

Principal Legal Advisor

Team:	Legal and Corporate
Reports to:	Deputy Chief Executive Legal and Corporate / Chief Legal Advisor
Direct reports:	Legal Advisor (2)
Indirect reports:	None
Delegations:	Financial Authority, Human Resources Authority – refer delegation policies
Location:	Auckland
Travel:	Occasional

Being a Public Servant

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 Principal Legal Advisor

- Provide support to the Chief Legal Adviser.
- Lead and manage Legal Services.
 - Provision of technical legal services and advice to the organisation.
 - Provision of technical legal case advice to the Operations/Prosecutions team.
 - Manage the Official Information Act process and responses.
 - Manage Privacy Act compliance.
 - Liaise with Crown Law Office.
- Contribute to the technical capability and competency of the SFO's lawyers.
- Develop and deliver legal training.

What we do matters – Our purpose

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 and complex fraud through prevention, investigation, and prosecution.

How we do things – our Values

<p>Integrity First Ngākau tapatahi Sharp on Purpose Kōpere Stronger Together He waka eke noa</p>	<p>We do what’s right, with independence, fairness and courage We act with clarity and intent, focusing our energy on what matters most We back each other, share ideas and work as one team</p>
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What you will do to contribute	As a result, we will see
<p>Technical Leadership of the Legal Discipline</p> <ul style="list-style-type: none"> • In consultation with SFO Principal Lawyers, review and refine the competency framework and work programme for the legal discipline to set and maintain standards across the discipline. • Establish and lead agreed best practice for the legal discipline, in conjunction with other Principals. 	<ul style="list-style-type: none"> • An effective competency framework and work programme for the legal discipline is in place. • The performance and expertise of team members in the legal discipline is continuously improved. • Professional development requirements and opportunities for lawyers are identified and addressed. • The SFO is recognised as a leader in the legal field.
<p>Leadership</p> <ul style="list-style-type: none"> • Lead and mentor the Legal Services team with purpose. • Provide leadership and role modelling in the SFO’s commitment to the organisational values, strategic priorities, and a positive organisational culture. • Communicate with influence at all levels, internally and externally. • Demonstrate teamwork and contribute to shared team goals. • Contribute to resourcing and prioritisation decisions across legal matters, in conjunction with other Principals and managers. 	<ul style="list-style-type: none"> • Direct reports receive regular mentoring and coaching and performance feedback. • Effective communication with team members, management and SLT. • Effective resourcing and prioritisation decisions are made.
<p>Technical People Development</p> <ul style="list-style-type: none"> • Develop and deliver training packages applicable to the legal discipline, including for non-lawyers. • Actively participate in meetings and provide reports or updates to managers or SLT. • Provide support to lawyers on areas of professional development. • Provide feedback on performance to individual team members within the legal discipline. • Provide feedback to Principal – People Leads and managers on the performance of individual team members within the legal discipline. 	<ul style="list-style-type: none"> • Training packages are delivered. • Effective delivery of professional development to team members. • Courageous and constructive performance conversations are held.

