

Senior 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. A Senior may be asked to lead aspects of an investigation.

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

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| 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 |
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| <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 Utilise experience in investigations or prosecutions to ensure investigation and/or prosecution tasks are completed to a high standard Assist in the technical development of the team members they work with during the course of an investigation/prosecution | <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 Improved skills and knowledge of team members |
| <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 Mentors and develops people | <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 Supports General Counsel Team in development of competency framework for lawyers and SFO best practice, and assists with training opportunities | <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 The technical expertise of all of team members in the lawyer discipline increases |
| <p>Investigation Management</p> <ul style="list-style-type: none"> Provides strategic case contribution, including in relation to scope Identifies and acts on key stop/go points within an investigation Demonstrates the ability to plan an investigation, manage the timeline and key milestones, and deliver an investigation to an agreed quality standard Demonstrates the ability to drive engagement and cohesion across a multi-disciplinary team | <ul style="list-style-type: none"> Appropriately scoped investigations Milestones are met by the investigation team. Reporting and analysis are completed to a high standard. Adherence to case management systems and processes A high level of engagement and coordination between all disciplines to achieve case objectives Relevant internal and external stakeholders are continually appraised of case progress |

Who you will work with to get the job done

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| 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

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| Financial delegations | Nil |
| Direct reports | Nil |

Your competency profile

What you will bring specifically

Keys to Success:

- Manages complexity
- Interpersonal savvy
- Courage

Experience:

- A minimum of three years' significant 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
- Sufficient expertise and experience to act as junior counsel in Court proceedings
- Scoping and planning work, including direction of other team members

Skills:

- 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

Other requirements:

- Appropriate relevant professional Tertiary qualification

- Holds or has the ability to obtain a Practising Certificate
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