

Case Briefing Officer Operations / General Counsel

Reporting to Manager Prosecutions and Deputy General Counsel

Location Auckland

Being a Public Servant

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Position purpose

The Case Briefing Officer role is integral to supporting the SFO's prosecution function. The role includes assisting the case teams with preparing formal written statements during the investigations and managing witnesses in preparation and during criminal trials.

What we do matters – our purpose

The Serious Fraud Office (SFO) is a small, highly specialised government department responsible for the prevention, investigation and prosecution of serious or complex financial crime, including corruption.

How we do things around here – our principles

Excellence	A world class financial crime and corruption agency
Connect	Stronger together
Pride	In all that we do

What you will do to contribute	As a result, we will see
<p>Investigations and prosecutions</p> <ul style="list-style-type: none"> Support the case teams by preparing formal written statements for witnesses Coordinate with witnesses to arrange for written statements to be agreed and signed Assist the investigation team by assembling case materials by collecting, organising, and summarising information, documents, reports, and evidence 	<ul style="list-style-type: none"> Good quality formal statements completed for all witnesses Experience, technical knowledge, and skill which adds value to investigations and prosecutions of serious or complex financial crime Ability to manage multiple cases and other tasks across a changing portfolio and prioritise work according to organisational objectives
<p>Other prosecution support tasks</p> <ul style="list-style-type: none"> Assist with trial preparation including reviewing electronic bundles, preparing witness lists, verifying transcripts Support a trial by arranging logistics, coordinating with witnesses, and operating the SFO's electronic courtroom 	<ul style="list-style-type: none"> Well managed and efficient trials Witnesses who feel confident, well informed and supported during the prosecution proceedings.
<p>Relationship Management</p> <ul style="list-style-type: none"> Develop and maintain effective working relationships with key internal and external stakeholders Demonstrates teamwork and contributes to shared team goals 	<ul style="list-style-type: none"> Take ownership of tasks and supports team members to achieve their milestones Set and meet realistic milestones for tasks Drive components of an investigation or prosecution related to briefings i.e. analysis of information, assist with the preparation of submissions Identification of other investigation or prosecution tasks that the case briefing officer can coordinate
<p>Technical Expertise</p> <ul style="list-style-type: none"> Applies technical experience, knowledge, and skills to contribute to investigations and/or prosecutions Assists with identifying potential issues in an investigation or prosecution and generates solutions 	<ul style="list-style-type: none"> Demonstration of innovation and fresh thinking in approach to tasks, in collaboration with team members Identification of opportunities for continuous improvement in own and organisational processes Identification of risks and their potential solutions

Who you will work with to get the job done	
Internal	Deputy General Counsel
	Operations team
	Evidence Management team
	Wider SFO
External	Private Sector: Victims, Witnesses, External Panel Counsel, Defence Counsel
	Public Sector: Other law enforcement and regulatory agencies, Court staff

Your delegations	
Financial delegations	Nil
Direct reports	Nil

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none">• Action oriented• Manages complexity• Attention to detail	<ul style="list-style-type: none">• Significant experience in preparing formal statements for criminal investigations and prosecutions.• Experience of the criminal prosecution environment and processes• Working knowledge of relevant legislation such as the Crimes Act 1961, Evidence Act 2006 and Criminal Procedure Act 2012• Effective verbal and written communication skills• Effective analytical skills• Skills and agility necessary for learning and adapting to new IT tools and software.• Ability to drive engagement and ensure others meet their deadlines.• High level of organisational skill with the ability to effectively manage concurrent responsibilities and manage workload autonomously and problem solve along the way• Ability to work under pressure, prioritising tasks in a changing work environment with competing priorities.• Demonstrates a growth mindset