Prosecution Support Officer (PPS)

Position Details

Reports to: District Prosecution Manager (PPS)

Location: Generic

District/Service Centre: Police Prosecution Service

Shift work/non shift work: non shift work

Group: Resource Management

Remuneration range: Band C

PHPF Level Purpose: Individual Contributor

Employee Type: 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 Resource Management is to enable us to deliver Our Business through advice, assurance, training and support.

To support the delivery of these outcomes the Prosecution Support Officer (PPS) will provide a professional and efficient administrative support for the Police Prosecution Service.

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 delivery

Reception and General Administration

- Assists in general office administration, receiving telephone calls, communicating information. verbally to colleagues and staff, screening visitors, sending and receiving faxes, photocopying and dispatching documents, processing mail.
- Provides, clerical, receptionist assistance, data entry and assists with records maintenance, including assignment of files, within a prosecutions office.
- Records, updates and retrieves information including reports and correspondence as required.

Office Administration Systems

- Manages databases and maintains spreadsheets for District Prosecution Manager.
- Carries out the duties of requisitioner for the SAP.
- Identifies problems within the office administration including symptoms, causes and effects, uses discretion to address problems and provides appropriate feedback to the District Prosecution Manager.

Prosecution File Administration

- Events and assigns files using electronic media (NIA Prosecution Case).
- Accurately records and dispatches files, locates and attaches associated files or other pertinent information to prosecution files when necessary.
- Receives new files, minor offence files to action, collates and checks file information for accuracy, updates file status maintaining them in chronological order of court hearing date.
- Receives files at the completing of court, sorts, updates file status and forwards files as required
- Accurately updates status of all current prosecution files.
- Prioritises relevant matters to Prosecutors attention for progression in court.
- Actions requests from members of Police for information off files and dispatches the information accordingly.
- After determining the action to be taken, prepares actions and distributes requests for case adjournments from Registrars, defendants and legal practitioners.

3. Relationship management

- Responds to all client inquires and requests for service in a professional customer-friendly and timely manner.
- Ensures accurate, effective and timely oral communication with colleagues, staff and customers.
- Maintains and promotes positive relationships with external contacts through the prosecution process, including public, Crown Solicitor's Office, Courts, Ministry of Social Development, legal practitioners, Department of Corrections.
- Maintains positive liaison and communications within PPS office, with Diversion Officers, Inquest Office, Legal Advisers, District staff, National Office, and other PPS offices.

4. Team work

- Encourages and supports open honest and constructive relationships with colleagues.
- Ensures strong and effective channels of communication amongst colleagues.
- Co-operates and works positively with other members of the team to achieve PPS goals.
- Uses initiative to assist other members of team without the need for direction from a supervisor.
- Demonstrates positive actions and attitudes that contribute to team morale and team performance.
- Demonstrates appropriate personal attitudes and behaviours towards persons of opposite/same gender, diverse groups, or other cultural/ethnic groups at all times.
- Assists peers to make adjustments to change through positive actions and support.
- Keeps supervisor/DPM informed of issues that could impact on team performance.

5. Other

- Undertakes any non-routine duties as directed by a PPS manager.
- Complies with OSH policies and standards.
- Reports any identified OSH issues to the person in charge of the office.
- Participates in training and development activities as directed.
- Demonstrates willingness to adjust to challenging changes in the work environment.
- Identifies and informs DPM of issues that could impact on the PPS at the earliest opportunity.

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

Qualifications

- Short-listed applicants will have to undergo a proficiency exercise in the use of Microsoft Word and Excel.