

Principal People Lead (Investigating Lawyer/Forensic Accountant/Investigator)

Team:	Operations
Reports to:	Manager Investigations and Prosecutions
Direct reports:	Assigned Investigations and Prosecutions Team Members (5-7 ordinarily)
Indirect reports:	None
Delegations:	Financial Authority, Human Resources Authority – refer delegation policies
Location:	Auckland
Travel:	Wellington occasionally. Other travel may be required.

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 People Lead

- The Principal – People Lead role is a people leadership position for the SFO’s operational team members.
- The Principal- People Lead is also an important organisational leadership role that is highly influential in both the culture and performance of the SFO. As such, the Principal – People Lead will be aligned with and support the SFO’s organisational and strategic vision.
- The Principal – People Lead will apply their investigation experience and technical knowledge and skill to suspected serious or complex financial crime and corruption cases and lead an investigation team through the investigation and prosecution stages of the case.
- The Principal – People Lead is also responsible for the pastoral care of a small team of investigations team members made up of a mix of disciplines – Lawyers, Investigators and Forensic Accountants.
- The role will also contribute to the resourcing and prioritisation decisions made by the SFO across its portfolio of cases.
- In addition, the Principal – People Lead will contribute as a team member on investigations and prosecutions through applying their expertise as an investigator, lawyer or accountant.

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 or complex financial crime through prevention, investigation, and prosecution.

How we do things – our principles

Excellence	A world class financial crime and corruption agency.
Connect	Stronger together.
Pride	In all that we do.

What you will do to contribute	As a result, we will see
<p>Investigations</p> <ul style="list-style-type: none"> Lead investigations to: <ul style="list-style-type: none"> Identify instances of serious or complex financial crime. Gather and analyse evidence. Effectively scope an investigation. Identify and act on stop/go decision points in investigations. Plan an investigation, manage the timeline and key milestones, and deliver an investigation to an agreed quality standard. Conduct investigations in a timely and efficient manner. Assist in the development of the team members during an investigation/prosecution. 	<ul style="list-style-type: none"> High quality contribution to tasks allocated to advance the investigation strategy. Collaborative approach to work which ensures team members are aware of progress. Management of timeframes and expectations around milestones. Well led investigations and prosecutions.
<p>Prosecutions</p> <ul style="list-style-type: none"> Provide leadership to prosecutions in conjunction with the Investigating Lawyer, Principal Legal Advisor, and external counsel. 	<ul style="list-style-type: none"> Development of well scoped prosecution plans. Proactive identification of prosecution issues. Effective communication with team members and management.
<p>Leadership</p> <ul style="list-style-type: none"> Lead and mentor the investigation team with purpose. Provide leadership and role modelling aligned to organisational values, strategic priorities, and a positive organisational culture. Effective project management of assigned investigations. Manage and develop people Communicate with influence at all levels, internally and externally. Work collaboratively and contribute to shared team goals. 	<ul style="list-style-type: none"> Efficient delegation of tasks. Regular mentoring, coaching, and performance feedback to investigation team members and outcome reporting to the Manager Investigations and Prosecutions. Leadership behaviour that demonstrates clear understanding of the organisational and strategic priorities established by the executive team, and actions that are aligned with, and support the progression of those priorities. Effective communication of investigation and prosecutions, challenges, timeframes and outcomes.

<ul style="list-style-type: none"> Contribute to resourcing and prioritising decisions across cases, in conjunction with other Principals and Managers. 	<ul style="list-style-type: none"> Effective communication with team members, management and SLT. Effective teamwork demonstrated. Effective resourcing and prioritising decisions are made across SFO cases.
<p>Technical Expertise</p> <ul style="list-style-type: none"> Apply technical experience, knowledge, and skills to advance evaluations, investigations and/or prosecutions. Identify potential instances of serious or complex financial crime from limited information as part of complaint evaluation. Identifies potential issues in an investigation and generates solutions. Effectively gather and analyse evidence. 	<ul style="list-style-type: none"> Effective and proactive identification of investigative issues. Delivery of high-quality technical work. Delivery of high-quality forensic analysis.
<p>Risk Management and Compliance</p> <ul style="list-style-type: none"> Be cognisant of risks and mitigate. Alert management to risks. 	<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>SFO Wide 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. 	<ul style="list-style-type: none"> Effective relationships that benefit the SFO and/or the wider system. Effective relationships within the SFO.
<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 team and provide 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. 	<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.

- Appropriate delegation of projects, tasks, and responsibilities.
- Ensure all HR and line management responsibilities are carried out in accordance with organisational policy and procedures.

Who you will work with to get the job done

Internal	Wider Operations Team
	Legal Services Team
	Senior Leadership Team (SLT)
External	Panel Counsel
	Agency partners and stakeholders
	Members of the public

Your delegations

Financial delegation	In accordance with approved delegations
Direct Report	Assigned Operations team member

Your competency profile

- Keys to success:
- Drives engagement
 - Builds effective teams
 - Plans and aligns

What you will bring specifically

- Experience:
- Ideally, five years or more of experience in financial crime investigations and/or prosecutions as a Lawyer, Investigator or Forensic Accountant.
 - Proven technical expertise in relation to financial crime investigation.
 - In-depth understanding of financial crime investigation and corruption methodologies.
 - Experience in managing financial crime or other criminal investigations.
- Skills:
- An in-depth understanding of business commercial or financial systems.
 - Demonstrated knowledge of the Serious Fraud Office Act 1990.
 - Demonstrated leadership skills.
 - Ideally, knowledge of criminal legislation, such as the Crimes Act, Criminal Procedures Act.
 - Effective influencing skills.
 - Effective communication skills.
 - Effective negotiating skills.
 - A growth mindset.
- Other requirements:
- A relevant professional tertiary or equivalent qualification:
 - Principal Accountant: CA Qualified

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| | <ul style="list-style-type: none">○ Principal Investigating Lawyer: Current Practising Certificate○ Principal Investigator: Detective qualification or equivalent technical experience |
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