

POSITION DESCRIPTION

Position title:	Reporting & Team Administrator
Department:	Crown Law Office
Team:	Public Prosecutions Network (PPU)
Reports to:	Manager, Public Prosecutions Network
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Business Environment

Crown Law plays a critical role in Public Prosecutions, which the Solicitor-General leads as head of profession. Crown Law provides legal advice and representation services to the government in matters affecting the executive government, particularly in areas of criminal and public law. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also oversees and administers the prosecution process in the criminal justice system, in particular, Crown Prosecutions before juries.

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, and provide general oversight of the conduct of public prosecutions including supervision and conduct of Crown prosecutions and appeals while being financially sustainable.

The Criminal Group:

- has responsibility for the supervision and management of Crown prosecutions through the national Crown Solicitor network.
- provides advice, legal research and support to the Crown Solicitors.
- provides advice and support to the Solicitor-General in discharging the statutory responsibility for maintaining general oversight of the conduct of public prosecutions
- discharges the statutory responsibility of the Solicitor-General in representing the Crown in criminal appeals before the Court of Appeal and Supreme Court.
- advises the Solicitor-General on Crown appeals against sentence.
- advises on stays of prosecution, consents to prosecute, witness immunities and contempt of court issues.
- is responsible for advising on mutual assistance in criminal matters.
- represents the Crown in judicial review matters arising from the criminal prosecution process, and discharging the Law Officer's functions as they relate to the criminal law.

The Public Prosecutions Unit (PPU) is an operational unit within the Criminal Group.

The PPU is focussed on managing the Crown Solicitor network and improving the quality and oversight of public prosecutions. The PPU is responsible for the effective management of the relationship between Crown Law and the Crown Solicitor Network and government prosecutors.

It is responsible for the overall supervision of the Crown Solicitor Network including robust financial management and business analysis, delivering efficiencies and enhanced service delivery.

The Unit will coordinate the development and implementation of any new policy or operational processes.

Primary Purpose of Position

The Public Prosecutions Unit Administrator:

- provides high quality general and administrative support to the Public Prosecutions Unit, and the wider Criminal Group team.

Key Result Areas

The key areas the PPU Administrator will focus on are as outlined below:

- Manage administration of the Crown Solicitor Reporting Framework and the Departmental Reporting Framework, including the entry and manipulation of data in the electronic reporting system.
- Provide efficient and effective support to the PPU team and wider Group, assisting in projects and working with a high level of professionalism and integrity.
- Develop, maintain and improve administrative systems and processes to support long term objectives of the team this may include correspondence registers, requests for information, electronic and hard copy filing of data and other general information from internal and external stakeholders.
- Develop and manage relationships with external stakeholders as required, including administration staff of Crown Solicitors and all prosecuting Agencies.
- In conjunction with the team manager, update and manage work plan/s and other team documentation.
- In conjunction with team manager, manage project documentation, assist with task management, follow up and report on milestones and prepare update reports.
- Provide secretariat services to project groups, committees, the Public Prosecution Advisory Board and all other forums and groups as required.
- Attend and take minutes at meetings. Record and actively follow up on tasks and action points.
- Process all applications including but not limited to expert witness requests, classification of counsel requests and Appointments of Crown Panellists.

- Complete administrative tasks as required, including proactively developing and managing electronic and hard copy file structure, word processing, proof reading and drafting routine correspondence to external parties.
- Manage group inboxes and other e-mail correspondence and calendars as required. Take phone calls as required.
- Manage the Prosecutors online Platform: upload documents, email enquiries and issues, registration of new members.
- Manage expenses and billing for the PPU team and the wider Criminal Group as required.
- Actively contribute to Crown Law's management and the office's business development.
- Understand, support and contribute to the development and implementation of the Office's strategic direction.
- Develop, manage, administer, and support the "Prosecutors Online Platform" website.
- Other duties as required.

Key Expectations

- To lend a hand when others need help.
- To be proactive in being involved where you can add value.
- To be conscientious.
- To be resilient.
- To keep yourself informed about what is going on both with Crown Law and relevant external stakeholders.
- To get involved with organisation events.
- To take responsibility for your own development.

Key Working Relationships

Internal

- PPU Team
- Finance and Legal Support teams

External

- Crown Solicitors and their offices
- Government Agencies
- Ministry of Justice

Skills, attributes and experience

- Experience providing executive and administrative support services in a legal environment.
- A high level of attention to detail and accuracy, excellent organisational skills and time management with the ability to effectively prioritise tasks.
- Strong problem-solving capabilities and attributes
- A high level of IT literacy including advanced technical skills using standard office programmes eg Word, Outlook and document management systems.
- Flexibility, adaptability and change responsiveness.

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