



***Job Description***

**Job Title:** Director of Public Prosecutions (DPP), Chief Officer  
**Grade:** C  
**Salary Range:** \$134,712.00 - \$156,228.00  
**Reports To:** His Excellency the Governor for Constitutional purposes  
 Attorney General for Administrative purposes  
**Cost Centre:** 277501

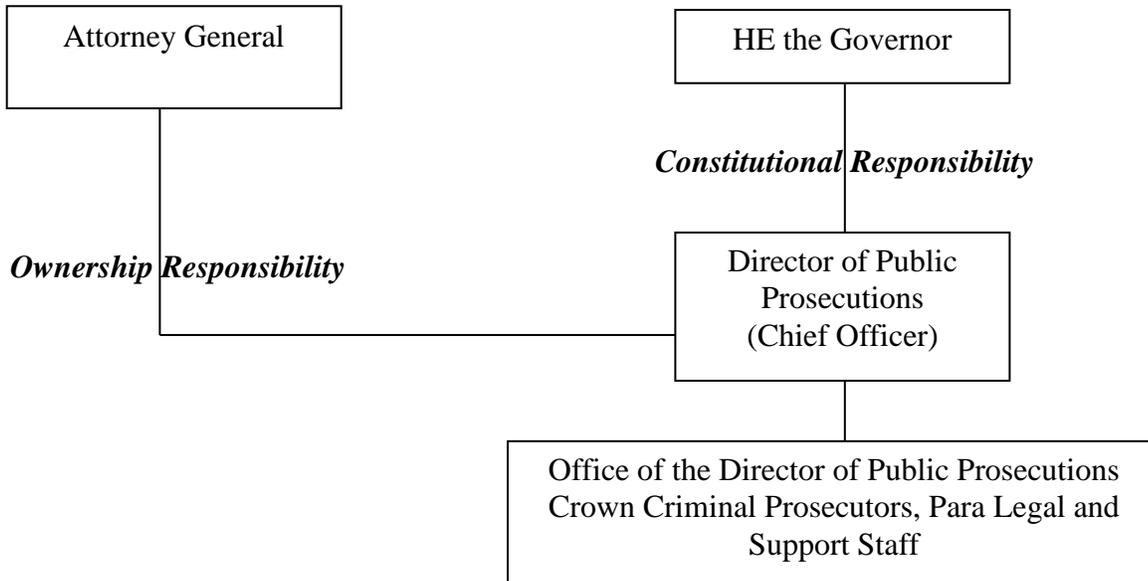
<b>Job Purpose</b>	<p>The position of Director of Public Prosecutions is a position defined by the 2009 Cayman Islands Constitution Order as having the “power, in any case in which he or she considers it desirable to –</p> <ul style="list-style-type: none"> <li>• institute and undertake criminal proceedings against any person before any court in respect of any offence against any law in force in the Cayman Islands;</li> <li>• take over and continue any such criminal proceedings that have been instituted by any other person or authority; and</li> <li>• discontinue at any stage before judgment is delivered any such criminal proceedings instituted or undertaken by himself or herself or any other person or authority.”</li> </ul>
<b>Dimensions</b>	<p>The Office of the Director of Public Prosecutions (ODPP) is an agency within the Cayman Islands Government which prosecutes any criminal offence against any law in force in the Cayman Islands. The ODPP operates independently of the Government and where appropriate reports to Legislative Assembly through the Attorney General. It is a critical participant in the administration of justice, providing an independent and effective prosecution service, which is both fair and just.</p> <p>Its core work is the prosecution of criminal offences in the Summary, Grand and Appeal Courts, in particular, the Office also plays a role in the Drug Court as provided for in the Drug Court Law.</p> <p>The DPP plays a pivotal role within the criminal justice system. Building and maintaining public and community confidence in the criminal justice system and working in partnership with other criminal justice agencies are central to the post.</p> <p>The office consists of up to 24 staff and a budget of approximately \$3.8 million.</p>