<p>Technical Legal Expertise</p> <ul style="list-style-type: none"> • Assist the Chief Legal Advisor in providing oversight of legal matters across the SFO. • Lead the SFO's response to legislative reform. • Lead project work in conjunction with the other SFO Technical Leads. • Provide technical legal advice to the Operations team to advance aspects of evaluations, investigations, and prosecutions. • Provide technical legal advice to assist the Operations team to resolve potential issues in an investigation or prosecution. • Ensure the Legal Services team provides effective legal support to the Operations team. • Ensure the Legal Services team has oversight of and provide effective legal advice and support in relation to corporate legal matters. • Provide guidance to the Legal Services team in their role reviewing and providing advice in relation to procurement and contracts. • Provide guidance to the Legal Services team in their role to ensure SFO related policies and practices adhere to current legal requirements. 	<ul style="list-style-type: none"> • Effective support provided to the Chief Legal Advisor. • SFO responds appropriately and in a timely manner to changes to or new legislation. • Provision of high-quality legal advice. • Appropriate oversight and advice on corporate legal matters. • Appropriate advice is provided in relation to procurement and contracts. • SFO policies and practices are legally compliant.
<p>Privacy, OIA and related matters</p> <ul style="list-style-type: none"> • Assist the Chief Legal Advisor in the management of privacy matters. • With the support of the Legal Services team, assist the Chief Legal Advisor with legislative compliance, including responding to official information and Privacy Act requests 	<ul style="list-style-type: none"> • The SFO complies with its legislative requirements. • Organisational legal risk is effectively managed.
<p>Risk Management and Compliance</p> <ul style="list-style-type: none"> • Be cognisant of legal risks and identifies and appropriately elevates risks to ensure they are effectively mitigated or eliminated. • Produce reports as directed or requested by your manager and stakeholders. 	<ul style="list-style-type: none"> • Organisational risk is minimised, mitigated, or managed appropriately. • Reporting aligns with legal and regulatory requirements. • Reporting meets the needs of stakeholders.
<p>Systems and processes</p> <ul style="list-style-type: none"> • Comply with agreed systems and application access and use policies and protocols. • Enter and update data accurately and comprehensively. 	<ul style="list-style-type: none"> • Use of systems and applications align with agreed policies and protocols. • Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner. • Systems, applications, and data risks are effectively avoided or mitigated.

<p>Relationship Management and Stakeholders</p> <ul style="list-style-type: none"> • Develop and maintain effective external relationships. • Develop and maintain effective working relationships within the SFO. • Manage the relationship with Crown Law Office. 	<ul style="list-style-type: none"> • Effective relationships that benefit the SFO and/or the wider system. • Effective relationships within the SFO. • Effective relationship with the Crown Law Office.
<p>Talent Development</p> <ul style="list-style-type: none"> • Drive, support and model the creation of a culture of performance excellence, results accountability, and learning. • Build the capability of the SFO's Legal Services team and the wider operational legal team, including providing development opportunities to ensure they have the capability necessary to effectively deliver their remit and respond appropriately to future demands. • Provide ongoing coaching, support, and professional development for direct reports through establishing key performance criteria, regular feedback and identifying growth opportunities. • Appropriate delegation of projects, tasks, and responsibilities. • Ensure all HR and line management responsibilities are carried out in accordance with organisational policy and procedures. 	<ul style="list-style-type: none"> • Effective professional development of direct reports and team members. • Regular and meaningful development discussions with direct reports. • Effective management of performance, good and bad. • Identification of opportunities for direct reports to develop. • Direct reports empowered and equipped to deliver delegations. • Delivery of high-quality work from the team. • Efficient delegation of tasks. • Line management responsibilities executed appropriately and in a timely manner.

Who you will work with to get the job done	
Internal	ELT / SLT
	Legal Services Team
	Operations Team
	Wider SFO Team
External	Crown Law Office
	Other agency partners and stakeholders
	Members of the public

Your competency profile	What you will bring specifically
<p>Keys to success:</p> <ul style="list-style-type: none"> • Developing Others • Communicates Effectively • Continuous Learning • Cultivates innovation 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in investigations and or prosecutions as a lawyer. • Experience practicing corporate law. <p>Skills:</p>

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| | <ul style="list-style-type: none">• Effective leadership skills.• Effective coaching skills.• Proven technical expertise in the legal discipline.• An in-depth knowledge of New Zealand law.• Knowledge of the Official Information Act 1982 and the Privacy Act 2020.• Knowledge of the Serious Fraud Office Act 1990.• Demonstrated knowledge and practical application of criminal legislation, such as the Crimes Act 1961 and the Criminal Procedure Act 2011.• Effective relationship skills.• Effective influencing skills.• Effective communication skills.• Effective negotiating skills.• A growth mindset. <p>Other requirements:</p> <ul style="list-style-type: none">• A legal qualification.• A Practising Certificate. |
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