National Legal Counsel for PPS

Position Details

Reports to: National Manager: Police Prosecution Service	**Location:** Police Prosecution Service
District/Service Centre: Police Prosecution Service	**Shift work/non shift work:**
Group: National Operations	**Remuneration range:** Grade 21
PHPF Level Purpose: Individual Contributor	**Employee Type:** Office of Constable/Police Employee
Direct reports: Nil	**Delegated financial authority:** N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Purpose

The purpose of the National Operations Group is to enable and deliver Our Business through coordinated national services.

To support the delivery of these outcomes the National Legal Counsel – Police Prosecution Service (PPS) will provide quality legal policy and practice advice to the PPS management team, PPS service delivery staff and other police staff on legal developments, legislation and other matters of a legal nature relevant to the PPS environment.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Provision

- Provides legal information and advice to the National Manager PPS.
- Monitors and identifies legal risks and plans for appropriate actions.

- Contributes to and, where appropriate, leads the development and maintenance of PPS policies, procedures and practices to ensure their legal accuracy, currency, and their effective and timely dissemination throughout the PPS.
- Supports the National Manager in the development of legislative change relevant to PPS operations.
- Manages projects as required within the PPS National Office, including PPS-related law reform issues.
- Contributes to PPS-relevant policy development initiatives by representing police and/or the PPS as a member of interdepartmental working groups.
- Provides direction, advice and information to PPS staff on developments in criminal law and procedure, including legislation and case law, and application of the Solicitor-General's Prosecution Guidelines.
- Provides advice to PPS prosecutors on prosecution strategies or case issues.
- Provides advice to PPS staff in respect of complaints, privacy matters, and professional development and training.
- Provide and maintain national oversight of the prosecution network

3. Training

- Prepares, disseminates and/or presents prosecution-related training material (formal or informal) to PPS staff.
- Prepares, disseminates or presents legally focused prosecutions material in conjunction with the Royal New Zealand Police College and/or District Training Coordinators/Officers.
- Provides advice and support to the Professional Development Manager in respect of the legal components of PPS professional development and training programmes.
- Supports the National Manager in the management of legal resources and publications (electronic and hardcopy) for the PPS and the police generally.

4. Team work

- Works with other members of the PPS management team to achieve the best results for the PPS and the police organisation as a whole.
- Encourages and maintains open, honest and constructive relationships with colleagues.
- Ensures strong and effective channels of communication amongst colleagues.
- Takes the constructive approach to team efforts and supports other team members where possible.
- Fosters strong and effective channels of communication amongst the managers.

5. General Management

- Contributes to the PPS management team by supporting the development and maintenance of a high performing team.
- Ensures the key concepts of Maori Responsiveness, community orientated policing, partnerships and quality customer service are applied in all PPS projects and initiatives.
- Fosters a safe environment by integrating safety and health into all aspects of work practices and places of work.
- Works with other PPS managers to achieve optimum resource use and "best result" for the organisation as a whole.
- Develops networks across the organisation with managers who have similar functional and operational responsibilities to ensure consistency of approach.
- Acts as a source of expert information and advice in their area of specialisation for managers and staff.
- Supports and explains decisions made by Police Executive and the PPS Management team in all relevant forums and discussions.

6. Relationship management

- Develops and maintains informal consultative and information sharing networks with key internal and external stakeholder groups.
- Maintains strong customer service focus in all relationships.

Establishes and maintains strong and effective working relationships with:

- PPS management, district coordinators and service delivery staff
- District/Service Centre management and other police networks, in particular Legal Services
- The Crown Law Office and Crown Solicitors
- Justice Sector agencies, including the Parliamentary Counsel Office
- Professional bodies including the legal profession and research organisations.
- The Judiciary

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- A non-core Children's Worker security check is required