<p><b>Principal Accountabilities</b></p>	<p><b>Prosecutions</b></p> <ul style="list-style-type: none"> <li>• Chief decision-maker in deciding what matters are prosecuted in the Cayman Islands;</li> <li>• Ultimate responsibility for all decisions that are made concerning prosecution of offences in the Cayman Islands;</li> <li>• Lead prosecutions from time to time in the local courts;</li> <li>• Provide leadership and case management in respect of a range of all matters prosecuted in the Cayman Islands;</li> <li>• Advise the Royal Cayman Islands Police and other Law Enforcement Agencies within the Cayman Islands Government from time to time in their investigations on matters of criminal law, policy or practice, including reviewing files submitted by the police and deciding charges to be brought in all cases;</li> <li>• Take decisions personally in serious, difficult and complex cases, often within challenging timeframes;</li> <li>• Develop and continually refine a broad strategy for prosecuting cases in the Cayman Islands in conjunction with other relevant agencies in Cayman, and where appropriate, with agencies in other jurisdictions;</li> <li>• Be accountable for the full range of legal decisions taken by all prosecutorial staff;</li> <li>• In consultation with the Portfolio of Legal Affairs, oversee the development of legal policy to meet the needs of the ODPP;</li> <li>• Provide strategic advice to the Governor and Deputy Governor on policy, and resource allocation;</li> <li>• Prepare detailed analysis of complex, factual and legal issues that concern criminal prosecution in the Cayman Islands;</li> <li>• Secure the efficient and effective operation of the prosecution service;</li> <li>• Advise the Attorney General on the necessity for legislative changes to improve the efficiency and workings of the Criminal Justice System;</li> <li>• Prepare and institute the necessary standards and codes of practice for Crown Prosecutors and guidelines for the effective and efficient discharge of duties under law (for example the Witness Anonymity Law); and</li> <li>• Research, identify and recommend necessary amendments to modernize and improve criminal laws and procedures and the legal framework for the prosecution of matters.</li> </ul>
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	<p><b>Managing/Supervising</b></p> <p>As an appointing officer under the P. S. Management Law (as revised), the post-holder will exercise direct responsibility for selection, management and performance of staff within the Public Prosecution Service, including:</p> <ul style="list-style-type: none"> <li>• Provide visible leadership for all staff, through effective understanding and promotion of the vision and values of the Public Prosecution Service;</li> <li>• Create and maintain effective arrangements to communicate the purpose and context of key initiatives to all levels of staff;</li> <li>• Take personal responsibility for raising the skills and standards of the Public Prosecution Service and ensure that the learning and development needs of all staff are met;</li> <li>• Monitor performance of all staff using the agreed performance management system; and</li> <li>• Promote and implement effective employee relations and equal opportunities strategies in the ODPP.</li> </ul>
	<p><b>Strategic Responsibilities</b></p> <p>As head of the senior management team, contribute to the corporate leadership and management of the ODPP by –</p> <ul style="list-style-type: none"> <li>• Serving as a member of the operational senior management group;</li> <li>• Developing and implementing a Business Plan, within the corporate framework;</li> <li>• Setting priorities and achieving targets and objectives consistent with ODPP aims and those of the wider Criminal Justice System;</li> <li>• Maintaining the independence of the ODPP in the exercise of its constitutional and statutory functions;</li> <li>• Demonstrating the ODPP values in leading the delivery of business and corporate objectives;</li> <li>• Carrying out representational duties on behalf of the ODPP both locally and internationally;</li> <li>• Promoting effective community engagement which inspires and raises public confidence in the ODPP;</li> <li>• Promoting with external stakeholders a clear and consistent understanding of the aims and objectives of the ODPP;</li> <li>• Liaising, as necessary, with all other agencies involved in the criminal justice system</li> </ul>

