



POSITION DESCRIPTION

Position title:	Legal Systems Administrator
Team:	Finance and Performance
Reports to:	Senior Systems Accountant
Document Date:	May 2026

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 of the Crown
- Leading the government legal profession
- Overseeing public prosecutions
- Providing legal services to Government

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.

A Tātou Tikanga Mahi | Our Crown Law Values

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

We strive to incorporate and reflect te reo Māori and tikanga in the workplace. Crown Law is also 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 hāpori, 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 System Administrator role will provide legal and finance system support to counsel, legal team managers, legal support teams across Crown Law, the role will be a mixture of BAU and project work, including supporting the current system and any potential system upgrades or changes. You will be someone who has an understanding of legal work and legal systems and will assist the legal teams, legal support teams and finance team to improve their processes and work effectively across the business.

The role will work closely with and report into the Senior Systems Accountant role, and as a team you will support and enhance the legal and finance systems, including contributing to the Legal Practice Management project, to ensure the systems are supporting the business and helping us to achieve our strategic outcomes.

Ngā Haepapa Matua | Key Responsibilities

Systems

- Reviewing and maintaining all legal and finance systems procedures
- Working with the Senior Systems Accountant on system upgrades and updating the legal teams and legal support teams on changes
- If failure or outages occur, promptly work with the Senior Systems Accountant to resolve
- Assist the Senior Systems Accountant with reporting, data retrieval, providing training, support and report writing expertise for the legal and finance teams
- Assisting in the creation of process maps, work instruction and end-user training
- Maintaining users, matters, clients and assisting with time recording queries
- Monitoring and administering the finance legal system support inbox



Processes

- Support the legal teams and legal support teams with the development of reporting solutions to produce matter, time recording and other legal system information.
- Assist with the responses to OIAs, by providing raw data from the legal and finance systems
- Maintain training and reference materials

Lead/contribute to continuous improvements and best business practices

- Recommend, document, test and implement process improvements where identified
- Work closely with the Senior Systems Accountant to support the wider organisation on the legal and finance systems

Project Work

- Acting as an additional Legal SME (subject matter expert) for any system upgrade, for both the legal, finance and reporting systems, helping to ensure best practice processes are adopted
- Supporting system and process changes as required
- Documenting any new legal processes, such as matter opening and closing, and billing review and approval
- Working with the legal teams to design and develop reports
- Work with the Senior Systems Accountant and provide legal processes insight, on system enhancements and/or new system solutions

Health and Safety

- Complies with all reasonable instructions regarding Health and Safety policies and processes and 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 health and safety or the health and safety of any other person; and
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported

General

- Any other reasonable requests by your manager
- Provide support for finance system admin as required
- First point of contact for legal system queries
- Escalate important and/or urgent issues to the Senior Systems Accountant

Ngā Hononga Matua | Key Working Relationships

Internal

- Legal Support Managers
- Legal Team Managers
- Senior Systems Accountant
- Legal Support Staff
- Counsel
- Finance Team



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

Experience

- Understanding of general legal processes and legal systems experience
- Systems change and improvements experience desirable
- Knowledge of public sector reporting requirements desirable
- User training experience

Skills

- Strong numeracy, analytical and problem-solving skills
- Good written and oral communication skills, including presentation of technical information to non-technical users
- A high level of initiative, judgement, and integrity
- Ability to identify opportunities to streamline systems and processes to achieve efficiencies and to develop enhanced internal controls
- Building strong working relationships within the organisation
- Being methodical, logical, structured and deliberate in your approach
- Attention to detail and being precise
- Being a team player who is collaborative and prepared to offer assistance to co-workers when required
- Strong organisational skills including time management, juggling priorities and meeting deadlines
- An understanding of the principles of te Tiriti o Waitangi/the Treaty of Waitangi
- A good general knowledge of, and respect for, te ao Māori and tikanga, or a willingness to learn and apply
- Competence in, or willingness to develop competence in, te reo Māori

Ōu Āhuatanga Ake | Personal Attributes

- Values and respects te ao Māori, te reo and tikanga and has a personal commitment to continuing to develop knowledge of, and in, these three areas
- Honour and Integrity: Be a role model of the Crown Law policies and values.
- Adhere to the Code of Conduct for the Public Sector at all times and model the standards within the Office
- Accountability for self-development
- Demonstrate conscientiousness and resilience

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