POSITION DESCRIPTION

Position title: Administrator

Department: Crown Law Office

Team: Government Legal Network (GLN)

Reports to: Director, Government Legal Network

Document Date: March 2017

**GLN Purpose and Objectives**

The Government Legal Network (GLN) is a collaborative initiative led by the Solicitor-General with the support of Government lawyers to facilitate an ‘all of government’ approach for legal services. The overarching purpose of the GLN is to provide high quality legal advice, services and value to the Crown, enabling the delivery of better public services to New Zealanders.

The objectives of the GLN are:

* To advance the quality and value of legal services delivered to the Crown
* To leverage the legal resources and expertise of the Crown
* To develop a system view of and response to legal risk
* To enable flexibility in the allocation of legal capability and capacity
* To facilitate professional development, and collegial support
* To promote the role of the government lawyer as a preferred career choice
* To realise efficiencies and savings
* To develop GLN leadership and talent

The GLN Team is a dedicated resource established within the Crown Law Office for the purpose of leading, facilitating and co-ordinating achievement of the purpose and objectives of the GLN.

**Primary Purpose of Position**

The main purposes of this role are:

* To provide excellent administrative and logistics support services, which assist the GLN team in delivery of the annual GLN programme of work.
* To maintain and enhance GLN member services and relationships through responsive and friendly issue management and communications.
* To provide quality event management and project support.

**Key Result Areas**

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

### Executive and team support

* Provide efficient and effective executive support function to the GLN Director and high level support to the team, assisting in projects as required and working with a high level of professionalism and integrity.
* Provide prompt, accurate well-presented records and documentation.
* Maintain confidentiality of documentation and information as required and as appropriate.
* In conjunction with the Director, manage work plan/s and/or project plans, keeping documents updated, assist with task management and monitor and follow up on milestones.

### GLN members and stakeholders logistics, communications and support services

* Manage GLN Online members’ management issues and processes including logins, new members, email enquiries and related issues.
* Assist in preparation of GLN Online and other member communications and announcements.
* Provide liaison point and engender positive working relationships with GLN members and stakeholders.
* Provide general liaison and support services to the GLN practice groups and other GLN member initiatives.

### Events and Meetings management and co-ordination

* Provide logistics for and support delivery of GLN professional development events and seminars
* Provide GLN Board with administrative support and co-ordination as directed.
* Co-ordinate and assist with the arrangement of meetings and events, including for example agendas and meeting logistics.
* Arrange travel, attendance at seminars, conferences.

### Administrative Support

* Develop, maintain and improve administrative systems and processes to support efficient operation of the GLN team
* Complete all administration tasks in a reliable, professional and timely manner.
* Take messages, answer queries and redirect queries as appropriate, managing phone calls, mail and visitors.
* Post and maintain GLN On-line content and provide support for GLN On-line content management, projects and initiatives.
* Complete administrative tasks as required, including proactively developing and managing effective electronic and hard copy file structure, word processing, proof reading and drafting routine correspondence to external parties.
* Liaison with GLN suppliers and or contractors.
* Process payments and invoices in accordance with team financial delegations.

### Project management and / or co-ordination of:

* GLN projects as assigned by the Director

### Team and individual performance

* Understand and support the implementation of the GLN and Crown Law Office strategic direction.
* Understand and support the implementation of GLN and Crown Law Office initiatives, policies and processes.

**Key Working Relationships**

* GLN Team
* GLN Online users
* GLN practice groups / forums and seminar/event participants
* GLN external providers/contractors

**Skills, attributes and experience**

* Experience providing reliable executive and administrative support services in a legal / law firm/public sector 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.
* Demonstrated attributes of energy and drive, flexibility, adaptability and change responsiveness are essential.

**Competencies and behaviours required**

* **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