



POSITION DESCRIPTION

Position title:	Legal Administrator
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 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 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.

Crown Law's vision is to provide collaborative, indispensable, legal service. 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.

A Tātou Tikanga Mahi | Our Crown Law Values

Crown Law is committed to ensuring te ao Māori and te Tiriti informs how we work and is at the heart of everything we do. We value experience, knowledge and understanding of te reo and tikanga within Crown Law.

Crown Law team members strive 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

The organisation is committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.



Kōrero Whakataki mō ngā Ratonga Tūmatanui | Public Service Introduction

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Mō te Tūranga | About the Role

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.

Role Purpose

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

Ngā Haepapa Matua | Key Responsibilities

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; and organising and coordinating catering for meetings and functions.
- Arrange couriers, including booking, packaging, tracking and follow-up as required.
- Assist counsel with client and financial reports, files and briefings to external parties, including presentations.

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.

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 and update FlexiPurchase system for approval.
- Process invoices received from clients and external suppliers.

Health and Safety

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take 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.
- Work 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.

Ngā Hononga Matua | Key Working Relationships

Internal

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



External

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

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

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

- Experience in providing quality administrative support in a legal environment.
- Advanced MS Office skills (specifically advanced features in Microsoft Word including referencing and indexing and Microsoft 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 building positive working relationships.

Ōu Āhuatanga Ake | Personal Attributes

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.

Date approved	
Review /Content updated date	
Document owner	Human Resources