

Prosecutor (Police Prosecution Service)

Position Details

Reports to: District Prosecution Manager

Employee Type: Employee & Constabulary

Executive Group: Northern Districts

Shift Work/Non-Shift Work: Both - Prosecutors may be required to work Saturday court on a rostered basis and to relieve at other PPS Offices at times.

Workgroup: Police Prosecution Service

Remuneration Range: Prosecution Remuneration Pathway

Location: Generic

Delegated Financial Authority: N/A

Role Level: Individual Contributor/Emerging Leader

Direct Reports: N/A

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

- ▶ **Professionalism**

Taking pride in representing New Zealand Police and making a difference in the communities we serve
- ▶ **Respect**

Treating everyone with dignity, upholding their individual rights and honouring their freedoms
- ▶ **Integrity**

Being honest and upholding excellent ethical standards
- ▶ **Commitment to Māori and The Treaty**

Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
- ▶ **Empathy**

Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
- ▶ **Valuing Diversity**

Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

The Resolutions Directorate enables the fair and effective resolution of criminal offending through the delivery of Police Prosecution Services and oversight of Te Pae Oranga and formal warnings.

Police Prosecutions Services (PPS) helps to keep New Zealanders safe and feeling safe by holding offenders to account and supporting fair and effective resolutions of offending through the court system. PPS is at the heart of the criminal justice system, prosecuting approximately 190 000 charges every year. Two hundred and seventy PPS prosecutors - a mix of senior, intermediate and junior prosecutors- service 58 District Courts nationwide.

To support Police Prosecutions Service (PPS) outcomes the Prosecutor provides advocacy services in the criminal jurisdiction on behalf of New Zealand Police in respect of all proceedings commenced by Police, advice to Police staff and assistance to the court in respect of prosecution matters.

Responsibilities (what you'll be doing)

The **Prosecutor** will:

1. Advocacy and legal submissions

- ▶ Prosecutes and provides oral evidence at District Court and Youth Court proceedings, from first appearance to case disposal.
- ▶ Provides support and advice to New Zealand Police on Prosecution matters.
- ▶ Advocates at other tribunals as required.
- ▶ Meets police obligations under relevant legislation in respect of prosecutions.
- ▶ Performs duties as required under the Police Adult Diversion Scheme.
- ▶ Conducts legal research and prepares written legal submissions to strengthen prosecution case.

2. File Determination/Evaluation

- ▶ Ensures that the standard of prosecution files complies with the approved national standards and Solicitor General Prosecution Guidelines.
- ▶ Provides an independent review of evidential sufficiency and makes evaluations in relation to the appropriateness or otherwise of the charge/s laid.
- ▶ Records accurate, relevant and current information for court proceedings.
- ▶ Coordinates prosecution files for appeal decisions by legal section.
- ▶ Identifies legal/prosecution risks and initiates appropriate remedial actions including, where appropriate, the substitution or withdrawal of criminal charges.
- ▶ Analyses criminal liability and develops prosecution strategy and tactics in relation to each case.
- ▶ Ensures the timely and professional completion of all reports and correspondence.
- ▶ Escalates complex decisions to District Prosecution Manager as required.
- ▶ Participate in a team approach to youth crime reduction strategies within their area and the District.

3. Interaction/Communication

- ▶ Identifies the need for plea discussions with defence counsel about charge determination in accordance with the Solicitor General Prosecution Guidelines
- ▶ Provides appropriate advice, instruction, feedback and education in respect of the prosecution process and construction of prosecution files to District staff.
- ▶ Provides quality correspondence to stakeholders as appropriate.
- ▶ Liaises with prosecution witnesses in respect of evidential and court process matters as required.
- ▶ Liaises with Defence Counsel to facilitate progression through appropriate case management activities/actions.

4. Teamwork

- ▶ Cooperates and works positively with other members of the team to achieve PPS goals.
- ▶ Uses initiative to assist other members of team without the need for direction.

- ▶ Demonstrates positive actions and attitudes that contribute to team morale and team performance.
- ▶ Encourages and supports open, honest and constructive relationships with colleagues, using interpersonal skills effectively in both group and individual situations.
- ▶ Responds positively to changes in the work environment.

5. Relationship management

- ▶ Responds to all requests and inquiries in a professional, customer friendly and timely manner.
- ▶ Maintains liaison and communication with all Police Prosecution Service [PPS] staff, district diversion officers, legal advisers, police officers and staff within the district.
- ▶ Develops and maintains networks with other agencies including: Judiciary, Crown solicitors, court staff, Youth Aid, Child Youth & Family Services, law practitioners, Department of Corrections staff, Victim Support and community service organisations, Restorative Justice and other external agencies.
- ▶ Meets prosecution obligations to victims as required by legislation.
- ▶ Maintains and promotes a positive relationship with media and other interest groups in accordance with PPS guidelines.
- ▶ Provides appropriate feedback to the District Prosecution Manager.

6. Universal Responsibilities

All employees of New Zealand Police are expected to:

- ▶ Adhere to New Zealand Police standards of integrity and conduct.
- ▶ Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- ▶ Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- ▶ Respect diversity and demonstrate inclusiveness.
- ▶ Understand the hazards in their work area and eliminate or minimise the associated risk.
- ▶ Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- ▶ Actively participate in Wellness and Safety initiatives and training.
- ▶ Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The **Prosecutor** can expect to build and maintain effective relationships with:

Internal	District Prosecution Manager(s), District staff
External	Justice sector stakeholders

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the **Prosecutor** will have:

- ▶ Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
- ▶ Personal attributes and temperament relevant to the position.
- ▶ General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health)

Additional information: (what you need to know)

Required Qualifications

- ▶ If you are a Police Employee applicant, you must have an LLB degree and have the ability to get a practicing certificate and provide copy of qualification eligibility, or;

- ▶ If you are a previous sworn employee who is able to prove the skills, knowledge and experience (with examples) of Prosecuting within a Court environment, then you can apply as a non-sworn employee.
- ▶ Current CPK at the rank of the vacancy you are applying for (Constabulary only).
- ▶ For both Constabulary & Police Employees:
 - Agree to enrol in a leadership programme at the advertised level, at a future date or
 - Have qualified under CEP or a previous Career Progression Framework at the level you are applying for.

Pre-Employment Checks

- ▶ Non-core children's worker, safety check required.
- ▶ Drug and alcohol testing, as required, according to guidelines.
- ▶ No National Security Clearance is required to be obtained and maintained.

Work Environment

- ▶ Travel requirements: Travel where required to support PPS meeting court demands.