

## Senior 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>Location:</b>	<b>Auckland</b>
<b>Travel:</b>	<b>Wellington occasionally. Other travel may be required.</b>

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### 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.

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### Position purpose of the Senior Investigating Lawyer

- Apply legal and investigation experience, technical knowledge, and skill to investigate and prosecute serious or complex financial crime.
- On occasion, lead aspects of an investigation.

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### 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.

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### How we do things – our principles

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

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> <li>• Utilise experience in investigations or prosecutions to ensure investigation and/or prosecution tasks are completed to a high standard.</li> <li>• Assist in the technical development of the team members they work with, during an investigation/prosecution.</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> <li>• Improved skills and knowledge of team members.</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> <li>• Mentor and develop people.</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> <li>• Support the Legal Services Team in development and implementation of competency framework for lawyers and SFO best practice and assist with training opportunities.</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 distributes 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> <li>• The technical expertise of all of team members in the lawyer discipline increases.</li> </ul>
<p><b>Investigation Management</b></p> <ul style="list-style-type: none"> <li>• Provide strategic case contribution, including in relation to scope.</li> <li>• Identify and acts on key stop/go points within an investigation.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriately scoped investigations.</li> <li>• Milestones are met by the investigation team. Reporting and analysis are completed to a high standard.</li> <li>• Adherence to case management systems and processes.</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrate the ability to plan an investigation, manage the timeline and key milestones, and deliver an investigation to an agreed quality standard.</li> <li>• Demonstrate the ability to drive engagement and cohesion across a multi-disciplinary team.</li> </ul>	<ul style="list-style-type: none"> <li>• A high level of engagement and coordination between all disciplines to achieve case objectives.</li> <li>• Relevant internal and external stakeholders are continually appraised of case progress.</li> </ul>
<b>Risk Management and Compliance</b> <ul style="list-style-type: none"> <li>• Be cognisant of risks and mitigate.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk is minimised, mitigated, or managed appropriately.</li> </ul>
<b>Systems and processes</b> <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>
<b>Relationship Management and Stakeholders</b> <ul style="list-style-type: none"> <li>• Develop and maintain effective external relationships.</li> <li>• Develop and maintain effective working relationships within the SFO.</li> <li>• You will work with SFO Panel members to prepare for, and appear in, complex SFO prosecutions.</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> <li>• You will assist with the preparation of court document and submissions, make administrative appearances and appear as second counsel at trial.</li> </ul>

Who you will work with to get the job done	
Internal	Principals and Senior Leadership Team
	Operations Team
	Legal and Corporate Services Team
External	Private Sector: Victims, Witnesses, External Panel Counsel, Defense Counsel, Contractors, Professional services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff

Your competency profile	What you will bring specifically
Keys to success: <ul style="list-style-type: none"> <li>• Manages complexity</li> <li>• Interpersonal savvy</li> <li>• Courage</li> </ul>	Experience: <ul style="list-style-type: none"> <li>• A minimum of three years' significant post qualification experience.</li> <li>• Excellent research and analysis skills.</li> <li>• Experience in financial crime investigations and/or prosecutions as a Lawyer.</li> </ul>

- 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.
- Experience in managing multiple priorities while working with a team.
- Ability to quickly understand facts and complexities and form sound advice.
- Sufficient expertise and experience to act as junior counsel in Court proceedings.
- Scoping and planning work, including direction of other team members.

Skills:

- Proficiency in the use of legal research databases
- Competency in Microsoft office suite – Word, PowerPoint, and Excel.
- Ideally, experience working with an electronic evidence review platform, such as Relativity.
- Ability to pick up new systems quickly.
- 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.
- Effective influencing skills.
- Effective communication skills.
- Effective negotiating skills.
- A growth mindset.

Other requirements:

- Law qualification.
- Hold a Practising Certificate or ability to obtain one.