Legal Counsel – Legal

Position Details

Reports to: Manager - Legal

Employee Type: Employee & Constabulary

Executive Group: Chief of Staff

Shift Work/Non-Shift Work: Non-shift work

Workgroup: Legal Services

Remuneration Range: Broadband H – Grade 21

Location: Generic

Delegated Financial Authority: Nil

Role Level: Individual Contributor/Emerging Leader

Direct Reports: Nil

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver our business and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

Police Legal Services is within the Chief of Staff Office.

To support the delivery of our business the Legal Counsel (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.

Responsibilities (what you'll be doing)

The **Legal Counsel** will:

1. **Service Delivery:**
   - Identifies legal risks and provides advice on appropriate actions.
   - Supports the Director, 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, Mäori responsiveness, partnerships, equal employment opportunities and community orientated policing framework.
   - Delivers services promptly, impartially to minimise legal risk.

2. **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.

3. **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.

4. **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, Mäori 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.

5. **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

6. Universal Responsibilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their 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.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The **Legal Counsel** can expect to build and maintain effective relationships with:

Internal	Police Managers, Internal stakeholders and other Police workgroups
External	Crown Law, Ministry of Justice, Parliamentary Counsel office, other government agencies

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the **Legal Counsel** will:

- Deliver high standards of service to all stakeholders in a professional manner Be able to identify legal risk and provide advice on appropriate action.
- Ensure accurate legal advice is provided in a clear and timely way.
- Prioritise good communication and constructive interactions with Police staff and the staff of key external agencies as mentioned above.
- Identify and respond to opportunities to improve our legal service delivery (this could be through, for example, provision of training in an area where issues have repeatedly arisen; early involvement in a prevention measure; or in the development of a resource such as a template in response to developing law)
- Effectively communicate with our people, partners and community,
- Use critical thinking and problem-solving skills to make sound decisions and judgement Manage time, priorities and responsibilities for self and others
- Manage our administrative responsibilities and resources Know our business and how to deliver it.
- Know our contribution to achieving our targets.
- Know the legislation, policy and guidelines relevant to the role and how to access them Know how to identify and manage risk to personal safety and trust and confidence
- Know the impact of unconscious bias and how to manage our own biases. Know and understand the diverse cultures within our communities.
- Have experience in engaging with partners and stakeholders
- Have the experience to apply creative and diverse thinking and show initiative. Have the experience to manage own health, waiora (well-being) and resilience.
- Enhance the Mana and waiora (well-being) of others, so that we can all be safe and feel safe. Seek clarity about the outcomes and activities we are expected to deliver.
- Seek opportunities to develop our own skills, knowledge and experience.
- Contribute honestly and openly to our progress and performance reviews.

Additional information: (what you need to know)

Required Qualifications

- LLB degree and a current NZ practising certificate or the ability to obtain this without further study
- Current PCT for Constabulary Employees

Pre-Employment Checks

- Not a children's worker, standard vetting required
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.

Work Environment

- Location: Office Environment
- Flexibility options: Flexible work options available.
- Travel requirements: May be some travel required inter-district for the purpose of delivering training.