



Investigating Lawyer

Operations / Investigations

Reporting to Principal People Lead

Location Auckland / Wellington

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 whaitake 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 hapori, 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 Investigating Lawyer applies their legal and investigation experience, technical knowledge and skill to investigate and prosecute serious or complex financial crime.

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

Who you will work with to get the job done	
Internal	Senior Leadership Team
	General Counsel Team
	Operations Team
	Corporate and Strategy 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
Direct reports	Nil

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none">• Action orientated• Manages complexity• Attention to detail	<p>Experience:</p> <ul style="list-style-type: none">• A minimum of three years' post qualification experience• Excellent research and analysis skills• Experience in financial crime investigations and/or prosecutions as a Lawyer• In-depth understanding of the legislative provisions relevant to criminal investigations and prosecutions, including the Evidence Act 2006, Criminal Procedure Act 2011 and Sentencing Act 2002.• Experience in managing multiple priorities while working with a team• Ability to quickly understand facts and complexities and form sound advice <p>Skills:</p> <ul style="list-style-type: none">• Proficiency in the use of legal research databases. and good level of competency in Microsoft office suite – Word, PowerPoint and Excel• Ideally, experience working with an electronic evidence review platform, such as Relativity• Ability to pick up new systems quickly• Working knowledge of the legislative provisions relevant to investigations and prosecutions of serious or complex fraud offending, ideally including the Serious Fraud Office Act 1990, the Crimes Act 1961 and Secret Commissions Act 1910• Demonstrates a growth mindset <p>Other requirements:</p> <ul style="list-style-type: none">• Appropriate relevant professional Tertiary qualification• Holds or has the ability to obtain a Practising Certificate