	<p>in the Cayman Islands, while fully maintaining the independence of the ODPP; and</p> <ul style="list-style-type: none"> <li>• Developing a victim support system.</li> </ul>
	<p><b>Chief Officer Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure the ODPP supplies the outputs it has agreed with the Legislative Assembly within the quantity, quality, timeliness and price specified in the Annual Budget Statement.</li> <li>• Ensure the ODPP ownership performance agreed with the Legislative Assembly (via the Annual Budget Statement) is achieved, including: <ul style="list-style-type: none"> <li>○ nature and scope of business with an emphasis on providing leadership, guidance and support to senior staff, particularly heads of department and equivalent in relation to management responsibilities delegated to them by the Chief Officer;</li> <li>○ strategic performance with an emphasis on the development of strategic business plans;</li> <li>○ financial performance with an emphasis on ensuring that the ODPP conforms with its legal obligations under the Public Management and Finance Law, including the preparation of budgets and quarterly and annual reports as well as the development of annual business plans;</li> <li>○ the development and maintenance of capability; with an emphasis on ensuring that the ODPP conforms with its legal obligations under the Public Service Management Law, including the implementation of succession plans and the mentoring of senior staff; and</li> <li>○ the management of ownership risks.</li> </ul> </li> </ul>

## Organisational Chart



<p><b>Background Information</b></p>	<p>The Director of Public Prosecutions is a constitutional post created by section 57 of the 2009 Constitution. The post-holder will be required to manage the ODPP as an independent office. As a high profile position in the Cayman Islands, the post-holder must be able to demonstrate high levels of advocacy, media handling and communication with communities in relation to all cases for which they are accountable so as to maintain public confidence in the prosecution process.</p>
<p><b>Education and Experience/Qualifications</b></p>	<p>The post holder must:</p> <ul style="list-style-type: none"> <li>• Be a qualified Attorney at Law, Solicitor, Barrister, or equivalent;</li> <li>• Have a minimum of 15 years comprehensive knowledge and practical criminal litigation experience at least in the Grand/High Court (i.e. the higher criminal courts in the applicant's jurisdiction) and Court of Appeal in a wide range of areas;</li> <li>• Have practiced as a prosecutor within the last 10 years in a Commonwealth jurisdiction up to Court of Appeal level;</li> <li>• Have at least 5 years of their experience at a senior management level which includes providing visible leadership to ensure the timely and efficient delivery of a prosecution service; and</li> <li>• Have experience of taking decisions personally in serious, difficult and complex cases.</li> </ul> <p>Ideally the post holder should also have:</p>

	<ul style="list-style-type: none"> <li>• Extensive experience in financial crime litigation, including money laundering offences, and also in prosecuting criminal confiscation cases; and</li> <li>• Extensive knowledge in extradition and mutual legal assistance matters.</li> </ul>
<b>Assignment &amp; Planning of Work</b>	The post holder will be expected to plan their own work and that of the ODPP without taking direction from any person or body. Section 57 of the 2009 Constitution mandates that “the Director of Public Prosecutions shall not be subject to the direction or control of any other person or authority” (57 (6)).
<b>Supervision of Others</b>	The post holder will supervise and manage approximately 23 professional and administrative staff including allocating and monitoring of work, advising and guiding on responsibilities, training and mentoring and undertaking performance management responsibilities.
<b>Other Working Relationships</b>	The Governor, Deputy Governor, Judiciary, Judicial Administration, Portfolio of Legal Affairs, other Chief Officers, other non-government legal bodies, law firms and general civil society.
<b>Decision Making Authority and Controls</b>	Section 57 (6) of the 2009 Constitution states that “in the exercise of the powers conferred on him or her by the Constitution, the Director of Public Prosecutions shall not be subject to the direction or control of any other person or authority”.
<b>Problems/Key Features</b>	As a constitutional post, the post-holder must maintain the independence of this office and continue to develop its strategic direction.
<b>Working Conditions</b>	Normal office conditions apply. The post holder will work 37.5 hours per week, office hours are 8.30am to 5pm. Some flexibility in work hours is possible. The post holder must be prepared to periodically work outside office hours to meet directed deadlines and respond to urgent request.

<b>Agreed By:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Post Holder</b>			
<b>Appointing Officer</b>	Martyn Roper OBE		