

POSITION DESCRIPTION

Position	Chief People Officer
Team	Human Resources Team
Reports to	Deputy Chief Executive
Group	Strategy and Corporate
Date	1 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 context

The Strategy and Corporate Group is responsible for leading the development, and supporting the implementation, of Crown Law's organisational strategy through the delivery of specialist services. These services include human resources, finance, organisation performance, legal support and facilities and information and research.

Primary Purpose of Position

The Chief People Officer (CPO) is responsible for determining and providing leadership in developing, enhancing and executing human resources strategy in support of the overall business plan and strategic direction of the organisation, specifically in the areas of successions planning, talent management, change management, organisational and performance management, training and development, and compensation. The CPO provides leadership by articulating Human Resource needs and plans to the Senior Leadership Team.

The CPO leads and manages employee communications, organisational development, employee relations, policy development, legal compliance, compensation and benefits.

The position is responsible for nurturing, shaping and sustaining the overall cultural strategy for Crown Law. The CPO will work closely with the Senior Leadership Team to make culture a strong component of Crown Law's overall strategy and ensure the culture and behaviours support the new strategic direction. The CPO will also work with the Senior Leadership Team and Solicitor-General to implement and drive changes in the people domain arising from the new strategic direction and the review of the integrated operating model.

In addition the CPO is responsible for the payroll function, and the overall health, safety and wellbeing framework for the organisation.

Key Accountabilities

The job holder will:

- Champion, develop and implement HR strategies that effectively support Crown Law's goals and strategic direction and desired culture.
- Influence, shape and communicate the content of organisational strategies and strategic direction, particularly in relation to people based components.
- Collaborate with the Leadership Team and Team Managers to build organisational performance through people and related HR strategy.
- Influence and advise on best practice and approaches, and how best practice can be used and adapted to best fit the Crown Law culture and environment and are aligned to wider Public Sector initiatives.
- Lead a high-performing HR team to achieve the goals and desired culture of Crown Law through fostering a high level of functional and technical expertise within the team. Provide trusted and sought after advice on all HR matters. Challenge thinking to foster innovation in people leadership and represent ideas to be included in LT for debate.
- Provide timely, accurate, best practice advice and support across a broad range of workplace relations and people matters – including workforce planning, recruitment, induction, employment relations, remuneration, recognition and reward, Health and Safety, leadership development, training opportunities and change management.
- Establish and ensure the delivery of a clear work programme for HR. Ensure sound financial stewardship of the HR budget, eg monitor expenditure, set priorities, ensure any variations to expenditure are planned and reported with "no-surprises" management.
- Work effectively with members of the HR team to ensure that the work of HR is integrated and co-ordinated, and meets the needs of Crown Law managers seamlessly. Ensure that the HR Team is engaged, cohesive, works closely and supports the other team members with advice, information and assisting with the overall workload.
- Develop and maintain a professional relationship with the PSA. Responsible for the bargaining team for any union negotiations.

- Lead and take responsibility for coordinating Health, Safety and Wellbeing activity within Crown Law both at the operational and governance levels.
- Be an active and supportive member of the Strategy and Corporate management team and attend relevant Crown Law governance groups as needed.
- Complete any other duties consistent with the position required from time to time by the Deputy Chief Executive.

Key Working Relationships

Internal:

- Solicitor-General
- Leadership Team
- Team managers
- Senior business influencers

External:

- SSC and GM HR network
- Other Government Agencies
- Public Services Association
- Providers of HR products, services and systems

Person Specification

- At least 10 years progressive human resource generalist experience with more than 5 years at management level.
- A tertiary qualification and professional achievement in business or human resources management or related discipline.
- Hands-on experience across the broad range of human resources activities, including strategy development and implementation, operations, organisational development, employment relations and change and analysis.
- Have broad knowledge of the public sector and working with employment related legislation.
- Have demonstrated proficiency with applicable laws/regulations and management theories: including policy/procedure development; union activities; strong organisational skills in the areas of operations, budget and project administration; effective interface with diverse groups utilising your employment relations and emotional intelligence skills and effective supervisory skills.

- Excellent interpersonal, written and oral communication and presentation skills.

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

CROWN LAW STRATEGY

MISSION

/ present

VISION

/ future

