

Senior Legal Advisor – Operations

Team:	Legal and Corporate
Reports to:	Principal Legal Advisor
Direct reports:	None
Indirect reports:	None
Delegations:	None
NZSIS Clearance:	Confidential, if required
Location:	Auckland or Wellington
Travel:	Auckland or 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 hāpori, 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 Senior Legal Advisor-Operations

As part of SFO's Legal Services Team, you will play a key role in supporting the Serious Fraud Office's vital work to tackle complex financial crime. This position offers the opportunity to provide high-impact legal advice across a wide range of operational, regulatory and business functions. You will work collaboratively with dedicated investigation and prosecution teams, contribute to significant cases and have opportunities to appear in court.

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 fraud through prevention, investigation, and prosecution.

How we do things – our principles

Integrity First | Ngākau tapatahi

We do what's right, with independence, fairness and courage.

Sharp on Purpose | Kōpere

We act with clarity and intent, focusing our energy on what matters most

Stronger Together | He waka eke noa

We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
<p>Technical Legal expertise</p> <ul style="list-style-type: none"> Support the Principal Legal Advisors in the provision of strategic, operational and technical legal advice to the Chief Legal Advisor and SLT. Apply advanced technical knowledge to ensure that the Legal Services Team provides effective legal support to the evaluation, investigation and prosecution teams. Apply operational expertise to investigations and prosecutions. Contribute to the provision of effective legal advice and support in relation to corporate legal matters. Utilise experience in prosecutions to ensure prosecution tasks (including drafting court documents and appearing in court) are completed to a high standard. 	<ul style="list-style-type: none"> Delivery of high-quality technical work which adds demonstrable value to investigations and prosecutions of serious or complex financial crime. Classification as an SFO in-house prosecutor. Identification of opportunities for continuous improvement in own and organisational processes. The technical expertise of all of team members in the legal discipline increases. Delivery of high-quality legal advice that is valued by colleagues.
<p>Risk Management and Compliance</p> <ul style="list-style-type: none"> Play a key role in identifying legal risks, collaborating with Principal Legal Advisors to develop proactive solutions and safeguard the SFO's mission. Assist with regulatory compliance, including responding to official information and Privacy Act requests Deliver clear, insightful reports that inform decision-making and drive continuous improvement across the organisation. 	<ul style="list-style-type: none"> Active role in the identification of risks and their potential solutions. Organisational risk is proactively minimised and managed, ensuring a secure and resilient environment. Reporting not only meets all legal and regulatory standards but also reinforces our commitment to integrity and transparency. Reporting will empower stakeholders with the information they need to make confident, informed decisions.
<p>Relationship Management and Stakeholders</p> <ul style="list-style-type: none"> Build strong, trusted partnerships with key external stakeholders, representing the SFO with professionalism and integrity. 	<ul style="list-style-type: none"> Effective relationships that benefit the SFO and/or the wider system. Strengthen connections within the SFO to enhance communication, build trust, and achieve collective success.

<ul style="list-style-type: none"> Foster a collaborative, supportive team culture within the SFO, working together to achieve shared goals. 	
<p>Leadership</p> <ul style="list-style-type: none"> Plays a key role in driving the success of the Legal Services Team. Communicates with influence at all levels, internally and externally. Champions and exemplifies the SFO's core values in all actions. Actively mentors and empowers junior team members. 	<ul style="list-style-type: none"> Fosters trust and confidence in the work and integrity of the Legal Services Team. Supports team members to achieve their goals Appropriate liaison with SFO Panel Counsel and external members of the legal profession. Good functioning relationships with relevant stakeholders.
<p>Other Legal Responsibilities</p> <ul style="list-style-type: none"> Support the Legal Services Team in development of competency framework for lawyers and SFO best practice. Identify training opportunities that empower team members to excel. Support the Legal Services Team to ensure SFO related policies and practices adhere to current legal requirements. 	<ul style="list-style-type: none"> Contribution to legal components of a policy document or law reform proposals. The SFO keeps up to date with relevant legal developments and distributes their findings to the SFO legal team. The SFO meets its compliance obligations.

Who you will work with to get the job done	
Internal	Senior Leadership Team
	Legal and Corporate Services Team
	Operations Team
	Strategy and Prevention Team
External	Panel Counsel
	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">• Action orientated• Manages complexity• Attention to detail	<p>Experience/skills:</p> <ul style="list-style-type: none">• Experience in applying the substantive and procedural elements of criminal law at a senior level, including operational legal advice.• Experience drafting court documents, including legal submissions.• Sufficient court advocacy experience to make administrative appearances and act as junior counsel in criminal law court proceedings.• A willingness to reprioritise and an ability to effectively manage a range of tasks.• An agile and outcomes focus.• Ability to quickly understand facts and complexities and provide sound legal advice.• A proactive growth mindset, continuously seeking opportunities for professional development and innovation.• Effective communication and influencing abilities.• Working in collaborative team environments, contributing to shared success. <p>Other requirements:</p> <ul style="list-style-type: none">• Legal qualification – minimum 5 years' PQE.• Hold a New Zealand Practising Certificate or have the ability to obtain one.