

POSITION DESCRIPTION

Tūranga | Position title: Kaiāwhina Kēhi | Case Assistant

Reports to: Team Manager, Litigation Support

Group: Legal Operations, Strategy and Corporate Group

Document Date: June 2019

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 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 Litigation Support Team provides a range of services to support successful litigation, including dedicated administrative assistance on litigation and other complex matters, and providing high quality administrative support with a focus on litigation preparedness and court readiness for Crown Law Counsel, supporting Crown Law to deliver on its vision and strategy.

Ngā Haepapa Matua | Key Responsibilities

Evidence Collation

- Prepare and manage material for electronic casebooks, bundles and exhibits. This includes drafting indices, gathering materials, producing electronic and/or hardcopy bundles.
- Compile affidavits (eg. putting together including exhibits, getting them sworn/affirmed).
- Prepare and manage material for pleadings. This includes updating electronic and/or hardcopy Court document files, loading information onto electronic devices, filing and service of Court documents.
- Effectively maintain all systems where necessary with accurate data.
- Proof-read and check work to ensure quality of all documents meets expectations and standards, particularly to the New Zealand Law style guide and court rules.

Logistics

- Ensure delivery of accurate information to court in the defined timelines as required.

Health and Safety

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and also the Health and Safety at Work Act 2015.

- Take reasonable care to ensure that, in the performance of your employment, you do not undermine your 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

- Counsel
- Library
- Finance
- IT

External

- Courts
- Other Parties/Tribunals

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

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

- Excellent organisational and time management skills with the ability to effectively prioritise tasks
- Exposure to office environment, using photocopying, scanning technology
- MS Office skills (specifically Microsoft Word and Microsoft Outlook)
- Clear oral and written communication skills with accurate grammar and spelling
- Accurate typing and formatting skills
- High attention to detail

Ōu Āhuatanga Ake | Personal Attributes

The Case Assistant will be motivated and engaged by:

- Producing quality work consistently with accuracy and attention to detail
- Supporting change and managing a number of different things at once
- Taking a methodical approach to tasks and deliverables
- Working with others in a team environment
- Understanding their contribution and how it impacts Counsel and Court.

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| Date approved | June 2019 |
| Review /Content updated date | Feb 2026 (Crown Law Values updated) |
| Document owner | Chief People Officer |