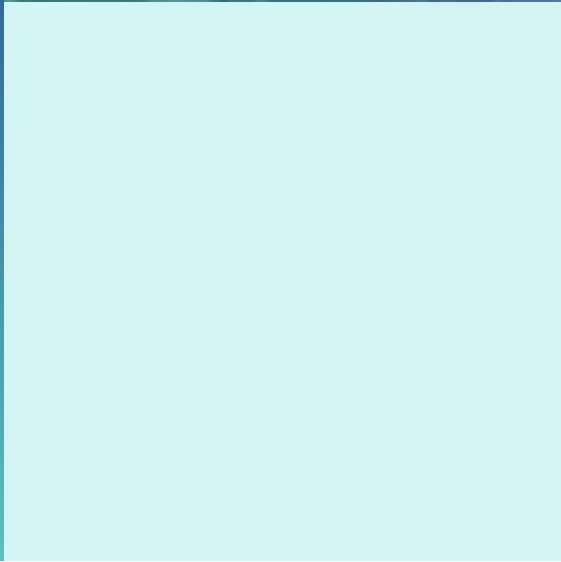


OPPORTUNITY
PROSPECTUS



Office of Public
Prosecutions
Victoria

**Senior
Communications
Officer**

SELDON
ROSSER

The Organisation

The Office of Public Prosecutions (OPP) is an independent statutory authority responsible for preparing and conducting criminal prosecutions in Victoria on behalf of the Director of Public Prosecutions (DPP). Matters prosecuted by the DPP and the OPP involve serious crimes or matters that are of significance to the fair and effective operation of the Victorian criminal justice system.

The OPP consists of the Solicitor for Public Prosecutions and a staff of almost 500 providing legal and corporate support to the DPP, the Chief Crown Prosecutor and Crown Prosecutors in the exercise of their independent roles in the criminal justice system.

Social workers from the OPP's Victims and Witness Assistance Service work closely with OPP solicitors to support victims and witnesses during the court process.

Our Vision

We are a dynamic organisation, continually adapting to deliver effective outcomes for our community by valuing and supporting our people, applying our unique legal expertise, and leveraging our digital capability.

Our Mission

We deliver high quality prosecutions independently, fairly and efficiently.

Our Priorities

1. Invest in our people and their wellbeing to support them to succeed.
2. Be fair and supportive when we engage with victims, witnesses and other people who are affected by the criminal justice system.
3. Use ongoing digital transformation to assist us to deliver high quality services, improve efficiency manage workload and allocation, and enhance engagement with victims, witnesses and stakeholders.
4. Leverage our unique expertise and role as a leader in the criminal justice system to influence systemic reform to deliver better and more efficient justice outcomes.
5. Develop and build outstanding capability by investing in learning and development, embracing innovation, seeking feedback to inform continual improvement, and ensuring that every person at the OPP contributes to delivery of our strategic priorities.

Our Values

- Treat everyone with respect
- Work collaboratively
- Embrace innovation
- Demonstrate professional excellence
- Act with integrity

We recommend reviewing the most recent [Annual Report](#) and [2022-2025 Strategic Plan](#) for a broader overview of the OPP.

Position Summary – The Opportunity

Senior Communications Officer	Workgroup	Executive Services
	Grade	VPS Grade 6
	Position Status	Fixed Term – 2 years
	Reports to	Strategic Advisor, Executive Services

This position will report to the Strategic Advisor, Executive Services, work closely with the Solicitor for Public Prosecutions (SPP) and will also work with members of the senior leadership team.

In this role you will deliver internal and external communications that support the goals and values of the OPP. This includes the development of communications strategies and protocols for the OPP website, social media, OPP intranet and OPP internal communications and the successful implementation and delivery of communications projects, in support of those strategies.

The successful candidate will need to be capable of quickly getting across new subject matter and understanding the business, in order to deliver accurate and impactful communications that are informed by and sensitive to business and broader contexts. The role will require a candidate who is highly organised and confident managing competing priorities and delivering to tight timelines in a dynamic environment.



Key Accountabilities

- **Strategic external communications:** Demonstrated understanding of social media, digital communications, the criminal justice landscape and the OPP (or the ability to quickly develop a good understanding of the OPP's role within the criminal justice sector). Promote the OPP vision, mission and values through external communications.
 1. Develop strategies for key communications projects including the OPP website, social media, and resources for victims and witnesses.
 2. Actively monitor and identify trends, innovation and improved functionality that could be employed in communications projects to benefit internal and external stakeholders.
 3. Understand data analytics and trend identification and use these insights to inform and evaluate digital communication strategies and projects at the OPP.
 4. Develop and implement a protocol for management of the OPP website to ensure that content is regularly reviewed, accurate, relevant, accessible and user centred.
 5. Lead a small team to develop and deliver content for social media, OPP website, resources for victims and witnesses.
 6. Liaise with and engage relevant internal or external expertise where appropriate.
 7. Other external communications projects as required.
- **Internal communications and engagement:** Understanding of the dynamics and audiences within the OPP, and how best to tailor communications: where the message should come from, how to frame and deliver the message, and how to overcome barriers in messaging. Promote the OPP vision, mission and values through internal communications.
 1. Promote internal messages and staff cohesion.
 2. Understand and apply change management principles (bringing people on the journey, different communication pipelines).
 3. Develop and implement a protocol for the OPP intranet to ensure that content is regularly reviewed and is accurate, relevant, accessible and user centred.
 4. Develop and deliver content for the OPP intranet and other internal communications projects (e.g. town halls, Executive updates, workshops, fireside chats, team visits, pulse surveys, events, campaigns, posters).



