

POSITION DESCRIPTION

Position title: Business Analyst
Team: Public Prosecutions Unit
Reports to: Manager Public Prosecutions Unit
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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 Business Analyst role is accountable for the provision of high quality analysis and business information from which to provide Crown Law with the oversight of the public prosecutions sector.

The Business Analyst will also provide support to the Crown Law Government Legal Network group and other Crown Law business units as directed by the PPU Manager.

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 focused 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.

Key Result Areas

Business Information

- Provide accurate and timely business information to support the PPU, GLN and other managers with tactical and strategic decision making.
- Support the PPU as required and Crown Law's interface with the Justice Sector and Crown Solicitor network. This will be achieved by using data to support the goal of improving strategic decision making and service delivery.
- Have a thorough understanding of the business functions, supporting processes and information needs of Public Prosecutions Unit, Crown Law and Public Prosecutions sector.
- Assist the Co-ordination and collection of data from internal and external sources.
- Identify, analyse and document trends and patterns in both financial and non-financial service performance data from the Crown Solicitor network and public prosecutions sector.

- Support the development and maintenance of regular reporting frameworks for internal and external stakeholders, including the Crown Solicitor Network, Government Departments and Ministers.
- Provide input into prioritisation, action and resource to be applied to risks identified through analysis of information.
- Develop and maintain relationships with external stakeholders as required.
- Actively contribute to the development and future information needs of the Public Prosecutions Unit.

Organisation Improvement

- Undertake reviews of business processes and information flows to support business improvement.
- Provide guidance and support to Crown Law in implementing better business practices.
- Develop and maintain effective systems, models and processes in data collection, analysis and reporting to assist Crown Law in improving its performance and using its resources more efficiently.
- Participate in projects and business improvement initiatives as the opportunity arises.

Key Working Relationships

Internal

- Public Prosecutions Manager.
- Senior PPU Business Analyst.
- Finance and IT teams.
- Director GLN.

External

- Crown Solicitor Administration staff
- Other government departments and agencies, specifically those within the Justice Sector.
- Crown Solicitors.

Skills, Experience and Qualifications

The ideal appointee will have the following skills, qualities and experience:

- Relevant tertiary qualification and/or equivalent experience.
- Knowledge of commonly used principles, practices and procedures used for business analysis and systems development.
- Knowledge of government and public policy processes, with a knowledge of Justice Sector systems preferable but not essential.
- Experience with implementing projects in a challenging environment.
- Well-developed analytical, statistical and numerical skills.

- Understanding of technology use and trends including recognised computer skills in data management and data manipulation including experience with data analysis packages including Excel and Access.
- Knowledge and understanding of Privacy Act requirements.
- Demonstrated success in establishing and maintaining constructive working relationships with diverse groups and staff of all levels.
- Excellent presentation, facilitation, verbal and written communication skills including infographics skills in PowerPoint and Promap.
- Proven ability to plan, organise and work effectively under pressure to meet deadlines.

Personal Attributes

The Business Analyst will enjoy and excel at:

- Working with data and numbers and discovering patterns, options and solutions.
- Being methodical, logical and structured and deliberate in approach.
- Attending to detail and being precise.
- Organising and being disciplined and structured in your approach.
- Bringing things to a conclusion (finishing).

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.

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

