

# POSITION DESCRIPTION

Position title:	GLN Graduate, Government Legal Network Graduate Programme
Employing Department:	Crown Law Office
Location:	Wellington
Document Date:	February 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.

## Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūrangā mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

## GLN Background

The Government Legal Network is home to over 1200 lawyers who work in a variety of ministries, departments, Crown entities, commissions and research institutes. Our lawyers work across the country to protect the rule of law, and to maintain the integrity of our constitutional democracy. We help the Government implement its policies lawfully and – as a result – support New Zealanders to benefit from a society that is safe, just, environmentally sustainable and economically progressive. As lawyers in the Government Legal Network, we are lawyers for New Zealand.

We are advocates and advisors. Every day, government lawyers are negotiating and overseeing some of New Zealand's largest contracts and international agreements; informing the Crown's role as a Treaty partner; considering how resources are maintained for future generations; drafting legislation and working closely with policy colleagues; and upholding the rule of law through public and Crown prosecutions.

We practise in every major area of law, including international law; environmental law; Treaty of Waitangi; resource management; human rights; privacy; public and administrative law; health law; commercial law; revenue; ICT law; property law; and criminal law.

We are led by the Solicitor-General as head of the government legal profession. The expectation for our quality of service is high and we value honesty, innovation and leadership in our colleagues. We also value compassion and integrity. Our legal teams are collaborative, rewarding and supportive places to work. If you are motivated by a sense of challenge, and a desire to contribute to meaningful outcomes, we invite you to start your career with us.

## Position Purpose

Graduates in the GLN programme will provide participating departments (and their Ministers) with legal advice and services to support the minimisation of Crown legal risk and enable the lawful implementation and execution of government policy.

Through three secondment placements, you will contribute to the business outcomes of diverse legal teams and the handling of matters in different subject areas. One secondment may have a policy focus; another may have a legislative work programme. Other rotations could be litigation driven. All will be interesting and challenging.

Throughout the programme, you will develop a thorough understanding of the machinery of government, the distinct interests of various departments and the common goals and accountabilities shared by all teams within the Government Legal Network. Putting your academic skills into practice, you will:

- learn about risk identification and mitigation,
- test your opinion-drafting and advisory skills,
- enhance your relationship-management abilities, and
- build contacts across the Government Legal Network.

You will have the opportunity to contribute to matters at the heart of New Zealand's administration. Your advice will have real outcomes for government and for everyday New Zealanders. While developing leadership skills, you will be guided by effective managers and mentors.

As a component of the programme's learning and development structure, you will complete your Professional Studies requirements in order to be admitted as a Barrister and Solicitor of New Zealand. You will also meet with leaders from various fields and collaborate with other graduates on a project of across-government benefit.

At each stage of the programme, you will take a central role in the planning and review of your development. This will provide you with a full picture of your progress and the acquisition of new skills over time.

## Role Scope and Accountabilities

As a GLN Graduate/Graduate Solicitor you can expect your responsibilities to include, but not be limited to:

- after being admitted to the roll of barristers and solicitors of the High Court of New Zealand: providing legal advice and services on a range of matters – including alternative dispute resolution where applicable
- providing advice on policy proposals, including reviewing impact assessments and draft Cabinet papers
- assisting with the drafting of regulations or the preparation of instructions for draft legislation
- providing advice on operational matters

- reviewing documents such as Memorandums of Understanding and contracts
- building and maintaining trusted relationships with stakeholders – internal and external, across different levels of seniority
- participating effectively in team situations while maintaining a proactive approach to individual workload.

Generally the work you will undertake will involve matters of low to medium legal risk. You may be required to assist with matters involving higher risk at your Manager's discretion and with the appropriate degree of supervision.

### **Other Accountabilities**

Host departments will be flexible and accommodate the time you need to attend modules within your Professional Studies course. However you will also need to allocate a regular portion of your own time towards the completion of course requirements.

As members of the Government Legal Network, and ambassadors of the inaugural graduate programme, you will need to participate in GLN Programmes and Capability Team facilitated learning and development programmes and networking events. You may be required to lead a presentation to the Network, and provide video profiles to promote the next graduate recruitment round.