Office of Public
Prosecutions
Victoria

Position Summary – Person specification

Key Selection Criteria

1. Proven ability to develop communications strategies and to implement and deliver communications projects (including digital communications) efficiently and to a high standard to maximise value and impact for stakeholders. This includes applying high level analytical skills and sound judgment to develop communications strategies and to implement and deliver communications projects.
2. Excellent communication skills (written, verbal, visual)
 - Demonstrated ability to adapt communication styles for different audiences, methods and platforms, including digital content
 - Excellent attention to detail
3. High level interpersonal skills
 - Demonstrated ability to engage effectively with internal and external stakeholders and to persuade/influence
 - Demonstrated ability to understand, anticipate and account for different views and agendas
4. Highly organised, confident working in a dynamic environment, and able to manage competing priorities and deliver to tight deadlines
 - Able to work effectively independently and as part of a team
5. Strives for professional excellence
 - Demonstrated ability to quickly get across new subject matter, understand the business, and proactively identify knowledge and development gaps and fill them

Relevant Knowledge and Experience

REQUIRED

- Communications experience including social media, digital communications and digital analytics.
- A relevant tertiary degree or industry recognised qualification in communications or public relations. Relevant professional experience alongside another tertiary degree or industry recognised qualification will be considered.
- A good understanding of social media and digital communication tools.
- Mandatory proof of immunisation status.

DESIRABLE

- Knowledge of or experience within the criminal justice sector.
- An awareness/understanding of human centred design principles, UI/UX a or a willingness to develop this understanding.
- Graphic design or visual design experience or knowledge (e.g. InDesign, Illustrator, Photoshop, Figma, Canva).
- Experience filming and editing video and other media.



Q&A with Abbey Hogan

SOLICITOR FOR PUBLIC PROSECUTIONS

How is the OPP structured and where does this role sit in the organisation?

The OPP, led by the Solicitor for Public Prosecutions (SPP), is Victoria's largest criminal legal practice. We have almost 500 people - including solicitors, social workers, legal support staff, and corporate and executive services staff.

There is a helpful chart at p.15 of the [21/22 Annual Report](#) that shows the different areas of the OPP.

We prepare and conduct serious criminal cases in the Victorian courts on behalf of the Director of Public Prosecutions for Victoria (DPP). Our solicitors and social workers from the Victims and Witness Assistance Service also support victims and witnesses during the court process. OPP solicitors also work closely with Crown Prosecutors, led by the Chief Crown Prosecutor, who provide instructions/make decisions and appear in court on behalf of the DPP. The OPP also briefs OPP solicitor advocates and barristers from the Victorian Bar to appear in court on behalf of the DPP.

The OPP also provides advice to external agencies, litigates proceeds of crime and contributes to law reform, on behalf of the DPP.

This role sits within Executive Services and will report to the Strategic Advisor, [Kirsten Aaskov](#), and ultimately to myself as the SPP.

It's the most senior communications role at the OPP, and as needed, will work alongside the Principal Solicitor responsible for media enquiries and media law issues.

This position is focused on broad communications. What do you envisage the day to day of the role will be?

The day-to-day will be varied. It could include:

- Developing long term strategies and governance frameworks for our website, intranet, social media etc. and delivering projects in support of those strategies
- Ensuring our people and senior leaders are across daily media and court lists

- Crafting and updating website, intranet and social media content in response to data analytics, feedback, and business needs
- Joining senior leadership meetings across the legal practice and corporate services to get to know the business and our people
- Liaising with external stakeholders
- Working with senior leaders, and program leads to help get messages out to our people (including around change) and to collect feedback from staff
- Supporting the Principal Solicitor responsible for media enquiries and media law issues as needed.

Tell us about the culture at OPP.

Our values are integral to our culture. These are:

- Treat everyone with respect
- Work collaboratively
- Embrace innovation
- Demonstrate professional excellence
- Act with integrity

We operate at the intersection of many different criminal justice sector stakeholders including the courts, Victoria Police, the Victorian Bar, victims of crime, witnesses, and defence practitioners.

How we do our work, and how we work with our stakeholders impacts on the Victorian community.

