



# Investigating Lawyer

## Investigations

The Investigating Lawyer will apply their legal and investigation experience, technical knowledge and skill to investigate and prosecute serious or complex financial crime.

**Reporting to**

Principal – People Lead

**Location**

Auckland

**Salary range**

SFO Band 2

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## What we do matters – our purpose

The Serious Fraud Office (SFO) is a small, highly specialised government department responsible for serious or complex fraud investigations and prosecutions.

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## 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

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What you will do to contribute	As a result we will see
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>To undertake and contribute to investigations and/or prosecutions as part of a team led by a Principal or other project lead</li> </ul>	<ul style="list-style-type: none"> <li>Application of investigation plan.</li> <li>Experience, technical knowledge and skill which add demonstrable value to investigations and prosecutions of serious or complex financial crime</li> <li>Ability to manage multiple cases across a changing portfolio and prioritise work according to organisational objectives</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>Supports the Principal and/or project lead in leading an investigation team</li> <li>Takes ownership of the delivery of investigation and/or prosecution tasks</li> <li>Effective project management of assigned investigations</li> <li>Communicates with influence at all levels, internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>Takes ownership of tasks and supports team members to achieve their milestones</li> <li>Sets and meets realistic milestones for tasks</li> <li>Drives legal component of case i.e. analysis of information, providing quality legal advice, preparation of submissions etc.</li> <li>Liaison with External Panel Counsel</li> <li>Proactive participation in case team endeavours such as interviews, summarising reports, execution of search warrants, witness management etc.</li> </ul>
<p><b>Technical Expertise</b></p> <ul style="list-style-type: none"> <li>Applies advanced technical experience, knowledge and skills to advance investigations and/or prosecutions</li> <li>Identifies potential issues in an investigation and generates solutions</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration of innovation and fresh thinking in approach to tasks, in collaboration with team members</li> <li>Demonstration and application of experience in communicating with all stakeholders and persons of interest</li> <li>Identification of opportunities for continuous improvement in own and organisational processes</li> <li>Identification of risks and their potential solutions</li> </ul>

Who you will work with to get the job done	
Internal	Investigations team colleagues
	Evaluation and Intelligence team and individual Principals
	Evidence Management team
	Business Services team
	The Senior Leadership team
External	Private Sector: Victims, Witnesses, External Panel Counsel, Defence Counsel, Contractors, Professional services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff

Your delegations	
Financial delegations	Nil / \$0
Direct reports	Nil

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"><li>• Interpersonal savvy</li><li>• Courage</li><li>• Self-development</li><li>• Action orientated</li><li>• Manages complexity</li><li>• Customer focus</li></ul>	<p>Experience:</p> <ul style="list-style-type: none"><li>• A minimum of three years' post qualification experience and holder of a current Practising Certificate</li><li>• Excellent research and analysis skills</li><li>• Experience in financial crime investigations and/or prosecutions as a Lawyer</li><li>• In-depth understanding of the Evidence Act, Criminal Procedure Act, Sentencing Act and other related legislation</li><li>• Experience in managing multiple priorities while working with a team</li><li>• Ability to quickly understand facts and complexities and form sound advice</li></ul> <p>Skills:</p> <ul style="list-style-type: none"><li>• Proficiency in the use of legal research databases. and good level of competency in Microsoft office suite – Word, PowerPoint and Excel</li><li>• Ideally, experience working with an electronic evidence review platform, such as Relativity</li><li>• Ability to pick up new systems quickly</li><li>• Working knowledge of the Serious Fraud Office Act 1990, the Crimes Act 1961 and Secret Commissions Act 1910 legislation</li></ul> <p>Other requirements:</p> <ul style="list-style-type: none"><li>• Appropriate relevant professional Tertiary qualification</li></ul>