



POSITION DESCRIPTION

Tūranga | Position title: Kaitohutohu, Ratonga Minita | Advisor, Ministerial Services

Reports to: Manager, Planning and Performance

Team: Finance & Performance

Document Date: February 2023

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 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 Advisor, Ministerial Services is responsible for administering and coordinating the process for receipting, scoping, and determining the risks associated with all official correspondence including official information requests (OIRs), parliamentary questions, ombudsman and privacy requests. This will also include being responsible for coordinating processes to acquire content, drafting responses and obtaining legal and other advice as required.

The role will also provide administrative support for our Private Secretary based in the Attorney General's Office. This includes helping to maintain an effective relationship between the Attorney General's Office and Crown Law's Leadership Team.

Ngā Haepapa Matua | Key Responsibilities

- Manage and coordinate in a timely way the process for receiving, logging, scoping, and determining risks associated with official information requests, Parliamentary Questions, Ministerial correspondence and other requests
- Agree response requirements and coordinate process to obtain content
- Manage and coordinate the process to obtain feedback and finalise the response
- Coordinate consultation, sign-off and communications processes
- Maintain accurate records of all official correspondence in accordance with the relevant acts and Crown Law expectations
- Provide reporting on the status of information requests and assist with any annual reporting of this data as required
- Identify and escalate issues and risks



Te Tari Ture o te Karauna Crown Law

- Identify and communicate opportunities to improve the systems and processes by which information requests and official correspondence is managed within Crown Law
- Identify and take advantage of opportunities to grow knowledge and lift understanding within business groups about best practice management of official correspondence
- Work alongside Crown Law's Private Secretary to the Attorney General, providing administrative support as required
- Develop knowledge of the workings between the Attorney General's Office and Crown Law
- Manage the process of judicial appointments between the Ministry of Justice, Attorney General and Crown Law.

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

- Any other reasonable requests by your manager.

Ngā Hononga Matua | Key Working Relationships

Internal

- Manager, Planning & Performance
- Private Secretary
- Executive Advisor to the Solicitor General
- Crown Law Managers

External

- Attorney General's Office and staff
- Parliamentary Counsel, and EA to Parliamentary Counsel
- Ministry of Justice appointment team and BORA team
- Parliamentary staff, including Private Secretaries in other portfolios and Cabinet Office staff

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

Qualifications

- A relevant tertiary qualification (not necessarily required)

Experience

- Strong communication skills both oral and written, including the ability to build and maintain relationships with a broad range of stakeholders
- Experience in managing official information and other requests for information



**Te Tari Ture
o te Karauna**
Crown Law

- Experience in providing advice that identifies risks, issues, options and recommendations
- Strong written and oral skills
- A working knowledge of the Machinery of Government, including the Official Information and Privacy Acts
- Strong organisational skills to be able to work under the pressure of multiple demands and use organisational templates and processes
- Ability to consult, engage and negotiate with others, under the supervision of your manager, with staff across Crown Law, legal, finance, and other shared-services teams
- A good general knowledge of, and respect for, te ao Māori and tikanga, or a willingness to learn and apply

Ōu Āhutatanga 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, including its 'Crown Law Values'.
- Adhere to the New Zealand Public Service Standards of Integrity and Conduct at all times and model the Standards within the Office
- Accountability for self-development
- Demonstrate conscientiousness and resilience

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