

# POSITION DESCRIPTION

Position title:	Executive Assistant
Team:	Crown Legal Risk Group <u>OR</u> Attorney General's Group
Reports to:	Deputy Solicitor-General, Crown Legal Risk <u>OR</u> Deputy Solicitor-General, Attorney-General's Group
Document Date:	July 2020

## Crown Law Overview

Crown Law provides legal advice and representation services to the government in matters affecting the executive government. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

Crown Law's vision is to provide collaborative, indispensable, legal service. Crown Law's purpose is summarised in the following statements:

- **Legal experts:** We are experts in public, criminal, constitutional and Treaty of Waitangi law; enabling Government to pursue its policy objectives according to law.
- **Kaitiaki of the rule of law:** We support the Law Officers (the Solicitor-General and Attorney-General) to determine the Crown's view of the law.
- **System leaders:** We provide leadership for the networks of Crown Solicitors, public prosecuting agencies and in-house Government lawyers.

Crown Law team members strive to demonstrate the following Ways of Working in our interactions with each other, our clients and in all we do.

- We take **pride** in all we do
- We value our **differences**
- We look after the **mana** of other people
- We recognise our **impact** on others
- We **care** about each other

The organisation is committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.

## **Role context**

The Executive Assistant is a key supporting partner to the Deputy Solicitor-General, anticipating their needs and providing proactive executive level support to them and the wider leadership team as required. They work as an effective communication channel and trusted advisor to the Deputy Solicitor-General and wider team.

## **Key Responsibilities**

### **Executive Support**

- Anticipates information and organisational needs of the Deputy Solicitor-General, providing support in the appropriate form
- Proactively manages competing priorities within complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation
- Produces, coordinates and distributes information and documents in the tailored format as anticipated and required
- Works with the Deputy Solicitor-General's direct reports to enable them to meet the Deputy Solicitor-General's expectations
- Supports the Deputy Solicitor-General with their work programme, wider group strategy and planning associated with it
- Implements systems and processes supporting the Deputy Solicitor-General's work programme
- Supports with recruitment activity the Deputy Solicitor-General may undertake including on-boarding and induction as relevant Proactively identifies issues and risks and escalates these where appropriate
- Attends meetings as required, taking meeting minutes and managing action points
- Supports the Deputy Solicitor-General with highly sensitive and complex issues while building trust and maintaining discretion as appropriate
- Acts as a role model for the Crown Law Office and models our values.

### **Administration**

- Provides effective administrative services including but not limited to email management, forward planning, financial tasks and organising meetings
- Manages, organises and coordinates travel and events as required
- Provides administrative support to managers within the team as where appropriate to enable them to meet the Deputy Solicitor-General's expectations
- Monitors and ensures compliance with due dates, correspondence and report responsibilities
- Manage access to the secure room and related tasks and responsibilities as a national security clearance holder

- Ensures all documentation produced is accurate, grammatically correct and in the correct format for its purpose
- Ensures team compliance with office systems and processes
- Source and/or locate information as required
- Provides administrative support, coordination and where appropriate ownership for Crown Law processes, projects and key initiatives as required.

#### **Communication and Relationship Management**

- Assists with coaching and mentoring of administration team members as appropriate and contributes to the professional leadership of both the team and Crown Law's support and administrative functions
- Builds and maintains highly effective relationships with team members and key stakeholders both internally and externally to support the Deputy Solicitor-General's work
- Communicates on behalf of the Deputy Solicitor-General as required ensuring any messaging is in line with the organisational direction and is appropriate for the audience receiving it, both internal and external
- Coordinates requests for information from internal and external stakeholders where relevant and provides a professional first point of contact for all enquiries
- Provides support to the Leadership Team as required and cover when other Executive Assistants and Executive Advisor are away
- Works with and seeks advice and guidance from the Executive Advisor as required
- Collaborates across Crown Law's EA cohort to ensure smooth running of the executive support team delivery
- Proactively shares information with the wider team and the broader team of Executive Assistants and Executive Advisor.

#### **Health and Safety**

- Complies with all reasonable instructions regarding Health and Safety policies and processes and the Health and Safety at Work Act 2015
- Takes reasonable care to ensure that in the performance of their employment they do not undermine their own health and safety or the health and safety of any other person
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

#### **Other**

- Any other duties as reasonably required by the Deputy Solicitor-General

#### **Key Working Relationships**

##### **Internal**

- Leadership Team
- Executive Advisor

- Executive Assistants
- Legal Team Managers
- Legal Support Leaders and Team
- Operational Services Group
- Counsel
- Public Prosecutions Unit (PPU)
- Corporate Managers

#### **External**

- Attorney-General's Office
- Justice sector agencies
- Briefed-out external counsel
- Government Legal Network
- Members of the judiciary
- Crown Solicitors
- Other Government Agencies

#### **Skills, Experience and Qualifications**

The ideal appointee will have the following skills, qualifications and experience:

- Experience working as an Executive Assistant or similar role, to a senior level executive ideally in the legal or government sector
- Has a sound understanding of the Machinery of Government
- Experience at successfully working in an autonomous environment
- Understanding of recruitment processes and experience coordinating across all elements of the recruitment lifecycle
- Understanding of financial terminology and experience in an invoicing and billing environment
- Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori
- Excellent written and verbal communication skills and the ability to liaise confidently with a wide range of internal and external stakeholders at different levels
- Strong organisational skills to manage and complete multiple projects by time-sensitive deadlines
- A high degree of proficiency with Outlook and MS Office applications
- An ability to obtain and maintain a high level security clearance is required

**Personal Attributes**

- Has strong accuracy and attention to detail
- Exercises discretion and security awareness at all times, particularly in dealing with sensitive or classified information
- Works as a team member and demonstrates collegiality through knowledge sharing and excellent working relationships
- Uses initiative and works unsupervised
- Is flexible and has skill at identifying and adapting to change at pace
- Has the ability to disseminate messages top down and provide appropriate messages bottom up
- Maintains calm under pressure
- Has the ability to multi task, managing a number of different priorities at once.

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<b>Document owner</b>	Human Resources