



POSITION DESCRIPTION

Tūranga | Position title: Kaiāwhina Tūhuratanga | Discovery Assistant

Reports to: Team Manager, Discovery Support

Group: Discovery Support Team, Operational Services, Strategy and Corporate Group

Document Date: June 2019 (updated October 2024)

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.



Public Service

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 Operational Services Group provides high quality administrative and business services to enable Crown Law to deliver collaborative, indispensable legal service to the government. We take a business partnering approach to delivering professional, customer-centered services. These include tailored support for legal counsel, a range of services to enable successful litigation, and business services to ensure the smooth running of the Crown Law Office.

The Litigation Enablement Team provides a range of services to support successful litigation, including discovery, dedicated administrative assistance on litigation and other complex matters, and the administrative coordination of criminal appeal cases. The Discovery Team is responsible for providing high quality discovery services and contributing to complex electronic litigation services for Counsel.

The Discovery Assistant contributes to the delivery of technical discovery and courtroom solutions for Crown Law and its clients, using case and document management systems.

Ngā Haepapa Matua | Key Responsibilities

Discovery and Electronic Litigation Services

- Use Crown Law's primary evidence management software for the discovery process, including scanning files and data entry as required.
- Use specialist tools to ingest electronic documents into evidence management software to allow documents to be produced in a manner that meets court protocol/standards.
- As required, import, assign/designate individual documents, and determine parent/child relationships between them.

Quality Assurance

- Proof read and check work to ensure quality of all documents meets expectations and standards



- Quality control and peer review of discovery tasks.

General Support

- Assist with management of client files.
- Assist with photocopying.
- Sort/collate litigation documents and files prior to file closure and archiving.
- Complete or assist with any other duties consistent with the position required from time to time by the Discovery Support Team Leader, Litigation Enablement.

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

- Discovery Specialist.
- Counsel.

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

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

- Excellent organisational skills, time management and attention to detail.
- Ability to work as part of a busy team.
- Computer literacy in office automation software, particularly word processing, spread sheets and databases.
- Familiarity with computerised litigation support tools would be an advantage.

Ōu Āhuatanga Ake | Personal Attributes

The Discovery Assistant will be motivated and engaged by:

- Being well organised and enjoy handling multiple tasks at the same time.
- Taking a methodical approach to tasks and deliverables.
- Producing quality work consistently with accuracy and attention to detail.
- Working with others in a team environment.
- Understanding their contribution and how it impacts Counsel and Court.

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