



**ODPP**  
New South Wales

# Office of the Director of Public Prosecutions



## Legal Development Program

# WELCOME



ODPP  
New South Wales

## **A welcome message from CRAIG HYLAND, Solicitor for Public Prosecutions (and former Level 1 solicitor).**

Solicitors at the ODPP can undertake an interesting and fulfilling career with great potential for promotion and eventual senior appointments. The Office's Prosecutors are skilled, experienced and supported at every level of their career.

Our Office is unique in many ways.

We have extremely high staff retention rates - many of our Crown Prosecutors started as clerks and level 1 solicitors and we aim to provide a clear career path for all our solicitors. Solicitors can progress to solicitor advocates and an appointment as Crown Prosecutor, but there are also paths for those who are interested in appellate work, administration and policy.

We have ten offices throughout the state, four of which are in the greater Sydney area. Career paths are uniform throughout the state, and some positions do require a move from one office to another. Level one solicitors are appointed throughout the state.

Our greatest advantage, and the one that makes us unique, is the work we do.

We are New South Wales' prosecutorial body. No other legal firm or agency does the work we do.

Every criminal matter is different. Our solicitors have carriage of matters including, but not limited to, assault, robbery, and fraud. Our solicitors also instruct Crown prosecutors in more serious matters, including manslaughter and homicide.

The work we undertake requires a sound legal knowledge, and a willingness to work hard. As a participant in our Legal Development Program, you will learn a prosecutor's role from the beginning. We hold our professional development courses in-house, so you will keep your skills honed with presentations from some of the country's most respected criminal lawyers and barristers.

We want you to be good at your job. We want to see you achieve a high level of professional excellence, and we work hard to ensure that you have the support and resources to do that.

Sounds good? It gets better. In this brochure you can read some firsthand experiences from some of our solicitors who started as an LDP and on the back page, you can read how to apply for our next intake for the Legal Development Program.

I look forward to meeting you.

Craig Hyland  
Solicitor for Public Prosecutions



# OVERVIEW





The ODPP, established by the *Director of Public Prosecutions Act 1986*, provides for the people of NSW a dynamic prosecution service recognised for its excellence and leadership. It commenced operations on 13 July 1987.

The ODPP conducts prosecutions for serious offences in the Children's, Local, District and Supreme Courts and conducts appeals and other matters in the District and Supreme Courts, Court of Criminal Appeal, and the High Court of Australia.

The ODPP conducts prosecutions of all child sexual assault cases where the complainant is currently under 16 years.

### Our office locations

- Sydney CBD
- Campbelltown
- Parramatta
- Penrith
- Dubbo
- Gosford
- Lismore
- Newcastle
- Wagga Wagga
- Wollongong



