



WORK EXPERIENCE STUDENT

Vacancy Reference:	N/A	Closing Date:	5pm Thursday, 30 June 2022
Designation:	Work Experience Student	Classification:	N/A
Section:	Prosecution Services	Salary:	N/A
Branch:	Prosecution Services	Contact Officer:	Senior Prosecutor Natalie Keys (07) 4030 7092
Command:	Legal Division	Date of Review:	N/A
Location:	Cairns		
Special Conditions:	Applications will not be kept for future program placements.		
Mandatory Requirements:	3 rd , 4 th or 5 th year undergraduate students studying Bachelor of Laws at James Cook University who reside in the Cairns area. This position is only available to Australian citizens.		

OPPORTUNITY

You will do unpaid work experience at Cairns Police Prosecutions for a period of four weeks, Monday to Friday 8 am to 4pm. You will shadow prosecutors in court in trials, sentences and bail applications in the Cairns Magistrates Court and the Cairns Children's Court. You will participate in mock hearings and bail applications. The Cairns Police Prosecutions Work Experience Placement Program (CPP WEPP) will give participants an introduction to criminal law advocacy and pave the way for potential employment as a prosecutor at Cairns. You will be mentored by prosecutors and provided with feedback.

This placement is for those interested in a career as a criminal law advocate.

Students seeking placement for Practical Legal Training should contact prosecutions.cairns@police.qld.gov.au.

In this role, you will need to demonstrate:

Passion and interest in pursuing a career as a criminal law advocate at Cairns Police Prosecutions.

Adhere to strict confidentiality and non-disclosure obligations.

Maintain professionalism and ethical conduct at all times.

Examine briefs of evidence by police for use in summary trials and for committal proceedings.

Appear as advocate in mock hearings, be those sentencing, bail or summary trial.

Assist prosecutors with legal research.

Appreciate that the work involves some degree of risk in terms of viewing disturbing material. You will likely encounter difficult situations and challenging material.

KEY ACCOUNTABILITIES

Response to “Are you the right person for this program?”

Provide a one (1) page maximum response addressing:

1. What are your career goals?
2. What are your interests?
3. Why are you applying for this position?

ORGANISATIONAL ENVIRONMENT/STRUCTURE

The occupant of this position will report to the Officer in Charge, Police Prosecutions Corps.

ADDITIONAL INFORMATION

- The Queensland Police Service (QPS) will initiate a criminal history and/or integrity check on the preferred applicant. Details of the criminal history checking process are provided in the *Queensland Police Service Application Guide (Public Service Vacancies)*.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- The QPS is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the Police Service Administration Act 1990.

HOW TO APPLY

Compile the following in a **single PDF document**:

- a. CPP WEPP Application Form.
- b. A comprehensive current resume outlining your educational qualifications, work history and experiences relevant to this role and include details of at least two referees.
- c. A copy of your Unofficial Academic Transcript (noting that if you are the successful applicant, you will need to submit a certified Official Academic Transcript).
- d. A maximum **one (1) A4 page statement** outlining your suitability for the position by addressing the capabilities listed under “**Are you the right person for this program?**” Information in excess of the **one (1) A4 page statement** will not be considered by the selection panel.

Email **single pdf document** to dtesplacements@jcu.edu.au, using ‘CPP WEPP Program’ in the Subject line, by 5pm, 30 June 2022.

Summer 2022 Cairns Police Pros WEPP	Applications due to university
Monday 21 November to Friday 16 December 2022	5pm, Thursday 30 June 2022

Applicants are to make themselves contactable and where shortlisted, reasonably available for an interview. Interviews will be conducted in person.

Failure to provide requested information, in the manner requested, could be fatal to your application.

If you are selected for the position, you will go through a significant security vetting process which will require:

- Certified Passport or Proof of Citizenship or Certified Copy of Birth Certificate
- Certified Copy of Drivers Licence
- Certified Copy of Academic Transcript from James Cook University

Do not apply if you are not willing or able to provide these documents. Applicants will obtain these documents at their own expense.