

# POSITION DESCRIPTION

Tūranga | Position title: Kaitohutohu Matua | Senior Advisor

Team Public Prosecutions Unit

Reports to Public Prosecutions Manager

### Group Criminal

Document Date January 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 Ways of Working in our interactions with each other, our clients and in all we do.

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

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 ū 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 nahana 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**

Crown Law plays a critical role in Public Prosecutions, which the Solicitor-General leads as head of profession. Crown Law provides legal advice and representation services to the government in matters affecting the executive government, particularly in areas of criminal and public law. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also oversees and administers the prosecution process in the criminal justice system, in particular, Crown Prosecutions before juries.

Crown Law's purpose is therefore to provide authoritative legal representation and advice to Government to enable it to achieve its objectives, act lawfully and discharge its constitutional duties, and provide general oversight of the conduct of public prosecutions including supervision and conduct of Crown prosecutions and appeals while being financially sustainable.

Within Crown Law and one of four teams in the broader Criminal group, the Public Prosecutions Unit (PPU) is focused on supporting the Solicitor General's oversight of public prosecutions. This work includes the oversight of the Crown Solicitor Network including robust financial management and ensuring all oversight mechanisms support on the ongoing delivery of high-quality Crown Prosecution services.

### **Ngā Haepapa Matua | Key Responsibilities**

#### **Advisory Work**

- Provide specialist advice to the PPU on complex matters that support the Solicitor General's oversight of public prosecutions.

- Prepare and contribute to briefings, reports, and analysis to support assurance and broader decision-making.
- Support the unit's reporting and data processes, including interpretation and analysis of information from Crown Solicitors and prosecuting agencies.

#### Reviews and Quality Assurance

- Contribute to Crown Solicitor and prosecuting agency reviews, including in-depth and survey-based reviews.
- Analyse review material, identify issues, and assist with the preparation of clear, well-reasoned written outputs.
- Support quality assurance processes and the development of performance frameworks.

#### Projects and Initiatives

- Lead discrete pieces of work or workstreams as assigned.
- Provide specialist input into initiatives aimed at improving prosecution quality, consistency, or system performance.
- Work collaboratively with colleagues leading broader projects.

#### Relationship Management

- Build and maintain effective working relationships with Crown Solicitors, prosecuting agencies, and justice-sector stakeholders.
- Support engagement with external stakeholders through preparation, analysis, and follow-up.

#### General

- Contribute to other PPU work as required.
- Undertake other reasonable tasks requested by the PPU Manager.

### Ngā Hononga Matua | Key Working Relationships

#### Internal

- Public Prosecutions Manager.
- Legal and non-legal team advisors

- Reporting & Team Administrator.
- The team's business analysts.
- Criminal Team Managers.

**External**

- Crown Solicitors and Crown Solicitor administrative staff
- Government prosecuting agencies
- Justice-sector stakeholders

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

The ideal Senior Advisor will have the following skills, qualifications and experience:

- Tertiary qualification in a relevant discipline (policy, legal, business, or related field).
- Significant experience in policy or advisory roles, ideally within the justice sector.
- Experience contributing to reviews, assurance processes, or complex advisory work.
- Strong analytical capability and the ability to produce clear, well-structured written material.
- Experience working in complex or sensitive environments requiring judgement and discretion.

**Ōu Āhuatanga Ake | Personal Attributes**

The Senior Advisor will be effective at:

- Exercising judgment and developing productive working relationships.
- Communicating clearly and producing high quality written work.
- Attending to detail and being precise.
- Bringing things to a conclusion in a timely manner.

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