



Case Briefing Officer

The Case Briefing Officer will apply their investigation and legal experience, technical knowledge and skill to support investigation teams investigate and prosecute serious or complex financial crime.

The primary purpose of the role is to prepare SFO cases for prosecution by completing formal statements during investigations and prosecutions. The role may also undertake other prosecution support roles such as liaising with potential witnesses, preparation of evidence and trial logistics.

Reporting to

General Counsel

Location

Auckland

Salary range

SFO Band 1

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.

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 Principal and/or case lead by preparing written statements for witnesses based on interviews undertaken by the investigation team 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 add demonstrable 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 High quality and confident witnesses supportive of the SFO's actions
<p>Leadership</p> <ul style="list-style-type: none"> Take ownership of the delivery of allocated tasks Communicate effectively with key internal stakeholders 	<ul style="list-style-type: none"> Taking ownership of tasks and supports team members to achieve their milestones Setting and meeting realistic milestones for tasks Driving components of an investigation or prosecution related to briefings i.e. analysis of information, assisting 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	General Counsel
	Evaluation and Intelligence team and individual Principals
	Investigation team
	Evidence Management team
	Business Services team
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 / \$0
Direct reports	Nil

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> • Interpersonal savvy • Courage • Self-development • Action orientated • Manages complexity • Customer focus 	<p>Experience:</p> <ul style="list-style-type: none"> • Significant experience in preparing formal statements for criminal investigations • In-depth experience of the criminal prosecution environment and processes • In-depth understanding of the Crimes Act, Evidence Act, Criminal Procedure Act and other relevant legislation • Experience in managing multiple priorities while working within a team • Experience in identification of relevant and/or admissible evidence and facts to be proven <p>Skills:</p> <ul style="list-style-type: none"> • Good level of competency in Microsoft office suite – Word and Excel • Ideally, experience working with an electronic evidence review platform, such as Relativity • Excellent analytical skills • Ability to pick up new systems quickly • Strong verbal and written communication skills • Excellent organisational skills with the ability to work well under pressure while maintaining good attention to detail • Working knowledge of the Serious Fraud Office Act 1990 <p>Other requirements:</p> <ul style="list-style-type: none"> • Tertiary qualification or relevant equivalent qualification or work based experience