

# POSITION DESCRIPTION

Position title: Crown Counsel  
Department: Legal  
Reports to: Legal Manager  
Document Date: February 2013

## Role Purpose

The role of Crown Counsel is to provide high quality advice and representation to Ministers and government departments. Crown Counsel are also involved in assisting with whole of government policy initiatives or policy initiatives within their area of subject matter expertise.

## Key Result Areas

### Principal responsibilities

- Conduct litigation and represent clients in tribunals, courts, and alternative dispute forums. This may include managing files with more junior counsel, or working with Senior Crown Counsel, Deputy Solicitors-General or the Solicitor General on large and/or complex matters.
- Provide and oversee the provision of high quality input and advice from a legal perspective into whole of government policy development or policy initiatives in areas of individual subject-matter expertise.
- Effectively delegate work to more junior counsel and support staff to ensure work is done in a timely manner and at the right level. This includes ensuring appropriate instructions and information is provided and the work is effectively supervised.
- Provide professional leadership in counsel's area(s) of subject-matter expertise.
- Develop and maintain strong relationships across the organisation, particularly between counsel where there are linkages between the type or work counsel do.
- Assist in building Crown Law's professional capacity and ongoing development by assisting with the development of other staff including mentoring and developing junior Crown Counsel.
- Be a role model of the Crown Law policies and values and adhere to the New Zealand Public Service Code of Conduct at all times.
- Provide and oversee the provision of high quality and client-focused advice to Ministers and government departments, particularly where that advice is complex or significant.

## 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

- Bachelor of Laws (or equivalent)
- Admission in New Zealand as a barrister and solicitor
- Eligibility to hold a current practicing certificate issued by the New Zealand Law Society.
- Proven experience in providing legal advice and representation to clients
- May be required to obtain and hold a New Zealand Government Top Secret special security clearance.

#### 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