



POSITION DESCRIPTION

Tūranga | Position title: Kaitohutohu, Whakamahere me te Tutukinga Mahi | Advisor, Planning and Performance

Reports to: Manager, Planning and Performance

Group: Finance and Performance

Document Date: March 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 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, Planning and Performance will be responsible for assisting with the development of Crown Law's strategy, and maintaining the planning and performance systems, and the Crown Law risk register. This role will also provide back up support for the Advisor, Ministerial Services when required.

Ngā Haepapa Matua | Key Responsibilities

- Support the development, and rollout of planning, performance, audit and assurance processes, policies, tools, and outputs.
- Support the preparation of regular and ad-hoc reporting and accountability documents.
- Support the delivery of high-quality accountability documents, such as Annual Report, Briefing for the Incoming Minister, Statement of Intent, Annual Estimates.
- Support the delivery of capability self-assessments for Privacy, Protective Security Requirements (PSR), and Carbon Neutral Government Programme by meeting reporting obligations and delivering work-programmes.
- Support the development and implementation of a range of frameworks such as internal policy, compliance/assurance, including working with relevant governance groups to ensure clear accountability.
- Maintain the Crown Law Risk register.

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

- A good understanding Te Tiriti o Waitangi and, ideally its application to the Crown's legal obligations along with a commitment to supporting a strong and enduring Māori Crown Relationship;
- A high level of cultural capability and knowledge of the application of Te tiriti and Tikanga, ideally as it applies to the law.

General

- Any other reasonable requests by your manager.

Ngā Hononga Matua | Key Working Relationships

Internal

- Finance & Performance team
- Strategy & Corporate
- Crown Law Managers

External

- Other Government Agencies

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

Qualifications

- A relevant tertiary qualification (not necessarily required)

Experience

- Previous experience with risk management or risk reporting.
- Previous experience with preparing documents, such as Annual Report, Briefing for the Incoming Minister, Statement of Intent, Annual Estimates.
- Experience in the public sector and understanding of reporting requirements is beneficial.

Skills

- Strong relationship building and collaboration skills
- Strong communication and interpersonal skills
- 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 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, including the '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.

Date approved	March 2024
Review /Content updated date	Updated CLO Values, removed ways of working, added Te Reo position title (Sept 2024)
Document owner	Human Resources