

## Investigating Lawyer

<b>Team:</b>	<b>Operations</b>
<b>Reports to:</b>	<b>Principal People Lead</b>
<b>Direct reports:</b>	<b>None</b>
<b>Indirect reports:</b>	<b>None</b>
<b>Delegations:</b>	<b>None</b>
<b>NZSIS Clearance:</b>	<b>Confidential, if required</b>
<b>Location:</b>	<b>Auckland</b>
<b>Travel:</b>	<b>Wellington occasionally. Other travel may be required.</b>

## Being a Public Servant

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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 hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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.

## Position purpose of the Investigating Lawyer

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Apply legal and investigation experience, technical knowledge, and skill, to investigate and prosecute serious or complex financial crimes.

## What we do matters – Our purpose

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The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand’s financial and economic wellbeing. We do this through our mission of disrupting and deterring serious or complex financial crime through prevention, investigation, and prosecution.

## How we do things – our Values

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<b>Integrity First   Ngākau tapatahi</b>	We do what’s right, with independence, fairness and courage
<b>Sharp on Purpose   Kōpere</b>	We act with clarity and intent, focusing our energy on what matters most
<b>Stronger Together   He waka eke noa</b>	We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>Undertake and contribute to investigations and/or prosecutions as part of a team led by a Principal or other project lead.</li> </ul>	<ul style="list-style-type: none"> <li>Application of investigation plan.</li> <li>Experience, technical knowledge, and skill which add demonstrable value to investigations and prosecutions of serious or complex financial crime.</li> <li>Ability to manage multiple cases across a changing portfolio and prioritise work according to organisational objectives.</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>Support the Principal and/or project lead in leading an investigation team.</li> <li>Take ownership of the delivery of investigation and/or prosecution tasks.</li> <li>Effective project management of assigned investigations.</li> <li>Communicate with influence at all levels, internally and externally.</li> <li>Manifest the core principles of the SFO.</li> </ul>	<ul style="list-style-type: none"> <li>Takes ownership of tasks and supports team members to achieve their milestones.</li> <li>Sets and meets realistic milestones for tasks.</li> <li>Drives legal component of case i.e. analysis of information, providing quality legal advice, preparation of submissions etc.</li> <li>Appropriate liaison with SFO Panel Counsel and external members of the legal profession.</li> <li>Proactive participation in case team endeavours such as interviews, summarising reports, execution of search warrants, witness management etc.</li> </ul>
<p><b>Technical Expertise</b></p> <ul style="list-style-type: none"> <li>Apply advanced technical experience, knowledge, and skills to advance investigations and/or prosecutions.</li> <li>Identify potential issues in an investigation and generates solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration of innovation and fresh thinking in approach to tasks, in collaboration with team members.</li> <li>Keeps up to date with relevant legal developments and shares their findings to the SFO legal team.</li> <li>Demonstration and application of experience in communicating with all stakeholders and persons of interest.</li> <li>Identification of opportunities for continuous improvement in own and organisational processes, including meeting CPD requirements.</li> <li>Identification of risks and their potential solutions.</li> </ul>
<p><b>Risk Management and Compliance</b></p> <ul style="list-style-type: none"> <li>Be cognisant of risks and mitigate.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational risk is minimised, mitigated, or managed appropriately.</li> </ul>
<p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>Comply with agreed systems and application access and use policies and protocols.</li> <li>Enter and update data accurately and comprehensively.</li> </ul>	<ul style="list-style-type: none"> <li>Use of systems and applications align with agreed policies and protocols.</li> <li>Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner.</li> <li>Systems, applications, and data risks are effectively avoided or mitigated.</li> </ul>
<p><b>Relationship Management and Stakeholders</b></p> <ul style="list-style-type: none"> <li>Develop and maintain effective external relationships.</li> </ul>	<ul style="list-style-type: none"> <li>Effective relationships that benefit the SFO and/or the wider system.</li> <li>Effective relationships within the SFO.</li> </ul>

<ul style="list-style-type: none"> <li>Develop and maintain effective working relationships within the SFO.</li> </ul>	
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**Who you will work with to get the job done**

Internal	Principals
	Operations Team
	Legal and Corporate Services Team
External	Private Sector: Victims, Witnesses, External Panel Counsel, Defence Counsel, Contractors, Professional services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff

**Your competency profile**      **What you will bring specifically**

<p>Keys to success:</p> <ul style="list-style-type: none"> <li>Action orientated.</li> <li>Manages complexity.</li> <li>Attention to detail.</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>A minimum of four years' post qualification experience.</li> <li>Excellent research and analysis skills.</li> <li>Experience in financial crime investigations and/or prosecutions as a Lawyer.</li> <li>In-depth understanding of the legislative provisions relevant to criminal investigations and prosecutions, including the Evidence Act 2006, Criminal Procedure Act 2011 and Sentencing Act 2002.</li> <li>Experience in managing multiple priorities concurrently.</li> <li>Experience working within a team.</li> <li>Ability to quickly understand facts and complexities and provide sound advice.</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Proficiency in the use of legal research databases.</li> <li>Competency in Microsoft Office suite – Word, PowerPoint, and Excel.</li> <li>Ideally, experience working with an electronic evidence review platform, such as Relativity.</li> <li>Ability to pick up new systems quickly.</li> <li>Working knowledge of the legislative provisions relevant to investigations and prosecutions of serious or complex fraud offending, ideally including the Serious Fraud Office Act 1990, the Crimes Act 1961 and Secret Commissions Act 1910.</li> <li>Effective influencing skills.</li> <li>Strong communication skills.</li> <li>Effective negotiating skills.</li> <li>A growth mindset.</li> </ul> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>Law qualification.</li> <li>Hold a Practising Certificate or ability to obtain one.</li> </ul>
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