Legal Advisor (Legal)

Position Details

Reports to: Manager Legal PNHQ or Manager Legal District

Location: Generic

District/Service Centre: Legal Service Centre

Shift work/non shift work: non shift work

Group: People Group

Remuneration range: Broadbanded Band H – Grade 21

PHPF Level Purpose: Individual Contributor

Employee Type: Officer 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 People Group is to enable our people to deliver Our Business.

To support the delivery of these outcomes the Legal Advisor (Legal) will provide quality legal advice to the Police National Headquarters, District Managers and members of Police on legal developments, legislation and other legal issues within a National Legal Framework and as directed by the Legal Services Management Team.

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

- Identifies legal risks and provides advice on appropriate actions.
- Supports the National Manager: Legal Services and Manager Legal in the development of legislative change.

- Provides timely direction and advice to Police on civil and criminal matters.
- Provides timely direction and advice to Police on contractual obligations, prosecutions, complaints, privacy, official information and training.
- Researches the law and legal precedents using a range of information tools.
- Draft legal opinions.
- Liaises with Crown Counsel and Crown Solicitors, as appropriate, in respect of civil or criminal matters.
- Continues with professional self-development and demonstrates a current knowledge of legal issues and principles.
- Manages projects as required within Legal Services, including law reform issues.
- Delivers legal services with a quality customer service, Maori responsiveness, partnerships, equal employment opportunities and community orientated policing framework.
- Delivers services promptly, impartially to minimise legal risk.
- Fulfils functions under section 23 (b) & (c) of Privacy Act 1993.

3. Relationship management

- Provides legal support to Police of a high quality.
- Develops and maintains networks within the Ministry of Justice, Parliamentary Counsel Office, other government agencies and members of the legal profession as appropriate.
- Maintains close working relationships within Police networks.

4. Team involvement

- Works effectively as part of Legal Services Team by providing assistance to other team members.
- Ensures behaviour aligns to the ethics and values of Police.

5. General management

- Contributes to objectives of Police as a member of the Legal Services Team
- Supports decisions made by the Police Executive in all relevant forums and discussions. Acts as a source of expert information and advice on legal matters for managers and staff.
- Ensures that key concepts of quality customer service, Maori responsiveness, partnerships, equal employment opportunities and community orientated policing are adhered to in all projects and initiatives.
- Contributes to meeting Police obligations under the Treaty of Waitangi within the ambit of this position.
- Fosters a safe environment by integrating safety and health into all aspects of work practices and places of work used.

6. Training

- Provides staff with early notice of changes to law and practice.
- Assists in preparing, disseminating or presenting formal or informal training material in conjunction with the Royal New Zealand Police College and/or District Training Co-ordinator/Officer as coordinated by the PNHQ legal team.

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