### **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; and
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

### **General**

- Any other reasonable requests by your manager.

### **Reporting Lines**

Your primary employer throughout the programme's duration will be Crown Law. Your lead ('home') manager will hold primary responsibility for performance appraisals, objective setting and other formal aspects of your employment.

On a day-to-day footing, you will also report to a manager within the department hosting your secondment. This manager will routinely provide feedback, allocate your work and help you plan goals discrete to your rotation.

At the conclusion of each rotation, you will have an informal meeting with your host manager to assess your progress during that rotation. A short summary will be supplied to your home manager, and to the host manager assigned in your upcoming rotation. At the end of each year, you will have a formal performance appraisal with your home manager. This ensures your home manager maintains an overview of your development, and can assist with goal planning in relation to each rotation and, at the conclusion of the programme, your future career.

## Indicators of Success

Key responsibility	Indicators of success
<b>Legal advice and representation</b>	<p>Work completed shows:</p> <ul style="list-style-type: none"> <li>• a solid working knowledge of the law and its operating context</li> <li>• a robust understanding of departmental obligations and needs</li> <li>• adept identification of the facts and marshalled reasoning</li> <li>• minimal errors</li> <li>• eloquent, concise expression</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• Ability to engage well with all levels of seniority</li> <li>• Confident, courteous style grounded in credibility</li> <li>• Proactive approach to building trusted relationships</li> <li>• Increasingly well-connected across the Government Legal Network</li> <li>• Consults others' views</li> <li>• Supports a collegial working team</li> <li>• Effective negotiator, influences through trust</li> <li>• Represents departments, the programme and wider GLN well</li> </ul>
<b>Managing own tasks and participating in projects</b>	<ul style="list-style-type: none"> <li>• Self-manages workload – prioritising, planning and evaluating progress</li> <li>• Actively raises and escalates risks</li> <li>• Seeks advice when uncertain</li> <li>• Suggests solutions to problems identified</li> <li>• Identifies learning needs and opportunities</li> </ul>
<b>Participating effectively in groups and teams</b>	<ul style="list-style-type: none"> <li>• Works effectively within a group, including allocating / receiving tasks</li> <li>• Acknowledges the contribution of others – always collegial</li> <li>• Listens actively in team settings</li> <li>• Undertakes thoughtful peer review of others' work</li> <li>• Gives and receives feedback with grace</li> <li>• Willingly helps colleagues in times of peak workflow</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Models behaviours consistent with the State Services Commission's Standards of Integrity and Conduct</li> <li>• Contributes towards a positive, cheerful working environment grounded in trust</li> <li>• Admits mistakes openly and learns from them</li> <li>• Takes feedback on board and uses it to enhance performance</li> </ul>

- Well-rounded view, honest at all times
- Safety and wellbeing**
- Takes all practicable steps to ensure own and others' safety
  - Complies with relevant safety and wellbeing policies and procedures
  - Reports all incidents in a timely fashion

### Competencies

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- Reasoning**
- Analytical, conceptual and incisive thinking
  - Isolates and addresses relevant issues clearly
  - Logical path from concept to conclusion
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- Knowledge and skills**
- Completed LLB, with consistently good grades throughout
  - Capable problem-solving skills
  - Excellent ability for both oral and written communication
  - Natural affinity for interpersonal relationships and teamwork
  - Good understanding of the machinery of Government, Public Sector obligations and Treaty of Waitangi principles
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- Emotional intelligence**
- Self-motivated, results-focused
  - Self-aware regarding strengths and weaknesses
  - Tactful yet confident when dealing with others
  - Invites and accepts feedback
  - Values other perspectives and cultures
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- Organisational commitment**
- Willingly undertakes any duty required within the context of the role
  - Displays a high degree of personal integrity in dealings with others
  - Understands Equal Employment Opportunities (EEO) principles and the application of these
  - Complies with all legislative and regulatory requirements associated with the role and departmental contexts
  - Adheres to departmental and State Services Commission Standards of Integrity and Conduct (including the Codes of Conduct of Crown Law and rotation departments)

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