# WHAT IS THE LEGAL DEVELOPMENT PROGRAM?

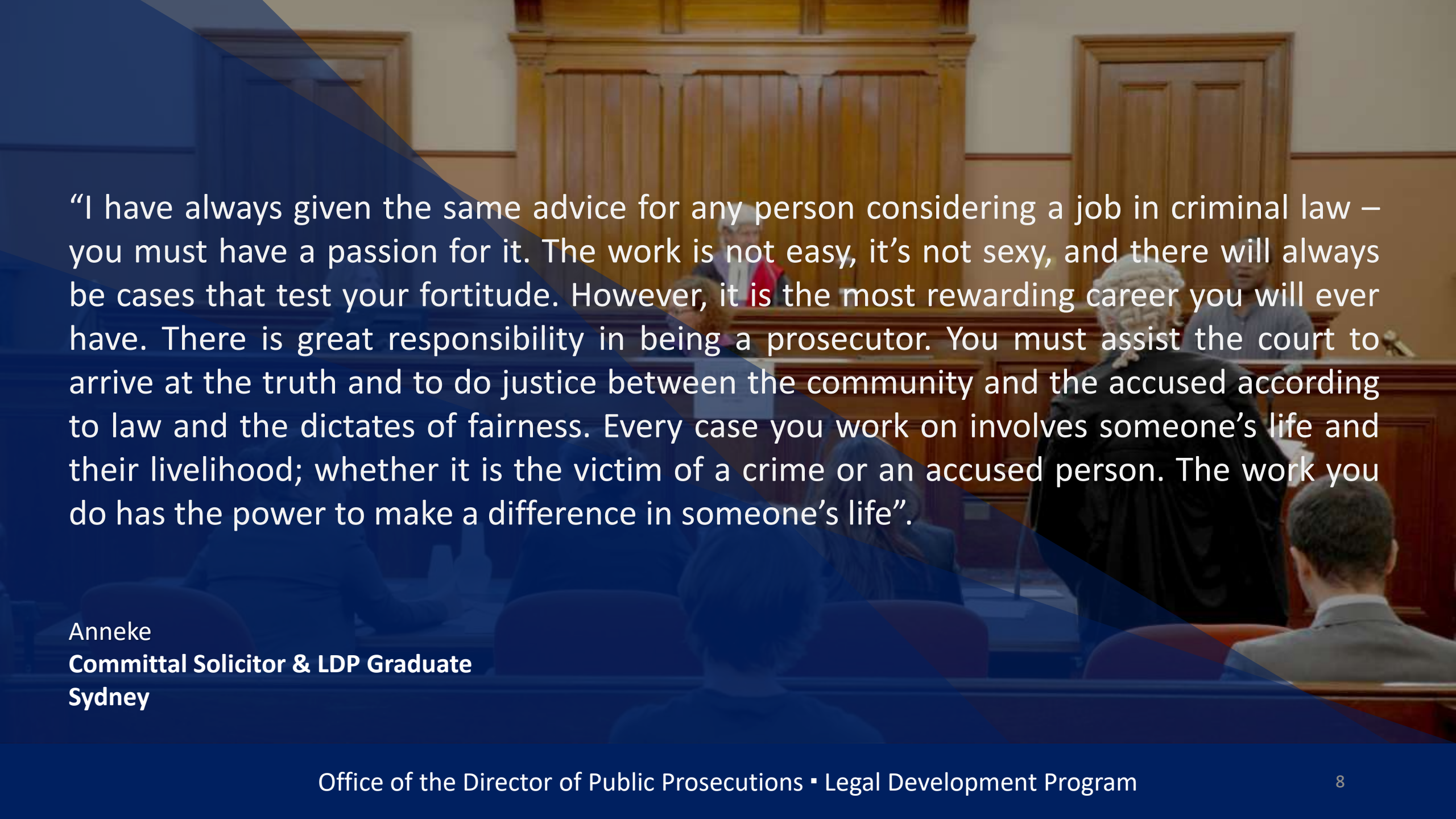




The Legal Development Program meets the practical legal experience required to attain a Practising Certificate, but equally important is that as a law graduate, you will gain invaluable experience in the conduct of criminal prosecutions in New South Wales.

You will consult, share information and seek advice from Managing Solicitors, Crown Prosecutors, Solicitor Advocates and other legal professionals. The program will contribute to building relationships with key stakeholders including ODPP solicitors, Crown Prosecutors, NSW Police, defence legal practitioners, court staff and other criminal justice agencies. You will also gain experience working with victims of crime and Crown witnesses.





“I have always given the same advice for any person considering a job in criminal law – you must have a passion for it. The work is not easy, it’s not sexy, and there will always be cases that test your fortitude. However, it **is** the most rewarding career you will ever have. There is great responsibility in being a prosecutor. You must assist the court to arrive at the truth and to do justice between the community and the accused according to law and the dictates of fairness. Every case you work on involves someone’s life and their livelihood; whether it is the victim of a crime or an accused person. The work you do has the power to make a difference in someone’s life”.

