



POSITION DESCRIPTION

Tūranga Position title:	Kaiwhakahaere Tīma Team Manager
Department:	Legal
Reports to:	Deputy Solicitor-General
Responsible for:	Assistant Crown Counsel, Crown Counsel, and Senior Crown Counsel
Document Date:	February 2013

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 kōunga, 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 role of legal team Managers is to lead the delivery (personally and through the team) of effective and efficient client-focused legal advice and representation to Ministers and government departments. In addition to providing professional leadership, managers are responsible for ensuring the team has the appropriate mix of counsel resource, and performance managing those counsel.

Managers are responsible for allocation of work, including collaborating with other legal team Managers to ensure the best counsel from across the Office are working on a file. They participate in the development and implementation of the Office's strategic direction, including the preparation and implementation of policies and processes which support that strategic direction.

Ngā Haepapa Matua | Key Responsibilities

Principal responsibilities

- Manage and lead the allocated legal team to ensure it provides high quality and client-focused advice to Ministers and government departments. Ensure counsel work proactively with clients to identify and manage Crown legal risk.
- Allocate work that comes to the team by collaborating with the other legal team Managers and ensuring the most appropriate counsel from across the Office are allocated to each file. As part of this ensure work is done by counsel at the right level.
- Proactively manage balance between management and legal responsibilities.
- Personally represent the Crown in the courts, tribunals and alternative dispute resolution fora.



- Personally provide high quality and client-focused advice to Ministers and government departments.
- Personally work proactively with clients to identify and manage Crown legal risk.
- Personally provide high quality input into whole of government policy initiatives or policy in areas of individual subject-matter expertise.
- Accountability for the successful management and professional leadership of counsel within the team, encouraging high performance through coaching, mentoring and effective performance management.
- Develop and maintain the team's capability by ensuring the team has counsel with an appropriate range of capabilities to deliver the work effectively. This includes appropriate recruitment to fill vacancies that arise.
- Financial management regarding the team. This includes understanding how the team's actions impact on affected appropriations and assisting the relevant Deputy Solicitor(s)-General in ensuring the appropriations are not exceeded.
- Ensuring the team as a whole and counsel within the team understand, support and comply with Office initiatives, policies and processes. Where required, support in the development of these areas.
- Assist with ensuring effective working relationships between the Office's clients and the allocated legal team in particular. Ensuring all work is client-focused and provided to the expected standards.
- Assist with the resolution of any conflicts or disputes with clients that may arise from time-to-time.
- Input into and support the strategic direction, focus and policies for the Office.
- Input into and support development and implementation of Office initiatives, policies and processes. Lead compliance with all Office policies and processes by example.
- Be a role model of the Crown Law policies and values and adhere to the New Zealand Public Service Code of Conduct at all times.

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.



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

- Bachelor of Laws (or equivalent) or above.
- Admissions in New Zealand as a barrister and solicitor and eligibility to hold a current practicing certificate issued by the New Zealand Law Society.
- Significant experience providing legal advice and representation to clients.
- Experience in managing and mentoring people in a dynamic and changing environment

Ōu Āhuetanga Ake | Personal Attributes

You will enjoy and excel at:

- Interpreting, analysing and communicating complex technical/legal information;
- Working with sensitive political issues and in uncertain or ambiguous situations;
- Being organised, planning and balancing multiple priorities;
- Working under pressure and to tight deadlines;
- Creating relationships and influencing others positively to achieve results.

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