Te Tari Ture o te Karauna
Crown Law

POSITION DESCRIPTION

Position: Library Assistant

Team: Research & Library Services – Information & Research

Reports to: Research and Library Services Manager

Document Date: January 2017

Business Environment

Crown Law provides legal advice and representation services to the government in matters affecting the executive government, particularly in the areas of criminal, public and administrative law. The services provided include such matters as judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and protection of the revenue. Within the criminal justice system, Crown Law oversees public prosecutions and supervises the network of Crown Solicitors who deliver prosecution services.

Crown Law's purpose is therefore to provide authoritative legal representation and advice to Government to enable it to achieve its objectives, act lawfully and discharge its constitutional duties, including supervision and conduct of Crown prosecutions and appeals, while being financially sustainable.

The Information & Research Group's purpose is to provide a range of services which support in an integrated and strategic way, the core functions of Crown Law, outlined above. Services include information technology, research and library services, historical research and document/records management.

Primary Purpose of Position

The Research and Library Service provides an authoritative, reliable and timely research and library service to the legal teams at Crown Law. These client focused services include obtaining, organising and retaining information, communicating the availability of information and facilitating the retrieval of information.

The Library Assistant maintains library resources and works with other Research and Library Services team members in providing high quality legal information to Crown Law.

Key Result Areas

- Maintenance of library collection including mail, loose-leaf filing, cataloguing and processing new materials, preparing serials for binding, shelving and tidying collections

- Provide a cost effective document supply service to Counsel
- Assist Research Librarians with research requests
- Maintain the serials and interloans databases
- Create and update intranet resources that provide access to legal materials; and contribute to the development of intranet pages
- Deliver current awareness services and prepare the Library Bulletin
- Use a large range of multi-jurisdictional databases to trace hard to find judgments, articles and other documents
- Stay up-to-date with issues facing the Crown in order to provide effective information services
- Undertake information management project work as required.

Key Working Relationships

- Work closely with all members of the Research and Library Services Team
- Work closely with Counsel and support staff
- Maintain a good working relationship with external Libraries

Skills, Experience and Qualifications

The Library Assistant will have:

- Sound academic background and a university degree
- Basic research experience
- Sound written and verbal communication skills
- Demonstrable time management skills and an ability to prioritise tasks
- Initiative, drive and enthusiasm

Personal Attributes

The Library Assistant will enjoy and excel at:

- being an effective team member;
- adapting to change and managing a number of different things at once;
- delivering customer focussed outcomes in a timely and professional way;
- problem solving and exercising judgement to bring matters to a workable conclusion
- organising and being disciplined and structured in approach

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Expectations of All Staff

You are expected to:

- Understand and act consistently with Crown Law's Vision, Values and Strategic Objectives.
- Demonstrate behaviours which underpin Crown Law Values, which are:
  - Leadership; Professionalism; Valuing People; Public Service.
- Demonstrate behaviours which underpin Crown Law Guiding Principles, which are:
  - Be connected
  - Be passionate
  - Be valuable
  - Be resilient
  - Be professional

Competencies and behaviours required

- **Client Focus;** Is dedicated to meeting the expectations and requirements of internal and external clients; establishes and maintains effective relationships with clients and gains their trust and respect.
- **Interpersonal skills;** Relates well to all kinds of people, both within and outside of the organisation; builds appropriate rapport; builds constructive and effective relationships
- **Collaboration;** Can quickly find common ground and solve problems for the good of all; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration
- **Energy and Drive;** Pursues everything with energy, drive, and a need to finish
- **Living the vision and values;** Adheres to the Crown Law set of core values and beliefs during both good and bad times; acts in line with those values

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Crown Law

VISION & VALUES

Purpose

We serve the Crown and uphold the rule of law.

Vision

We are the Crown's trusted legal advisor. Our clients value our services.

Values

Our values are:

Leadership

- Committed to continuous improvement & development
- Value the trust placed in us by the Crown
- Leading in public law

Professionalism

- Take pride in respecting & promoting the rule of law
- Committed to understanding clients' needs & delivery quality services
- Guided by State Sector values

Valuing People

- Respect for our colleagues, organisation & clients
- Create & foster a collaborative, fun & supportive work environment
- Encourage & value a balance between work and life commitments

Public Service

- Serve the government with professionalism & integrity
- Conduct ourselves fairly & lawfully
- Careful stewards of public resources

Strategic Objectives

- Manage public resources responsibly
- Provide valued services
- Provide technical expertise & leadership
- Build a high performance culture
- Develop our reputation

DATED: July 2014; updated January 2015; updated January 2017