

Solicitor Level 2 - Statewide

Office of the Director of Public Prosecutions (NSW)

Prosecution Officer (Lawyer) Level 2

The NSW Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. Its vision is to be a dynamic prosecution service recognised for its excellence and leadership.

The ODPP seeks solicitors from a litigation background with advocacy experience and knowledge of criminal practice and procedure for roles throughout NSW. Offices include Campbelltown, Dubbo, Gosford, Lismore, Newcastle, Parramatta, Penrith, Sydney, Wagga Wagga and Wollongong.

This is a general recruitment and a talent pool will be created to fill ongoing and temporary vacancies across all ODPP offices which may arise over the next 18 months. There are currently vacancies at both regional and metropolitan offices which will be filled by this recruitment. The ODPP has a policy in place to facilitate internal transfers from regional offices to metropolitan offices after a minimum period of service in the regional office has been reached, subject to role availability and operational needs.

As an ODPP solicitor you will manage a large and varied criminal law practice and be responsible for:

- assessing the evidence and recommending appropriate charges
- attending case conferences and negotiating early guilty pleas where appropriate
- conducting lists, hearings and other complex advocacy work in the Local, Children's and District Courts
- instructing Crown Prosecutors and other prosecutors in trials and sentences in the District Court and Supreme Courts
- providing advice to and on behalf of the Director.

This position requires a degree or diploma in law and admission as a legal practitioner to the Supreme Court of NSW. Applicants must be eligible for a Practising Certificate and must have one issued or approved by the Law Society of NSW prior to commencement in the role.

Applicants must also have a current driver's licence.

Applicants must apply through www.iworkfor.nsw.gov.au reference number 00008625

To learn more about the ODPP, please visit our website at: <http://www.odpp.nsw.gov.au/>

Inquiries: Alex Smith - Recruitment Business Partner - (02) 8268 2693

The Office welcomes applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with a disability and provides an environment that values diversity and supports all staff to reach their full potential. If you have individual requirements that need to be accommodated in order to participate in the selection process and join the ODPP team, please indicate this in your application.

Closing date: Sunday 28th February 2021

Key Application Responses

How to Apply

Applicants should read the Role Description and address the key accountabilities and focus capabilities when preparing their resume and cover letter.

Applicants must submit a cover letter [maximum two pages] that highlights their claim for the role and demonstrates their suitability by addressing the following two targeted questions.

Q1 - Outline your experience in managing a busy and varied litigation practice including criminal matters, and describe instances where you have provided high level legal advice and were required to comply with strict time standards.

Q2 - Outline your experience in conducting advocacy, written legal work and negotiations and describe how you demonstrate excellent communication skills in these aspects of your work.

Applicants must also submit an up to dated copy of their resume [maximum 3 pages] and include contact details of two relevant Referees (who can speak from a Supervisory perspective).

Applicants must give consent to a Criminal History Record check.

Applicants must apply through www.iworkfor.nsw.gov.au

Interviews

The interview process will be conducted virtually, and no travel will be required. The interview process will include capability-based assessments which may require your time and presence on more than one day.