



Applicant guide

Thank you for considering a role with the Office of the Director of Public Prosecutions Queensland (ODPP). This guide outlines what it's like to work with us, how to apply and what to expect.

Acknowledgement of Country

The Office of the Director of Public Prosecutions recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present, and emerging.

About us

When you join the ODPP, you become part of a dedicated and skilled team working to deliver justice and support community safety across Queensland.

Your impact

Everyone at the ODPP contributes to upholding the law and supporting victims. If you're driven by meaningful work, you'll find purpose here.

Your flexibility

We understand that life outside work matters. Flexible work options can include accrued time off, flexible start and finish times, hybrid work and job-sharing.

Your career

There's opportunity to grow with us. We offer:

- On-the-job learning, structured training, and mentoring
- Acting opportunities that help you grow and explore new paths.
- Secondments across the sector

Many of us move into senior judicial roles.

Your team

You'll be part of a professional and supportive team that values collaboration, shared knowledge, and leadership.

Your leave

We offer leave options to support your life outside of work, including:

- Four weeks of annual leave with 17.5% leave loading paid in December
- Long service leave after seven years
- 14 weeks parental leave
- 10 days reproductive health leave
- Purchased leave and special leave for carers and emergencies
- The option to take leave at half pay, including annual, long service, and parental leave.

"Every day, we bring skill, integrity and empathy to prosecuting crime, supporting victims and witnesses, and upholding justice and community safety across Queensland."

Todd Fuller KC, Director of Public Prosecutions

Inclusion and diversity

We value different backgrounds, experiences, and ways of thinking. Having a diverse workforce helps us better serve all Queenslanders. We welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, people from

culturally and linguistically diverse backgrounds, LGBTQIA+ people, and women.

We'd love to hear how your background and lived experiences could enrich our work and support a respectful and inclusive workplace.

Consent required

Some of the information you may choose to share is considered sensitive personal information. You're not required to provide it, and it's completely up to you. If you do decide to share this information and would like us to consider it as part of your application, you'll need to give us written permission to collect, use and share it for recruitment purposes. You can provide this permission when you submit your application. Read our privacy statement [here](#).

Reframing the relationship with Aboriginal people and Torres Strait Islander people

We recognise and honour Aboriginal peoples and Torres Strait Islander peoples as the first peoples of Queensland and recognise the importance of their right to self-determination. We support the aims, aspirations and employment needs of Aboriginal peoples and Torres Strait Islander peoples and the need for their greater involvement in the public sector.

Are you eligible to apply

You must either be

- an Australian citizen
- an Australian resident with the legal right to work here.

You will need to provide proof of your legal right to work in Australia. If your work rights expire or are withdrawn, you must notify your manager immediately.

Ready to apply

Step 1: Read the role description

Before you apply, take the time to carefully read the role description. It provides an overview of the role, including key responsibilities, required technical skills, cultural capability, and any mandatory qualifications or specific working conditions.

It also outlines important details such as physical or psychological health and safety risks that may be associated with the role.

Not sure if the role is the right fit? Reach out to the contact person listed in the role description.

Step 2: Prepare your application

Refer to the role description for specific instructions. Applications often include:

- a resume (maximum 4 pages)
- a cover letter (1–2 pages) explaining how your experience, skills and abilities align with the role.

Step 3: Submit your application

Apply via SmartJobs. If you experience difficulty accessing the website, call 13 74 68. If you don't have internet access, call Queensland Shared Services on 1300 146 370 if to make alternative arrangements to submit your application.

Step 4: Shortlisting

The panel will assess your eligibility and suitability by considering:

- your eligibility to perform the role (such as citizenship, residency, required qualifications, licences)
- your ability to perform the requirements of the role, for example, the extent to which you have abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to carrying out the duties
- how you have carried out any previous employment
- your potential to make a future contribution to the ODPP
- how your lived experiences and perspectives could help build and strengthen a workplace that is diverse, inclusive, and respectful.

Step 5: Interviews and other assessments

As part of the selection process, you may be invited to an interview, asked to complete a work-related task, or participate in another type of assessment. If you need adjustments to support your participation at any stage, you're welcome to request them. This won't affect the outcome of your application. Please email

<mailto:DPP.HROperations@justice.qld.gov.au> for a confidential discussion.

Step 6: Pre-employment checks

Our pre-employment checks include:

- two referees including at least one who can speak to your recent work
- criminal history
- declaration of any serious disciplinary history (for current and former public service officers)
- proof of your qualifications and your right to work in Australia.

Step 7: Outcome

We'll let you know the outcome. You can ask for feedback by contacting the panel chair.

Important information

What are the Leadership Competencies for Queensland (LCQ)?

These are a tool we use to assist in many aspects of an employee's life cycle, including recruitment. The [LCQ describe behaviours/actions](#) used in everyday leadership, including self-leadership, and form part of the selection process.

Have you worked as a lobbyist

You must share have been employed as a lobbyist within the previous two years. This disclosure must be made during the selection process to the panel chair and again to your manager within the first month of your employment.

Have you worked in the Queensland public sector before and received an early retirement, retrenchment, or medical retirement payment

If you've previously accepted a payment for early retirement, retrenchment, or voluntary medical retirement from the Queensland public sector, you will need to let us know in your application and at your interview. In some cases, you may need to repay some or all of that payment if you take a job with us.

Probation

A minimum three-month probationary period applies to new permanent and fixed-term Queensland public service employees. The probation period may be extended if you haven't had sufficient opportunity to demonstrate your suitability for the role, for example, due to extended leave. At the end of your probation, a decision will be made about confirming your ongoing employment.

Union encouragement

We support your right to join a union. [Together Union](#) is the recognised employee union for our employees. As part of your industrial arrangements, we provide Together Union with your name, workplace, and location so they can offer you information about the benefits of membership.

Privacy statement

Any personal information you give us will only be used for the purpose we tell you at the time we collect it. We manage your information in line with the [Public Sector Act 2022](#) and [Information Privacy Act 2009](#).

During some parts of the assessment process (like an assessment centre), other applicants may become aware that you're applying for the role. We may also let your nominated referees know that you've applied and collect personal information about you from them. If you share any serious disciplinary action or a criminal history, we may need to share that information with the Chief Executive (or their delegate) of the relevant agency.

If you or anyone else wants access to documents related to a recruitment process, you must apply under the [Right to Information Act 2009](#). Fees and charges may apply.

If you have any questions about how we collect or manage your personal information, contact:

Department of Justice

GPO Box 149, Brisbane QLD 4001

Email: mailbox@justice.qld.gov.au Our [privacy policy](#) explains how you can access or update your personal information, and how to

make a complaint if you believe we haven't handled your information properly.