Anneke  
**Committal Solicitor & LDP Graduate**  
**Sydney**



# WHAT'S INVOLVED IN THE PROGRAM?



# Induction & Training



Program Description	Key Accountability	How Success will be measured
<ul style="list-style-type: none"><li>The Office will provide a practical legal induction and on-the-job training during the program.</li></ul>	<ul style="list-style-type: none"><li>Comply with the ODPP's legal guidelines, procedures and protocols.</li><li>Comply with the ODPP Code of Conduct, maintain professional and ethical standards.</li><li>Comply with legislation, ODPP's policy and practices of employment including anti-discrimination, equal employment opportunity and occupational health and safety and ethnic affairs priority statement.</li></ul>	<ul style="list-style-type: none"><li>Undertake ODPP training and development programmes.</li><li>Compliance with Director's Guidelines and legal and ethical practice and procedures.</li><li>Feedback from Managing Solicitors regarding demonstrated skills from learning activities and on-the-job training.</li></ul>

# Short Matters



Program Description	Key Accountability	How Success will be measured
<p>Short Matters are all non-trial proceedings conducted by the ODPP. These include:</p> <ul style="list-style-type: none"><li>• Sentencing in the District and Supreme Courts.</li><li>• Appeals by defendants against the conviction and/or severity of penalties imposed in the Local Courts.</li><li>• Appeals by the Crown against the inadequacy of penalties imposed in the Local Courts.</li><li>• Sentence matters consequent upon a call-up for breach of good behaviour bonds.</li><li>• Notices of Motion seeking a variety of orders before the Court.</li><li>• Bail applications in the District Court.</li><li>• Return of Subpoenas.</li><li>• Various other non-trial matters and mentions.</li></ul>	<ul style="list-style-type: none"><li>• Prepare District Court Short Matter files to ensure that all relevant information and documents are available for the solicitor appearing.</li><li>• In consultation with supervisors, request and obtain all relevant files, and update post court results on CASES (ODPP database).</li><li>• All work carried out in accordance with the Director's Guidelines and ODPP and criminal law practice and procedures.</li></ul>	<ul style="list-style-type: none"><li>• Feedback from Managing Solicitors regarding file preparation and maintenance of accurate file notes, completion of comprehensive court notations and Activity Based Costing completed within agreed timeframes.</li><li>• All results updated accurately on CASES within agreed timeframes</li><li>• Follow up work completed including notifying victims of events and outcomes related to prosecutions within agreed timeframes.</li><li>• Communication and team work skills assessed from feedback from the Managing Solicitor, support service managers and colleagues.</li><li>• Liaison skills will be assessed from feedback from ODPP staff, police, court registry staff and witnesses.</li></ul>



# Supreme Court Bail Applications (Sydney Only)



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Program Description	Key Accountability	How Success will be measured
<ul style="list-style-type: none"><li>Preparing and attending call overs before Registrars for the listing of Supreme Court bail applications.</li><li>Assisting the rostered solicitors appearing to prepare matters for Supreme Court Bail applications and attending to all related administrative functions. Such applications may be made by accused persons or reviews sought by the Crown.</li></ul>	<ul style="list-style-type: none"><li>Prepare Supreme Court Bail files ensuring that all relevant information and documents are available to the solicitor appearing.</li><li>Update all relevant post court results on CASES and attend to all follow up work, including advising victims and NSW Police of outcomes of applications within agreed timeframes.</li></ul>	<ul style="list-style-type: none"><li>Feedback from Managing Solicitors and ODPP solicitors as to information obtained and files prepared accurately and within agreed timeframes.</li><li>All court documents filed and served on relevant parties within agreed timeframes.</li><li>Court results accurately updated on CASES as within agreed timeframes.</li></ul>

# Local Court



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Program Description	Key Accountability	How Success will be measured
<ul style="list-style-type: none"><li>• To assist solicitors appearing in ODPP Local Court lists to obtain files, prepare matters and update results.</li><li>• To provide general assistance to solicitors appearing in summary hearings and committal proceedings.</li></ul>	<ul style="list-style-type: none"><li>• In consultation with the support services supervisor, request and obtain all relevant files for the Local Court list, and update post court results on CASES.</li><li>• Assist solicitors as requested in the preparation of matters for Local Court summary and/or committal hearings.</li><li>• Assist solicitors to compile and prepare briefs of evidence for the court and/or Solicitor Advocates and Crown Prosecutors.</li></ul>	<ul style="list-style-type: none"><li>• Files requested and obtained within the agreed timeframe.</li><li>• Post court results updated within the agreed timeframe.</li><li>• Follow up work attended to as soon as practicable upon return of file from court.</li></ul>

