

POSITION DESCRIPTION

Position title | Tūranga: Assistant Crown Counsel | Rōia Āwhina o te Karauna

Reports to: Legal Team Manager

Group: Crown Legal Risk Group, Attorney-General's Group & Criminal Group

Document Date: June 2026

Crown Law Overview | Te Tari Ture o te Karauna

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 (the Attorney-General and Solicitor-General) of the Crown.
- Providing legal services to Government with excellence.
- Leading the government legal profession.
- Overseeing public prosecutions.

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.

Our Crown Law Values | A Tātou Tikanga Mahi

Crown Law team members strive for professional legal excellence and 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.

Public Service Introduction | Kōrero Whakataki mō ngā Ratonga Tūmatanui

In the public service, we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ka mahitahi mātou o te ratonga tūmatanui, kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

About the Role | Mō te Tūranga

An Assistant Crown Counsel is responsible for providing legal assistance and support to more senior legal counsel in the provision of legal professional services to clients.

There is an expectation that Counsel will be responsive to the business needs of Crown Law and/or their own professional development and be willing to work in other areas of Crown Law's legal practice either on a temporary or permanent basis.

Key Responsibilities | Ngā Haepapa Matua

Some responsibilities may vary between teams.

Legal Services

- Provides legal and administrative support to counsel in the provision of legal services to clients, working toward being responsible for day to day conduct of simple files.
- Drafts or prepares legal opinion, court documents and submissions, including (in the criminal group) providing first opinions on law officer matters and running Mutual Assistance in Criminal Matters Act 1992 files with minimal supervision.
- Prepares for, and assists with, court work and court appearances by senior counsel, including appearances as junior counsel and, where required, lead counsel on selected matters under the supervision of more senior counsel.
- Liaises with and interviews witnesses for development of briefs of evidence and affidavit evidence.
- Undertakes work in relation to the discovery process, including identifying and making judgements on the release of documents.
- Assists with response to Official Information Act 1982 and Privacy Act 2020 requests (and complaints) including identifying and making judgements on the release of documents.
- Participates in meetings with clients, including Ministers and senior officials and provide (or draft) advice along with senior legal counsel.
- Researches the law and legal precedents using a range of information tools.
- Assists with file management and complies with office administrative requirements, including completing timesheets and billing in a timely manner.
- Continues with professional self-development and demonstrates a current knowledge of legal issues and principles.

- Contributes and takes initiative to be involved in Crown Law committees and undertakes project work or other duties as agreed with the Legal Team Manager.

Relationship Management

- Has contact with clients, external counsel, counsel for other parties, often as principal contact as required.
- Is dedicated to meeting the expectations and requirements of clients and develops an understanding of their business, the operational context and imperatives in which they work, to provide client-focused advice.
- Develops and gains an understanding of how the public sector works, including the expectations of Ministers and Chief Executives.
- Works collaboratively with others and builds constructive and effective relationships with peers, clients and others both within and external to Crown Law and gains their trust and respect.
- Is an active participant of the Government Legal Network and builds and establishes relationships across the Government Legal Network and other relevant stakeholders.

Wellbeing, Health and Safety

- Complies with all reasonable instructions regarding wellbeing, health and safety policies and processes and also 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 wellbeing, health and safety or that of any other person.
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

General

- Any other reasonable requests by their manager.

Key Working Relationships | Ngā Hononga Matua

Internal

- The Solicitor-General.
- The Deputy Solicitors-General and the Deputy Chief Executive.
- Counsel across Crown Law.

External

- The Attorney-General's Office.
- Members of the judiciary and their staff.
- Justice sector agencies and other government sector agencies relevant to the Team's work.
- The Crown Solicitor Network.
- The Government Legal Network.
- External counsel.

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

- Bachelor of Laws (or equivalent).
- Admission in New Zealand as a barrister and solicitor and eligibility to hold a current practising certificate issued by the New Zealand Law Society.
- A qualified lawyer with, generally, at appointment, up to 6 years' relevant post admission experience.
- Sound academic background.
- Some knowledge of the relevant area of law would be advantageous, but is not required.
- Strong legal analysis skills and experience in legal research and opinion writing and an aptitude for administrative and public law issues and statutory interpretation.
- Well developed and effective oral and written communication skills
- A general knowledge of te Tiriti o Waitangi/the Treaty of Waitangi, te ao Māori, tikanga and te reo Māori.

Personal Attributes | Ōu Āhuatanga Ake

- Energy and Drive: Displays initiative and sound judgement and is able to work independently.
- Collaboration: Can quickly find common ground, taking into account and balancing the interests of others to solve problems. Encourages collaboration.
- Personal and Interpersonal Skills: Must be able to work constructively with a wide range of people and be adaptable and open-minded.
- Honour and Integrity: Be a role model of Crown Law policies and Values. Adheres to the Code of Conduct for the Public Sector at all times and model the Standards within the Office.

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