Policy) – Statement of Duties

#### Objective

Advise the Director and draft responses in respect to policy matters, represent the Director on committees, draft written submissions to the Court of Criminal Appeal and the High Court, and give Legal advice in respect to current matters.

#### Duties

1. To provide high level policy advice to the Director on a range of issues, including law reform, review and development of legislation, policies and procedures within the Office and responses to law reform bodies.
2. To draft written submissions to government, law reform bodies, Court of Criminal Appeal, Full Court, High Court and other agencies.
3. To manage the Office's response to recommendations arising from Royal Commissions or other external bodies.
4. To liaise with external stakeholders and represent the Director on various committees and working groups in respect to policy and other management matters.
5. To organise the Office's Continued Legal Education (CLE) Program.
6. To give legal advice to the Director and other agencies in respect to current 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. Responsible for the performance and professional development of assigned staff.

#### Direction and supervision received

- Day to day work performed under limited general direction and exercises personal professional judgment in the determination of overall strategies, priorities and work standards.

## **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities, qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Well-developed legal research skills including a proven ability to draft responses to law reform bodies and government together with the ability to effectively advocate a position in working groups and committees in respect to law reform.
2. An extensive knowledge of criminal law as it applies in Tasmania, to enable the person in the role to give high quality to the Director, Police and other agencies along with a proven ability to draft complex written submissions for the Court of Criminal Appeal or Full Court.
3. 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.
4. Demonstrated high level communication skills, including 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 and court staff.
5. Capacity to conduct negotiations and consultations relevant to the nature of the duties performed.

## **Essential requirements**

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

## **Desirable requirements**

- A minimum of seven years relevant experience.

## **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

<b>Title</b>	Crown Counsel (Policy)
<b>Number</b>	350057
<b>Award</b>	Legal Practitioner Agreement
<b>Classification</b>	Level 3
<b>Division</b>	Office of the Director of Public Prosecutions
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Legal Services
<b>Branch</b>	DPP Criminal
<b>Supervisor</b>	Director Public Prosecutions
<b>Direct Reports</b>	0
<b>Location</b>	Hobart
<b>Position category and funding</b>	Permanent position. Cost Code: A030