# Assisting with the Preparation of matters for Trial



Program Description	Key Accountability	How Success will be measured
<p>This work involves attending to all aspects of preparing a matter for trial, assisting as required during the trial and attending to all post trial work and includes:</p> <ul style="list-style-type: none"> <li>• Preparing briefs of evidence for trial</li> <li>• Issuing subpoenas and Court attendance notices</li> <li>• Drafting legal and procedural notices</li> <li>• Preparation of correspondence under direction</li> <li>• Liaising with NSW Police OIC and witnesses under direction</li> <li>• Following up requests to NSW Police for further information/evidence</li> <li>• Arranging conferences with victims and witnesses</li> <li>• Arranging for interpreters and witness travel</li> <li>• Preparing matters for referral to psychiatrists for mental health assessments</li> <li>• Attending to all technology requirements and reviewing digital evidence</li> <li>• Locating relevant exhibits</li> <li>• Researching law and procedure</li> <li>• Preparing matters for sentence including requesting and obtaining relevant material</li> <li>• Assistance with the culling and completion of the file</li> </ul>	<ul style="list-style-type: none"> <li>• Good file and records management.</li> <li>• Undertake all work related to preparing a matter for trial.</li> <li>• Responding to enquiries of and from police, legal practitioners, witnesses, court registry staff and other areas of the office to provide assistance relating to the process and progress of matters</li> <li>• Complete all CASES related tasks as required.</li> <li>• Obtain all sentencing related material</li> </ul>	<ul style="list-style-type: none"> <li>• Briefs of evidence prepared within agreed timeframes and in accordance with ODPP procedures.</li> <li>• Subpoenas sent out as per Guidelines.</li> <li>• Requisitions followed up within agreed timeframes.</li> <li>• All legal and procedural Notices completed and served on relevant parties in compliance with relevant time standards and Director's Guidelines.</li> <li>• Accurate and complete records maintained</li> <li>• Victim's obligations met in accordance with the Director's Guidelines and the Victim's Charter</li> <li>• CASES accurately updated within agreed timeframes.</li> <li>• Activity Based Costings completed promptly.</li> <li>• Workloads are managed to ensure that excessive work hours are not accrued.</li> <li>• Assessment and feedback will be obtained from Crown Prosecutors, Managing Solicitors and solicitors regarding the quality and efficiency of work undertaken.</li> </ul>



