



THE ACT OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

CROWN PROSECUTOR

Executive 1.4

Remuneration: The position attracts a remuneration package ranging from **\$296,877 - \$306,035** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$261,668**.

Location: Canberra City/Ngunnawal Country

About the ACT Office of the Director of Public Prosecutions

The ACT Office of the Director of Public Prosecutions (ACT DPP) was established under the *Director of Public Prosecutions Act 1990* to institute, conduct and supervise prosecutions and related proceedings.

The office comprises:

- The Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT Executive.
- Staff employed under the *Public Sector Management Act 1994* to assist the Director.

The ACT DPP's mission is to provide a professional criminal prosecution service to the ACT community, which is responsive to those in the justice system and contributes to making the ACT a safer place to live.

The team maintains a strong commitment to the ACT Public Service Code of Conduct, in addition to our core values of integrity, respect and courage.

The ACT DPP's scope of work under the Act is broader than most Australian jurisdictions, providing you with an opportunity to expand your leadership and prosecutorial experience a supportive environment.

This vacancy arises from a successful budget outcome that has strengthened the Office's capacity, enabling it to grow in response to increasing demand.

Our office is also located in the centre of Canberra, offering excellent work and lifestyle opportunities.

Crown Chambers overview

Crown Chambers houses both Crown Prosecutors and Crown Advocates, who represent the community in serious and complex trials and hearings. Crown Chambers appears in the Supreme Court and the Court of Appeal, as well as complex matters in the Magistrates Court, where they have carriage or oversight of serious offences including homicide, incest, sexual offences, other serious crimes involving personal violence, serious drug trafficking, offences involving outlaw motorcycle gangs, or other serious crimes.

Primary responsibilities of the role

Reporting to the Deputy Director (Crown Chambers), this senior legal position represents the ACT DPP in various courts and forums, and manages a complex and dynamic criminal caseload.

You will:

1. Appear as Counsel in Supreme Court jury trials and related proceedings, including pre-trial applications and sentences.
2. Provide high-quality advice and direction to other legal staff in the office.
3. Provide mentoring, training and guidance to staff.
4. Provide high-level advice to the Director, including charge advice and plea negotiation.
5. Appear in other complex criminal proceedings, including appeals, as required.
6. Contribute to the leadership team in driving best-practice criminal law and advocacy in an integrated environment.

The position requires someone with a comprehensive knowledge and mastery of criminal law and advocacy, and a demonstrated high level of skill and ability to communicate persuasively with judges and juries in complex criminal proceedings.

The successful candidate will have a proven commitment and ability to contribute to the professional development of legal and paralegal staff in an evolving and transformative environment.

Note:

This position will expose you to graphic and confronting material.

Mandatory requirements

1. Admission as a legal practitioner in the Australian Capital Territory, or in a state or another territory.
2. Holds, or is eligible to hold, an ACT Law Society Practising Certificate.
3. At least five (5) years' practice as a legal practitioner.
4. Ability to satisfy ACT DPP security clearance requirements, including undergoing a pre-employment National Police Check.

Executive capabilities/selection criteria

The ACTPS is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

In addition, commencing 1 July 2026 Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

The Crown Prosecutor is an executive position in the ACT Public Service (ACTPS) and expected to exhibit the ACTPS Executive Capabilities. These include:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk

- Thinks broadly and develops solutions

Achieves results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Selection criteria

In responding to the selection criteria, candidates should frame their answers taking into account the ACTPS Executive Capabilities.

Advocacy and Legal Skills	<ol style="list-style-type: none"> 1. A proven record of excellence as an advocate in trial litigation and related proceedings, including communicating complex matters to a jury. 2. A proven record of trauma informed practice with victims and complainants. 3. Demonstrated capacity to provide the highest quality legal advice in an efficient and timely manner. 4. An extensive knowledge of criminal law and the laws of evidence.
Leadership	<ol style="list-style-type: none"> 5. A very high level of communication, consultative, interpersonal, and negotiating skills. Demonstrated experience in communicating with vulnerable people and witnesses. 6. Proven record of mentoring staff.
Management Skills	<ol style="list-style-type: none"> 7. Understanding of and ability to apply the ACT Public Service Code of Conduct.

Community and Service Focus	<ol style="list-style-type: none">8. Demonstrated capacity to establish and build key relationships with partners in the justice system, including the AFP, ACT Government agencies, the Courts, and victims' organisations.9. Proven ability to represent the ACT DPP in high level meetings and at public forums to an excellent standard when required.
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Remuneration

Remuneration, allowances and other entitlements for ACTPS Executives are determined by the ACT Remuneration Tribunal. These details are available on the [ACT Remuneration Tribunal website](#).

Further information about the ACTPS, including employment conditions, is available on the [ACT Government jobs website](#).

Summary information for long-term engagements is tabled in the ACT Legislative Assembly.

Contract period

The Executive Branch Manager is engaged by the Head of Service under section 31(2) of the *Public Sector Management Act 1994*. The successful applicant will be offered a contract for a period of up to five years.

Summary information for long-term engagements is tabled in the ACT Legislative Assembly.

Further information

Information about the ACT Government Administrative Arrangements is available on the ACT Government's [legislation register website](#).

Application

To apply for the role of Crown Prosecutor at the ACT DPP, follow instructions available on the [ACT Government's jobs website](#).

Note:

This process may form a merit pool to be used to fill of future vacancies.

Work environment description

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements will be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never