This means:

- We need effective working relationships with our stakeholders so that we can deliver justice outcomes that are fair, efficient and high quality.
- It's also really important for us to understand how changes up or downstream are likely to impact our people, our work and the community now and into the future and to be adaptive and willing to innovate. This includes making sure that our people have the skills,

learning and development opportunities and systems they need.

- Ultimately the criminal justice system is all about people, so respect and empathy, supporting diversity, being inclusive, seeking out feedback about how we are doing, and being curious about how we do our work and how we can improve are really important as well.

Supporting our people and their wellbeing is also really important, given the nature of the work that we do.

What are the key attributes you look for when appointing people to your team?

- Excellent interpersonal skills – the ability to quickly get to know our people and stakeholders, the ability to anticipate, understand and account for different views and agendas, and to navigate those differences successfully to influence, persuade and get things done
- Excellent communication skills including the ability to successfully tailor communications to different audiences, and excellent attention to detail
- Confident working in a dynamic and sensitive environment and balancing priorities to meet deadlines
- Integrity and a drive for professional excellence - this includes having lots of initiative, a willingness to learn about our people, our role and our context, and a commitment to ongoing learning and development
- Analytical skills and sound judgment to develop effective communications strategies and to implement and deliver projects in support of those strategies.

Pre-employment Screening Requirements

The successful applicant will be subject to the following pre-employment checks:

- National Police Records Check
- Qualification Check (where a mandatory qualification is required)
- Declaration of private interests/ Conflict of interest

- Pre-employment misconduct screening statutory declaration and consent
- Mandatory requirement – proof of COVID-19 immunisation status

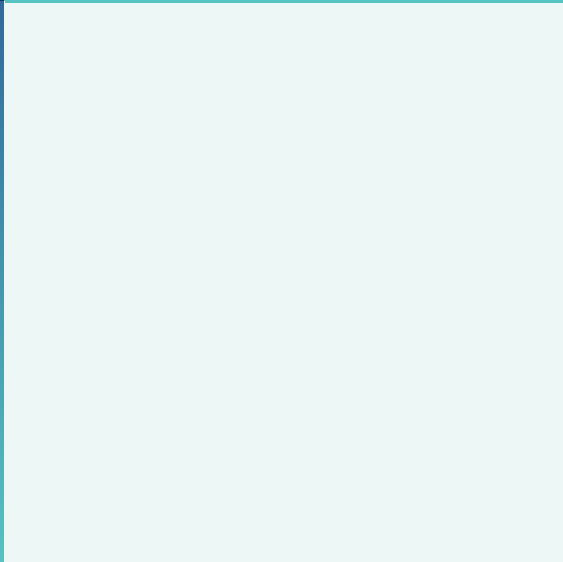
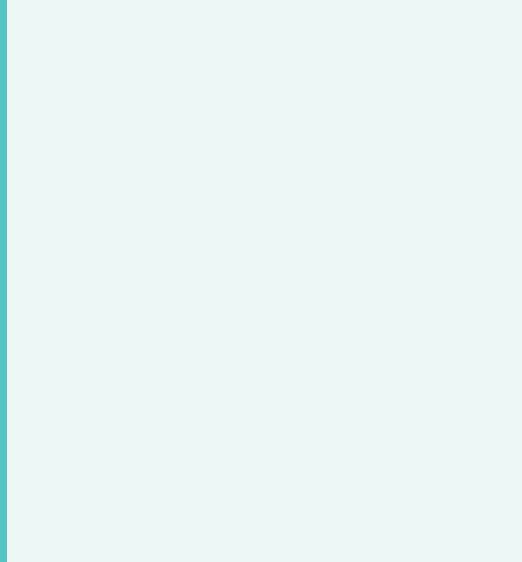
Further information on pre-employment misconduct screening requirement is available at vpsc.vic.gov.au/resources/pre-employment-screening-misconduct-victorian-public-service/

Other Relevant Information

- The OPP is an Equal Opportunity Employer and actively encourages diversity in the workplace
- Safety is everyone's responsibility at the Office of Public Prosecutions
- You need to disclose any pre-existing illness or injury that you know about which could reasonably be foreseen to be affected by the work duties described. Pursuant to s.82(7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition
- This position is located at 565 Lonsdale Street Melbourne.
- You must comply with the VPS Code of Conduct
- The successful applicant will be employed pursuant to the VPS Enterprise Agreement 2020
- For further information on the Office of Public Prosecutions and the Justice portfolio visit www.opp.vic.gov.au and www.justice.vic.gov.au

Privacy Notification

The OPP requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Privacy and Data Protection Act 2014.



How to Apply

The Office of Public Prosecutions, Victoria has recognised the strategic importance of this role to their business and have invested in a full search campaign through working exclusively with Executive Search Firm Seldon Rosser to canvass the market for exceptional talent.

To express your interest in this opportunity please email katie@seldonrosser.com or graham@seldonrosser.com with a copy of your resume in word format and a covering letter that outlines your relevant experience for this position.

If you would like additional information, please contact Katie Rosser on +61 424 944 997.