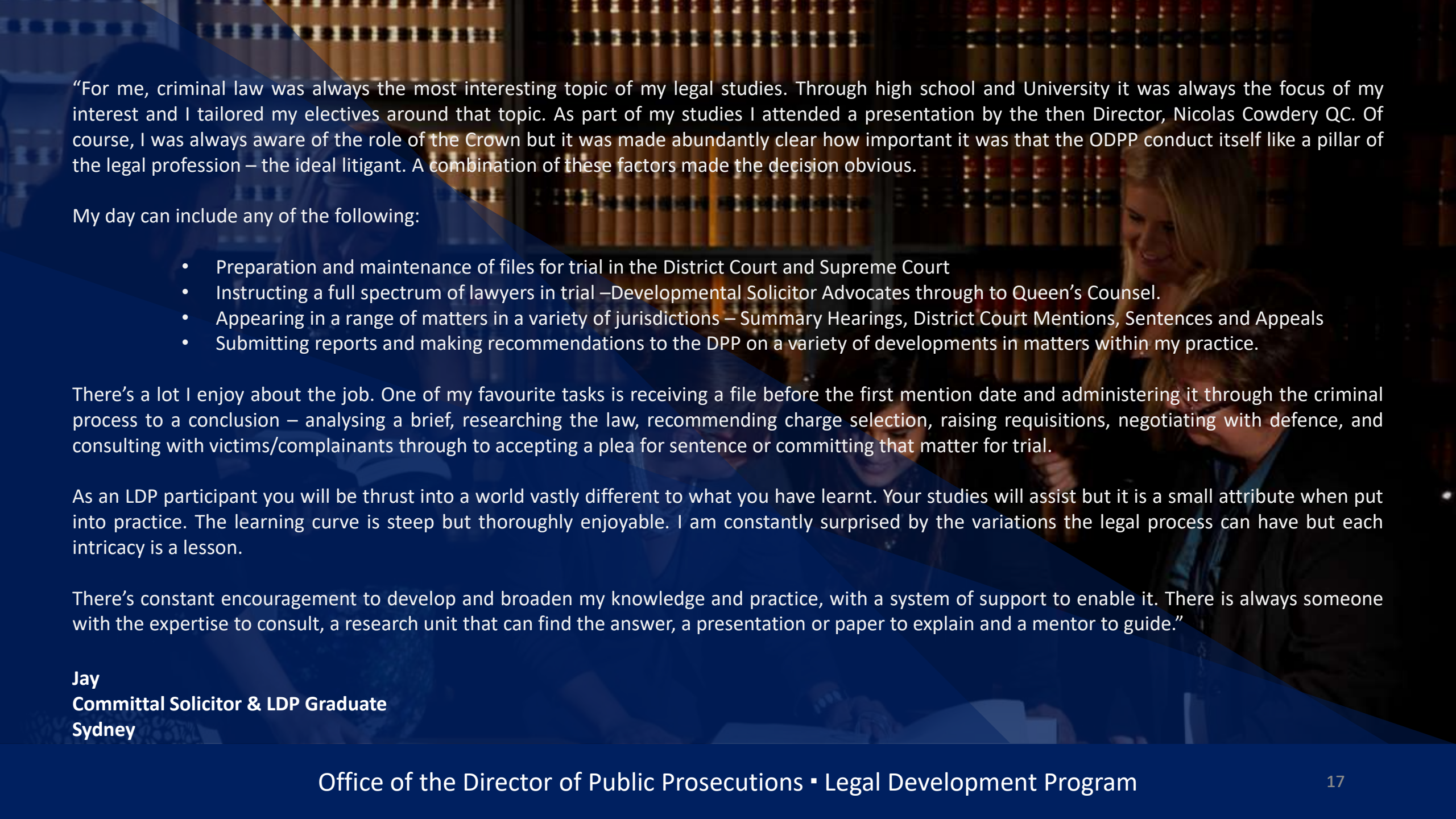
# WHAT ARE THE CHALLENGES?





- Balancing competing priorities
- Working to strict timeframes under the instruction of multiple solicitors and Crown Prosecutors.
- Working with external stakeholders to obtain material and information required in the preparation of matters.
- Liaising with victims of crime, witnesses and stakeholders to relay procedural information and appropriately refer individuals to a senior solicitor.
- Dealing with traumatised victims and handling confronting and sensitive material.

The Office offers a range of support mechanisms to help you deal with this exposure.



“For me, criminal law was always the most interesting topic of my legal studies. Through high school and University it was always the focus of my interest and I tailored my electives around that topic. As part of my studies I attended a presentation by the then Director, Nicolas Cowdery QC. Of course, I was always aware of the role of the Crown but it was made abundantly clear how important it was that the ODPP conduct itself like a pillar of the legal profession – the ideal litigant. A combination of these factors made the decision obvious.

My day can include any of the following:

- Preparation and maintenance of files for trial in the District Court and Supreme Court
- Instructing a full spectrum of lawyers in trial –Developmental Solicitor Advocates through to Queen’s Counsel.
- Appearing in a range of matters in a variety of jurisdictions – Summary Hearings, District Court Mentions, Sentences and Appeals
- Submitting reports and making recommendations to the DPP on a variety of developments in matters within my practice.

There’s a lot I enjoy about the job. One of my favourite tasks is receiving a file before the first mention date and administering it through the criminal process to a conclusion – analysing a brief, researching the law, recommending charge selection, raising requisitions, negotiating with defence, and consulting with victims/complainants through to accepting a plea for sentence or committing that matter for trial.

