

POSITION DESCRIPTION

Position title:	Legal Secretary
Reports to:	Legal Support Leader
Group	Strategy and Corporate Group, Legal and Support Services
Date:	September 2017

Crown Law Overview

Crown Law provides legal advice and representation services to the government in matters affecting the executive government. 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 administers the prosecution process in the criminal justice system, in particular, trials on indictment before juries and provides leadership to several Government networks.

Crown Law's purpose is summarised in the following statements:

- **Legal experts:** We are experts in public, criminal, constitutional and Treaty of Waitangi law; enabling Government to pursue its policy objectives according to law.
- **Kaitiaki of the rule of law:** We support the Law Officers (the Solicitor-General and Attorney-General) to determine the Crown's view of the law.
- **System leaders:** We provide leadership for the networks of Crown Solicitors, public prosecuting agencies and in-house Government lawyers.

Crown Law's vision is to provide collaborative, indispensable, legal service.

Role Purpose

The role of Legal Secretary is to provide high quality senior administrative support and secretarial services including supporting the management of their designated team.

Key Result Areas

Principal responsibilities

- Provide high quality support to the team manager, assisting in projects as required and working with a high level of professionalism and integrity.
- Complete all administration tasks in a professional and timely manner. These may include but are not exhaustive to travel bookings, phone and diary management, meeting support, document management, billing and reporting.
- Assist in building Crown Law's professional capacity by assisting with the mentoring and development of junior staff.

- Effectively maintain all systems with accurate data in a timely manner including 3E maintenance.
- Understand, support and contribute to the development and implementation of the Office strategic direction.
- Understand, support and help drive the development and implementation of Office initiatives, policies and processes.

Experience and Qualifications

- Significant experience providing senior administrative support and secretarial services in a legal environment.
- A high level attention to detail and accuracy, unparalleled organisational skills and excellent time management with the ability to effectively prioritise tasks.
- Strong problem-solving and decision-making capabilities and attributes.
- The ability to supervise, mentor and develop administrative staff.
- A high level of IT literacy including advanced technical skills using standard office programmes eg Word, 3E, Outlook.
- Flexibility, adaptability and change responsiveness are essential attributes.

Competencies and behaviours

- **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.
- **Time management;** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Expectations of all Staff

- lend a hand when others need help
- be conscientious
- be resilient
- keep yourself informed about what is going on
- get involved with organisation events

Dated: September 2017

CROWN LAW STRATEGY

MISSION

/ present

VISION

/ future

