



# POSITION DESCRIPTION

Position title | Tūranga: Legal Administrator | Kaiāwhina Ture

Reports to: Team Manager, Legal Support

Group: Legal Operations, Strategy and Corporate Group

Document Date: July 2024

## Te Tari Ture o te Karauna | Crown Law Overview

Crown Law's purpose is to serve New Zealand by supporting the Government to operate lawfully.

Crown Law's functions are:

- Supporting the Law Officers (the Attorney-General and Solicitor-General) of the Crown.
- Providing legal services to Government with excellence.
- Leading the government legal profession.
- Overseeing public prosecutions.

Crown Law provides legal advice and representation services to the Government in matters affecting the executive government. The services Crown Law provides include matters covering judicial review of government actions, constitutional questions including Te Tiriti o Waitangi/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, Crown prosecutions.

## Our Crown Law Values | A Tātou Tikanga Mahi

Crown Law team members strive for professional legal excellence and to demonstrate the following Crown Law Values in our interactions with each other, our clients and in all we do.

- We look after the **mana** of other people
- We value our **differences**
- We **care** about each other
- We recognise our **impact** on others
- We take **pride** in all we do

## Public Service Introduction | Kōrero Whakataki mō ngā Ratonga Tūmatanui

In the public service, we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ka mahitahi mātou o te ratonga tūmatanui, kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

## About the Role | Mō te Tūranga

The Legal Operations Branch provides high quality legal support services to enable Crown Law to build a better Aotearoa through a responsible, lawful government. This includes providing legal administrative support for legal counsel, a range of services to enable successful litigation, and office administration to ensure the smooth running of the Crown Law Office.

The Legal Support Teams provide administrative and legal support to legal teams, enabling them to deliver quality legal advice and representation services. The Legal Support Teams work closely with the Litigation Support and Discovery Support Teams to ensure quality outcomes and end-to-end support services for counsel and litigation matters.

This role delivers high quality administrative and legal support services to counsel, which contributes to Crown Law delivering on its vision and strategy.

## Key Responsibilities | Ngā Haepapa Matua

### Legal and Administrative Support

Prepare and manage documentation for counsel, this may include:

- Setting up court documents, briefings, letters of advice and other legal documentation using Crown Law's precedents.
- Formatting and finalising court documents, briefings, letters of advice and other legal documentation adhering to the Crown Law Style Guide. This may also include proofreading where required.
- Liaising with the Litigation Support Team on the preparation of various court documents for filing and service, as well as ensuring pleading files have been updated.
- Carrying out transcription / dictation for counsel when requested, this could include arranging large transcriptions to be outsourced to our preferred providers.
- Manage files, including opening and closing of matters.
- Maintain various internal systems with accurate data, including 3E, iManage and WorkSite databases.
- Manage team calendars for fixtures and court deadlines.
- Coordinate and manage travel bookings including flights, accommodation and car rentals.

- Plan, organise and manage meetings and timetables including, but not limited to, meeting and greeting visitors to the office.
- Arrange couriers, including booking, packaging, tracking and follow-up as required.
- Assist counsel with client and financial reports, files and briefings to external parties.

#### **Communication and Relationship Management**

- Build and manage relationships with team members and key stakeholders both internally and externally.
- Provide guidance and support to other team members and Legal Operations staff.
- Assist counsel with team events, including proactively providing reminders of upcoming deadlines.

#### **Financial Administration**

- Prepare monthly client bills, including drafting narrations and liaising with Accounts Receivable for processing.
- Process court filing fees using the Ministry of Justice 'File and Pay' system.
- Reconcile receipts for approval using FlexiPurchase.
- Process invoices received from clients and external suppliers.

#### **Health and Safety**

- Complies with all reasonable instructions regarding wellbeing, health and safety policies and processes and also the Health and Safety at Work Act 2015.
- Takes reasonable care to ensure that, in the performance of their employment, they do not undermine their own wellbeing, health and safety or that of any other person.
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

#### **General**

- Complete or assist with any other duties consistent with the position required from time to time by the Team Manager, Legal Support.

### **Key Working Relationships | Ngā Hononga Matua**

#### **Internal**

- Legal Team Managers and Counsel
- Litigation Support, Discovery Support, Office Administration, and Library and Research teams
- Records team
- Finance team
- IT team

## External

- Barristers
- Clients
- Attorney-General's Office
- Ministers' Office
- Court and Tribunal staff

## Qualifications, Skills and Experience | Tohu, Pūkenga me Ngā Wheako

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

- Experience in providing quality administrative support in a legal environment.
- Advanced Microsoft Office skills (specifically advanced features in Word, including referencing and indexing, and Outlook).
- Excellent organisational and time management skills with the ability to effectively prioritise tasks.
- Accurate typing, formatting and proofreading skills.
- Clear oral and written communication skills with accurate grammar and spelling.
- Strong problem-solving and decision-making capabilities.
- Strong relationship management skills and an ability to build positive working relationships.

## Personal Attributes | Ōu Āhutatanga Ake

The Legal Administrator will be motivated and engaged by:

- Producing quality work consistently with accuracy and attention to detail.
- Taking a trusted advisor approach with counsel to develop options in meeting deadlines and understanding the big picture pressures.
- Anticipating counsel requirements and proactively providing appropriate administrative support.
- A high degree of confidentiality and ability to build trusted relationships.
- Being a reliable team player who listens and contributes to ideas, creating a trustworthy and cohesive environment.
- Problem solving and managing complex tasks.
- Providing coaching and guidance to other administrative staff.
- Supporting change and managing a number of different things at once.
- Honour and Integrity: Be a role model of Crown Law policies and Values. Adheres to the Code of Conduct for the Public Sector at all times and model the Standards within the Office.

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