

POSITION DESCRIPTION

Position title:	Legal Support Leader
Reports to:	Legal and Support Services Manager
Responsible for:	Legal Secretaries, Legal Assistants, Other Team or Group specific administrative services
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 Legal Support Leader is responsible for the provision of administrative and management support to the Deputy Solicitors-General and Team Leaders, with the overall aim of assisting in the meeting of the Crown Law's objectives. This includes the day to day management and coordination of legal support resources to meet the needs of legal groups and teams, including secretarial and litigation support. In addition each Legal Support Leader will work with the Legal & Support Services Manager and other Legal Support Leaders to implement consistent standards and flexible working arrangements to meet the needs of Crown Law as a whole.

Key Result Areas

- Working with the Legal and Support Services Manager to develop consistent systems and processes for delivering legal support services across Crown Law.
- Working with other Legal Support Leaders to implement flexible legal support services within each of the Legal Groups, and across Crown Law.
- Leading and developing legal support resources to meet groups' and teams' legal support needs.
- Recruiting, managing and developing legal support staff, in accordance with Crown Law policies, to ensure appropriate levels of capability, capacity and individual development.
- Supporting the Deputy Solicitors-General and Team Leaders by:
 - Assisting with financial management of group and team budgets, and reporting on group and team performance against budget.
 - Providing appropriate levels of legal support resource as required by the group or teams.
 - Providing advice and input into the development of systems required to provide a coordinated, professional legal support service.
 - Undertaking administrative approvals functions (such as expenses, leave, training and travel).
 - General administrative support as required.
- Administrative support or participation in Office committees and seminars such as the Education Group, SEaDs, Professional Standards Committee.
- Undertaking responsibility for wider Crown Law support service functions including:
 - Develop, review and maintain Crown Law's emergency preparedness, disaster recovery and business continuity plans and processes.
 - Manage the procurement of goods and services to ensure the efficient running of Crown Law in accordance with Government procurement policies and guidelines.
 - Manage and coordinate the provision of centralised travel services across Crown Law, including participation in all of Government practices.
 - Coordinate the administrative functions of the recruitment process in conjunction with the Senior Human Resources Advisor and appointing managers in the Legal teams.
- Contributing to the development of Crown Law initiatives and policies.

Key Working Relationships

- Legal & Support Services Manager
- Other Legal Support Leaders
- Legal and Support Services Team
- Deputy Solicitors-General
- Legal Team Managers

Experience and Qualifications

The Legal Support Leader will have the following skills, qualities and experience:

- Management and individual development of staff.
- Experience in managing a range of support services, either in a government department or professional private sector organisation.
- Ability to identify systems requirements to deliver consistent legal support services.
- Ability to prioritise workloads and competing priorities.
- Solutions-focused.
- Self-motivated.

Personal Attributes

The Legal Support Leader will enjoy and excel at:

- Leading and influencing others.
- Adapting to change and managing a number of different things at once.
- Looking for ways to improve and develop people and processes.
- Identifying what is not working, looking for opportunities and developing practical solutions.
- Organising and being disciplined and structured in approach.
- Bringing things to a conclusion (finishing).

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