As an LDP participant you will be thrust into a world vastly different to what you have learnt. Your studies will assist but it is a small attribute when put into practice. The learning curve is steep but thoroughly enjoyable. I am constantly surprised by the variations the legal process can have but each intricacy is a lesson.

There’s constant encouragement to develop and broaden my knowledge and practice, with a system of support to enable it. There is always someone with the expertise to consult, a research unit that can find the answer, a presentation or paper to explain and a mentor to guide.”

**Jay**  
**Committal Solicitor & LDP Graduate**  
**Sydney**





# Program & Skill Development Opportunities



## **The Program offers:**

- Full-time, 35 hours per week paid practical legal experience in criminal prosecutions for a period of up to 12 months.
- Experience working with solicitors and Crown Prosecutors.
- On the job training and access to professional development to complete MCLE points.
- Formal feedback, mentoring and informal networking.
- Excellent working conditions including flexible work practices.
- Challenging work that makes a difference.

## **The Program will provide opportunities to develop and enhance your:**

- Organisational skills
- Analytical skills
- Legal research skills
- Knowledge of criminal law, practice and procedure
- Communication skills
- Teamwork skills

# AM I ELIGIBLE TO APPLY?







To be eligible you must have:

- completed the **coursework** component of the College of Law's Practical Legal Training Program (or its equivalent) or would have completed it prior to commencing the program.
- completed, are currently undertaking or have not started the work experience component of the College of Law's Practical Legal Training Program (or its equivalent). Those participants who have completed all the work experience component need to have done so within **12 months** immediately preceding the date of the application.

Participation in the induction and training components of the program is compulsory and usually occurs in the Sydney CBD office. Expenses will be met by the ODPP if you are required to travel to attend the induction.



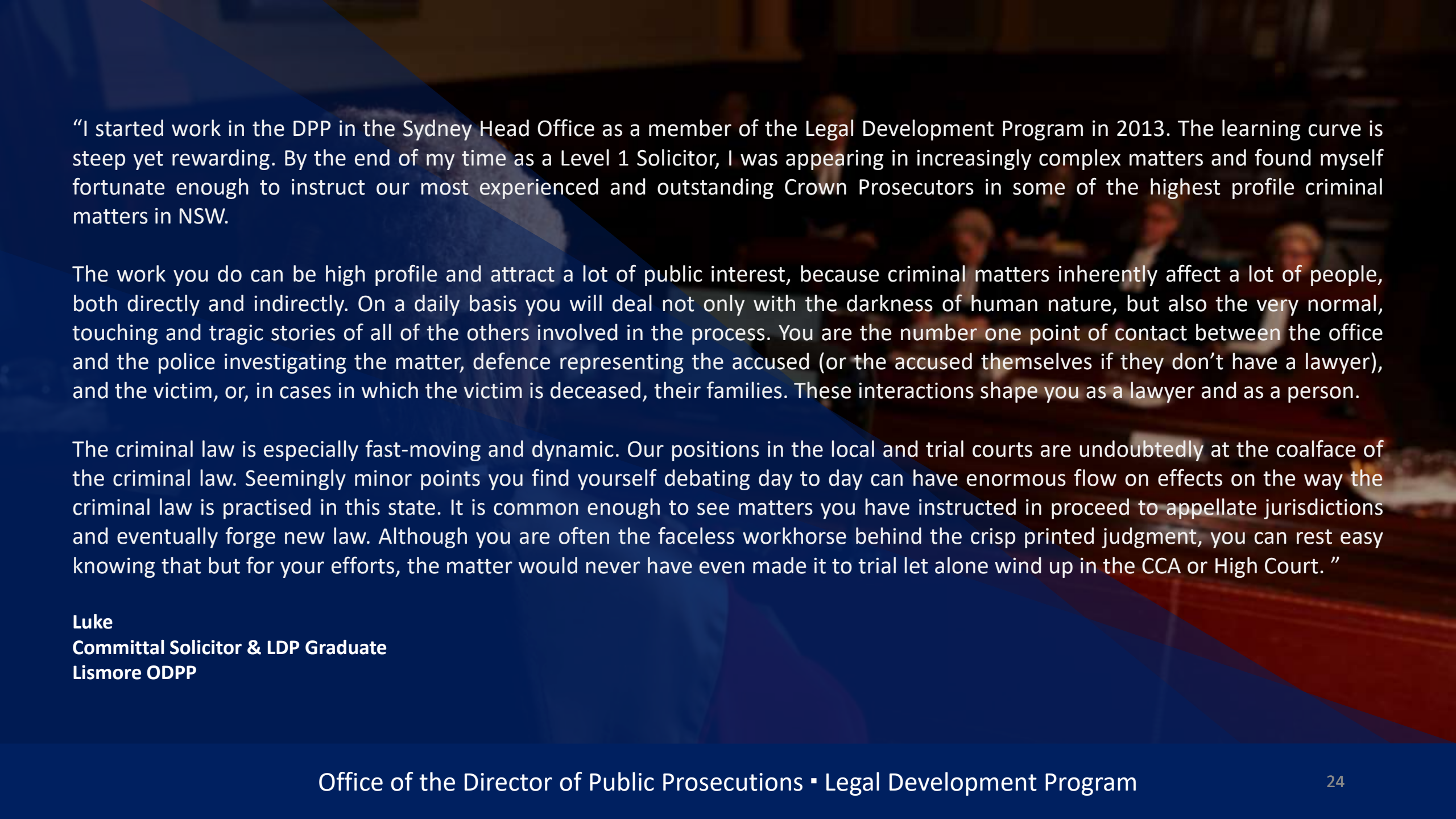
# WHAT ARE WE LOOKING FOR?



