

POSITION DESCRIPTION

Position title: Assistant Crown Counsel

Department: Legal

Reports to: Legal Manager

Document Date: February 2013

Role Purpose

An Assistant Crown Counsel is responsible for providing legal and administrative support to Crown Counsel and Senior Crown Counsel in the provision of legal services to clients.

There is an expectation that Counsel will be responsive to the business needs of Crown Law and/or their own professional development and be willing to work in other areas of Crown Law's legal practice either on a temporary or permanent basis.

Key Result Areas

Principal responsibilities

- Research the law and legal precedents using a range of information tools
- Draft legal opinions, court documents and submissions
- Prepare for, and assist with, court work and court appearances by Crown and Senior Crown Counsel
- Assist with file management
- Continue with professional self-development and demonstrate a current knowledge of legal issues and principles
- Undertake project work or other duties as required by the Legal Manager.
- Be a role model of the Crown Law policies and values and adhere to the New Zealand Public Service Standards of Integrity and Conduct at all times.

Key Expectations

- To lend a hand when others need help
- To be conscientious
- To be resilient
- To keep yourself informed about what is going on both within Crown Law and within the public sector
- To get involved with organisation events
- To take responsibility for your own development

Qualifications (Skills, Knowledge, Behaviour)

Qualifications and experience required

- A qualified lawyer with, at appointment, up to 4 years relevant post admission experience
- Some knowledge of the relevant area of law would be advantageous, but is not required
- An aptitude for administrative and public law issues and statutory interpretation
- Sound academic background
- Experience in legal research and opinion writing
- Well developed and effective oral and written communication skills
- Displays initiative and sound judgement, and is able to work independently
- Strong interpersonal skills

Competencies and behaviours required

- **Courage;** Relishes leading people and or situations; takes unpopular stands if necessary; encourages direct and tough debate without being afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.
- **Client Focus;** Is dedicated to meeting the expectations and requirements of internal and external clients; acts with clients in mind; establishes and maintains effective relationships with clients and gains their trust and respect.
- **Interpersonal skills;** Relates well to all kinds of people – up, down, and sideways, both within and outside of the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably.
- **Integrity and Trust;** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Collaboration;** Can quickly find common ground and solve problems for the good of all; can respect his/her own interests and yet to be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- **Energy and Drive;** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks. Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **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; rewards the right values and disapproves of others; is an effective role model to the extent that he/she constantly walks the talk.

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