



POSITION DESCRIPTION

Tūranga | Position title: Kaiwhakahaere Pīra Taihara | Criminal Appeals Support Administrator

Reports to: Criminal Appeals Support Team Manager

Group: Criminal Group

Document Date: Updated June 2021

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 Tataou 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 Operational Services Group provides high quality administrative and business services to enable Crown Law to deliver collaborative, indispensable legal service to the government. We take a business partnering approach to delivering professional, customer-centred services. These include tailored support for legal counsel, a range of services to enable successful litigation, and business services to ensure the smooth running of the Crown Law Office.

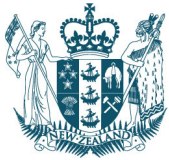
The Litigation Enablement Team provides a range of services to support successful litigation, including discovery, dedicated administrative assistance on litigation and other complex matters, and the administrative coordination of criminal appeal cases. The Criminal Appeals Team is responsible for providing administrative and coordination support to facilitate Crown Law's response to criminal appeals.

The Role Purpose is to work as senior member of the Criminal Appeals Support Team. To provide high quality legal and administrative support with focus on responding to criminal appeals to the High Court, Court of Appeal and Supreme Court. Be a trusted partner for Counsel, other Strategy and Corporate staff, and external parties through proactively delivering high quality administrative services based on strong relationship management and expertise in the criminal appeals process. Provide guidance and coaching to the Criminal Appeals Assistant(s) in order to drive quality outcomes and improvements, supporting Crown Law to deliver on its vision and strategy.

Ngā Haepapa Matua | Key Responsibilities

Information Management

- Prepare and manage documentation for the Criminal Appeals Support Team Leader and Criminal Team Counsel. This includes creating matter-related documents adhering to Crown Law's standards for saving and retrieving documents, plus accurate formatting aligned to appropriate legal standards and guidelines.



- Search for and source and/or locate information for Counsel and Courts in a timely manner.
- Co-ordinate and track requests, including files where appropriate.
- Updating and maintaining precedents/templates.
- Effectively maintain all systems with accurate data in a timely manner including 3E maintenance and databases.
- Assist with the timely response to office-wide requests for information under the Official Information Act, Privacy Act, Ministerial requests, or similar.
- Responsible for making sure the Criminal Appeals Manual is up-to-date and accurate.
- Monitor Criminal Counsel Team's calendar for overdue submissions and liaise with Counsel/Court if overdue.
- Manage Auckland Criminal Team Counsel Crown Solicitor and Police files.

Supporting the Team Leader Criminal support (during periods of peak volume) by assisting with:

- Liaising with Crown Solicitors, Police, and other prosecuting agencies on current matters. This includes gathering and coordinating all material relevant to the appeal
- Maintaining the Criminal Team Appeals Calendar and appointments.
- Liaising with the High Court, Court of Appeal and Supreme Court registries to obtain and manage fixture dates, and to ensure timetabling orders are met.
- Liaising with Team Manager(s), Counsel and when required, external legal providers regarding the allocation of files and timetabling orders.
- Perusing appeal submissions and files to ascertain facts to determine whether early/further action is required. Assist in monitoring and managing unallocated files with timetabling orders.
- Liaising with Crown Solicitors, Police, other prosecuting agencies, and victims to advise of fixture dates and outcomes of appeals.
- Management of the appeals database/reports and review reports to ensure data is accurate and to assist with workflow management and planning
- Management of Counsel calendars and appointments

Delegated Authority

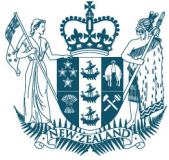
- Possess full delegated and decision-making authority for the Criminal Appeals Support Team in the absence of the Criminal Appeals Support Team Leader

Communication

- Establish and maintain external relationships (including clients, courts) as appropriate to Counsel cases, ensuring information flow is timely and accurate.

Financial Administration

- Checking invoices for accuracy and gaining sign-off.
- Follow up with Crown Solicitors or Barristers if invoices not received or incorrect.



- Responsible for maintaining financial briefed out reports.

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.

People

- Provide formal training and assist in coaching of the Criminal Appeals Assistant(s).
- Provide guidance and direction, taking a collaborative problem-solving approach to determine best solutions.

Business Awareness

- Review and provide quality assurance of criminal appeals administration work undertaken by Criminal Appeals Assistant(s)
- Proof-read and check work to ensure quality of all documents meets expectations and standards.
- Identify opportunities to add value and implement improvements

Relationship Management

- Establish and maintain positive working relationships with all relevant parties (including court registries, Crown Solicitors, Police, other prosecuting agencies, Victim Advisors, and Victim Support) to ensure interagency coordination of criminal appeals.
- Provide guidance and support to the other Operational Services team members.
- Share information (advice, letters, memos, outcomes) to support others as required.
- Liaise with Legal Personal Assistants and Legal Support Managers to ensure Counsel are supported to respond to the appeal.

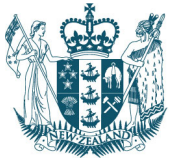
General

- Complete or assist with any other duties consistent with the position required from time to time by the Criminal Appeals Support Team Leader.

Ngā Hononga Matua | Key Working Relationships

Internal

- Counsel
- Team Managers
- Finance
- IT
- LPAs



External

- Courts
- Barristers
- Crown Solicitors
- Police
- Corrections
- SFO
- FMA
- Customs
- Victim Advisers
- Victim Support
- Other prosecuting agencies

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

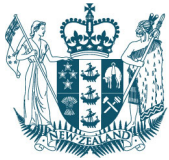
The ideal appointee will have the following skills, qualities and experience:

- Significant experience in providing quality administration support in a legal environment
- Strong relationship management skills, building positive working relationships and influencing others
- Strong problem-solving and decision-making capabilities
- Excellent organisational skills and time management skills with the ability to effectively prioritise tasks
- Coaching staff and providing guidance to team members
- Advanced MS Office skills (specifically advanced features in Microsoft Word including referencing and indexing and Microsoft Outlook)
- Clear verbal and written communication skills with accurate grammar and spelling
- Accurate typing, formatting and proofreading skills.

Ōu Āhuatanga Ake | Personal Attributes

The Criminal Appeals Administrator will be motivated and engaged by:

- Being well organised and enjoy handling multiple tasks at the same time
- Supportive of change and managing a number of different things at once
- Taking a methodical approach to tasks and deliverables
- Providing guidance and support to other administrative staff
- Working with others in a team environment
- Managing the event process from first contact through to successful execution of the event



Te Tari Ture o te Karauna Crown Law

- Communicating with a diverse range of people. Commitment to continuing to develop knowledge of Te Reo, Te Ao Maori and Tikanga
- Ability to share and demonstrate Crown Law's Values.

Date approved	23 June 2021
Review /Content updated date	December 2023 (Nov 2024 – updated group and reporting lines)
Policy owner	Human Resources