To be equipped to undertake the ODPP Legal Development Program you will have demonstrated:

- Interest in the practice of criminal law and the functions of the ODPP
- Ability to provide administrative support and work cooperatively within a professional team
- Strong communication skills
- Ability to use initiative and flexibility to meet conflicting deadlines





“I started work in the DPP in the Sydney Head Office as a member of the Legal Development Program in 2013. The learning curve is steep yet rewarding. By the end of my time as a Level 1 Solicitor, I was appearing in increasingly complex matters and found myself fortunate enough to instruct our most experienced and outstanding Crown Prosecutors in some of the highest profile criminal matters in NSW.

The work you do can be high profile and attract a lot of public interest, because criminal matters inherently affect a lot of people, both directly and indirectly. On a daily basis you will deal not only with the darkness of human nature, but also the very normal, touching and tragic stories of all of the others involved in the process. You are the number one point of contact between the office and the police investigating the matter, defence representing the accused (or the accused themselves if they don’t have a lawyer), and the victim, or, in cases in which the victim is deceased, their families. These interactions shape you as a lawyer and as a person.

The criminal law is especially fast-moving and dynamic. Our positions in the local and trial courts are undoubtedly at the coalface of the criminal law. Seemingly minor points you find yourself debating day to day can have enormous flow on effects on the way the criminal law is practised in this state. It is common enough to see matters you have instructed in proceed to appellate jurisdictions and eventually forge new law. Although you are often the faceless workhorse behind the crisp printed judgment, you can rest easy knowing that but for your efforts, the matter would never have even made it to trial let alone wind up in the CCA or High Court. ”

**Luke**  
**Committal Solicitor & LDP Graduate**  
**Lismore ODPP**

A photograph of a man and a woman in an office setting. The man, in a dark suit, is standing and looking out a large window at a city skyline. The woman, in a dark blazer, is seated at a desk, looking at a computer monitor. The desk has papers and a keyboard. A blue geometric overlay is on the right side of the image.

# INTERESTED IN APPLYING?



- Positions are advertised annually around June/July & posted on University notice/jobs boards
- Register at [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au) and create a profile to ensure you receive notifications of any positions advertised
- Read the Role Description and address the targeted questions & include their location preferences and their date of admission or expected date of admission
- If you have any further questions, please contact the ODPP at [Humanresources@odpp.nsw.gov.au](mailto:Humanresources@odpp.nsw.gov.au)
- After recruitment action, a talent pool of successful applicants will be created, and offers made as required



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