



POSITION DESCRIPTION

Tūranga | Position title: Kaitohutohu Matua | Chief Advisor

Reports to: Deputy Chief Executive

Team: Strategy & Corporate

Document Date: 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.



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 purpose of the position is to support the work of the Deputy Chief Executive (DCE) by providing direct and high level strategic, organisational, and operational advice. The role also provides oversight of security, information management, and is responsible for the Records Management team.

The Chief Advisor works directly with the DCE in a key trouble-shooting role, providing strategic quality assurance and risk management support. This includes supporting the DCE with special projects and ad hoc matters. The Chief Advisor provides insight and advice on a range of matters, facilitates effective solutions to urgent or ongoing issues, and maintains effective working relationships with people within Crown Law as well as with the Attorney-General's office and other relevant government agencies as needed.

Ngā Haepapa Matua | Key Responsibilities

Organisational Awareness and Assurance

- Provide high quality insight and advice to the DCE on a range of matters including strategic, organisational, and operational issues to successfully deal with critical interactions as they arise, including in the areas of government sector planning, outcomes and goals.
- Build knowledge of the key issues and work programmes that fall within the DCE's remit, including providing support and advice and early engagement with issues.
- Undertake projects as required, on behalf of the DCE.
- Drive continuous improvement initiatives aimed at enhancing decision making processes at both the executive and operational levels, including governance and internal assurance functions.



- Build governance capability within the organisation by mentoring leaders and staff on governance responsibilities.
- Collaborate with key internal stakeholders, including senior leadership, to ensure the effective functioning of governance structures.

Organisational Resilience: Security and Information Management

- Develop and deliver the Information Management strategy to ensure Crown Law is compliant and meets expectations with regard to Information Management, including the leadership of the Records Management function.
- Support the DCE to fulfil their security obligations across Crown Law including acting as Deputy Chief Security Officer (pending appropriate level of security clearance), including maintaining awareness of relevant issues and developments which may impact on Crown Law.
- Support the DCE and Chief Information Security Officer (CISO) to develop and implement a cross-functional security programme, including appropriate security awareness education across Crown Law.
- Lead resilience planning and incident management on behalf of the DCE, including working with leaders to ensure Business Continuity planning.

Relationship Management

- Build and maintain key relationships at senior levels within Crown Law to enhance understanding and cooperation to achieve desired results.
- Ensure a highly collaborative approach in dealings across Crown Law.
- Positively communicate, lead and encourage the commitment of Crown Law's strategic direction.
- Contribute to building the strong reputation of the DCE and Strategy and Corporate Group across 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.

Māori / Cultural Capability

- Advanced understanding Te Tiriti o Waitangi and its application to the Crown's legal obligations along with a commitment to supporting a strong and enduring Māori Crown Relationship.
- The ability to lead according to the values and focus areas in Te Rautaki Ratonga Ā-Ture a te Kawanatanga.
- A high level of cultural capability and knowledge of the application of Te tiriti and Tikanga as it applies to the law.



General

- Any other reasonable requests by your manager.

Ngā Hononga Matua | Key Working Relationships

Internal

- Leadership Team
- Strategy & Corporate Managers Team
- Extended Leadership Team, including Chief Information Security Officer (CISO) and Information Technology Security Manager (ITSM)

External

- Justice Sector Partners
- Service providers
- Other government agencies
- CSOs forum

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

Qualifications

- A relevant tertiary qualification or extensive experience within the public service (not necessarily required).
- Note: the ability to obtain and maintain Top Secret National Security Clearance is required for this role.

Experience

- Proven experience in managing relationships with diverse stakeholders, including internal teams, government agencies, and external partners.
- Demonstrated ability to develop long-term strategies, influence decision-making, and guide organisational priorities.
- Capability to lead and develop organisational resilience planning and incident management.
- Strong experience in identifying, assessing, and managing risks that affect an organisation's operations or strategic objectives.
- Experience in leading and mentoring teams or individuals, with the ability to foster a culture of collaboration, innovation, and high performance.

Skills

- A strong working knowledge of the Machinery of Government, including Public Finance Act.
- Proven relationship management and influencing skills – can build trust and facilitate cross organisational work programmes.
- Insightful and an analytical thinker who can analyse and interpret data to tell a story, acknowledging any limitations to interpretation of the data – data literate.



- An empathetic, positive, and collaborative leader with demonstrated people management experience.
- A confident communicator experienced at presenting to a range of audiences, using a range of channels.
- An understanding of the principles of te Tiriti o Waitangi/the Treaty of Waitangi.
- A good general knowledge of, and respect for, te ao Māori and tikanga, or a willingness to learn and apply.
- Competence in, or willingness to develop competence in, te reo Māori.

Ōu Āhuatanga 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. 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.

Date approved	October 2024
Review /Content updated date	October 2024
Document owner	Human Resources