Regional Manager (PPS)

Position Details

Reports to: National Operations Manager (PPS)	**Location:** Police Prosecution Service – as required
District/Service Centre: Police Prosecution Service	**Shift work/non shift work:** Non shift work
Group: National Operations Group	**Remuneration range:** Grade 21
PHPF Level Purpose: Leader/Manager	**Employee Type:** Office of Constable / Police Employee
Direct reports: District Prosecution Managers (PPS)	**Delegated Financial Authority:** Yes

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.

The purpose of the Police Prosecution Service is to build Safer Communities through effective justice interventions and resolutions

To support the delivery of these outcomes the Regional Manager will lead, manage, and administer the delivery of prosecutions services and to provide an effective and efficient service to several Police Districts within the allocated region.

The Regional Manager will liaise with the Justice Sector at the appropriate level representing the PPS and whole of police when required.

The purpose of leadership in this role is to lead the tactics for Our Business and enable our people to deliver them.

Accountabilities

1. Look after our people

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Ensure all team accidents, incidents and near misses re reported, investigated and endorsed in MyPolice.
- Proactively manage employee return to work programmes where required.
- Actively encourage and enable Wellness and Safety initiatives and training.

2. Service Delivery

- Manages the delivery of prosecutions services to Districts.
- Monitors the quality and standard of prosecutions service delivery to ensure consistency with national Police policies and procedures, and an emphasis on continuous improvement.

- Ensures the prosecution files satisfy the standards imposed by the Courts.
- Establishes and monitors systems, standards and strategies for delivery of service with internal and external stakeholders, and continually identifies opportunities for improved effectiveness.
- Monitors the appropriateness of charges laid, and makes recommendations for modification or withdrawal if required.
- Manages contracts for service delivery, including agreeing contractual requirements, managing variations, and monitoring service delivery against performance standards.
- Implements policies, procedures and strategies established by the Police National Headquarters in relation to the Police Prosecution Service.
- Keeps up to date with current trends in prosecuting and service delivery.
- Contributes to the development of Prosecutions strategy and policies, and provides advice on the implications for the Region.

3. Customer Service

- Ensures all service requests and complaints are met with a professional, customer focused and timely response.
- Assesses customer needs, analyses customer satisfaction, identifies issues, and develops and implements appropriate strategies.
- Fosters an atmosphere where customer responsiveness is fostered, recognised and rewarded.

4. Relationship Management

- Establishes and maintains strong and effective working relationships with:
  - District management and staff
  - Justice Sector agencies, in particular the Ministry of Justice (Courts
  - Crown Solicitors, Crown Law Office and defence counsel
  - Members of the Judiciary
  - Defendants, witnesses and complainants
  - Professional bodies including the New Zealand Law Society
  - Ministry of Social Development and other relevant Government agencies
  - Local Maori and Iwi representative groups
  - Relevant sector and interest groups
- Develops and maintains informal consultative and information sharing networks with Police managers, peers in partner agencies and other Government departments.

5. Team leadership and Management

- Plans and coordinates the work of the team, and monitors performance against that plan.
- Ensures the team are motivated, trained and encouraged to perform to the best of their abilities.
- Provides leadership and direction for the team and acts as a role model.
- Manages and provides advice to the team in relation to
  i. Human Resource Management
  ii. Project Management
  iii. Financial Management
  iv. Communication Management

6. General Management

- Maximises the economic and efficient management of the Prosecutions Region.
- Supports and explains decisions made by the Police Executive in all relevant forums and discussions.
- Fosters good health and safety practices, including increasing awareness, identifying risks and developing solutions.
- Investigates complaints on behalf of the Independent Police Complaints Authority and manages internal disciplinary matters.
- Ensures systems, initiatives and behaviours are aligned to the strategic goals and values of the NZ Police and Police Prosecution Service.

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 core children's worker security check is required for sworn members.
- A non-core Children's Worker security check is required for Police Employees.

Qualifications

- Sworn members are required to be accepted on the CPF at Inspector level
- Police Employees will require a relevant tertiary qualification in a discipline relevant to the role (for example: Law / Business / Strategy / Risk / Planning)